



**We're on the Web!**

<http://dnr.wi.gov/Aid/EIF.html>

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*On-Line System Ready for Actual ITA Submittals*

The Environmental Loans staff is excited to announce the on-line system for Intent to Apply (ITA) submissions is ready for use!

This on-line system is a step toward streamlining internal processes and external submittals. For this year only, on-line submittals are optional. Next year, all ITAs and Priority Evaluation and Ranking Forms (PERFs) must be submitted online. More information will follow in late spring of 2015 regarding next year's submittal processes and deadlines.

The new process is more time and energy efficient for everyone involved. You can enter your ITA information, attach appropriate documents (in the near future), and submit the entry entirely online. The system won't allow you to submit an incomplete ITA, but it will immediately email you confirmation of receipt for a successfully submitted ITA. When the Environmental Loan staff approves the ITA you will receive an email of acceptance.

The integrated, on-line ITA entry process links directly to the current information in our database. You will be able to view lists of all the previous ITAs that have been submitted for the municipalities you've been given access to. You can click on the "View" button to see the details of an *Continued on page 2*

**Upcoming Deadlines**

**December 31st:**

- Deadline for SFY 16 CFWP and SDWLP ITAs and PERFs

*When Are the Deadlines?*

- **WAMS ID and DNR Switchboard access:** no later than Monday, December 15, 2014.
  - [Instructions](#) for WAMS ID and DNR Switchboard
  - [Webpage](#) for acquiring WAMS ID and DNR Switchboard access.
- **On-line ITAs submittals:** no later than Wednesday, December 31, 2014.
  - The ITA(s) may be accessed from the [DNR Switchboard](#).
- **Hand delivered ITAs and PERFs:** no later than 4:30 p.m. on Tuesday, December 30, 2014. *The DNR offices will be closed on 12/31/14 and 01/01/2015.*
- **Mailed ITAs and PERFs postmarked:** no later than Wednesday, December 31, 2014.



*A View from the Privy*

Archimedes set out to invent a water pump and screwed it up.

## Don't Waste Valuable Project Time

Help us be more efficient, please do NOT submit ITAs or PERFs by fax or email.

Our fax machine has limited capacity and is not secure to our program.

Our inboxes have limited capacity and large emails and files, such as PDF attachments, are often not received through our email system.

Also, the holiday season is fast approaching. If your Project Manager (PM) is out of the office for vacation, they are unlikely to check their email.



*Continued from page 1* ITA as well as copy and create a new ITA. The ITA's information may be updated and reused for future project entries. If any address changes need to be made, they can be done at this time via the "Contact Us" link. If you're going to reuse an ITA, remember to update the project costs for each year.

Because of anticipated PERF changes resulting from the upcoming rule revisions, PERFs are not yet programmed for on-line submittal. You should provide us the PERF and supporting documents by mail or hand-delivery. As we continue to streamline our processes, we request that you do NOT submit PERFs or ITAs by fax or email. This will assist with faster turn-around for your project (*for details, read side-bar article on this page*).

If you submitted an on-line ITA for a project in which the PERF was previously submitted and you have received an email acknowledging the ITA was successfully submitted online, you do NOT need to send any additional forms to the DNR. **If a new PERF is required for a project, it must be submitted either by mail, postmarked no later than Wednesday, December 31, 2014 or hand delivered no later than 4:30 p.m. on Tuesday, December 30, 2014.** The DNR offices will be closed on 12/31/14 and 01/01/2015.

For deliveries by hand between 4:00-4:30 p.m. on Tuesday, December 30, 2014, take your ITA/PERF submission to the main receptionist on the first floor of the GEF II office building in Madison, WI. Ensure that the receptionist date stamps the package/envelope of your delivery! The Environmental Loans staff will pick up the bin of submissions when we return on 01/02/15.

If you have questions or comments about the on-line system or about the on-line submission of ITAs or PERFs, please contact Becky Mesdjian at [Rebecca.Mesdjian@wisconsin.gov](mailto:Rebecca.Mesdjian@wisconsin.gov) or 608-266-5888.

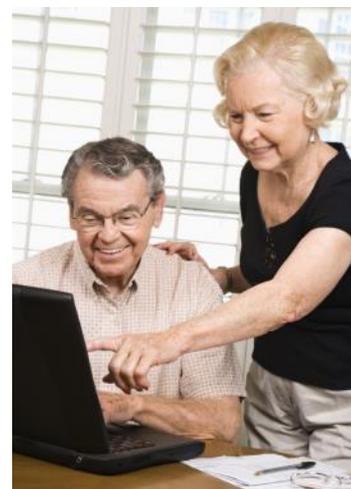
Action	Task	No Later Than
Request	WAMS ID	Monday, December 15, 2014
Request access	DNR Switchboard	Monday, December 15, 2014
Submit	ITA online	Wednesday, December 31, 2014
Deliver	ITA by hand	4:30 p.m. on Tuesday, December 30, 2014
Postmark	ITA by mail	Wednesday, December 31, 2014
Deliver	PERF by hand	4:30 p.m. on Tuesday, December 30, 2014
Postmark	PERF by mail	Wednesday, December 31, 2014

**The DNR offices will be closed on 12/31/14 and 01/01/2015.**

## Who Can Submit an ITA Online?

Unless a municipality authorizes a consultant to submit an on-line ITA on their behalf, only municipal officials can submit ITAs. If a municipality wants their consultant to submit the ITA and supporting documents on their behalf, the municipality must fill out and sign this [authorization certificate](#).

The signed authorization certificate must be received by the DNR before the consultant will be granted access to submit the ITA online. The consultant can still **prepare** the ITA, by having access to the ITA on-line submittal system, but they will be unable to **submit** the ITA without the certificate.



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## Where Is the Starting Point for the On-Line Submittal System?

Whoever (Consultants and Municipalities) will enter and/or submit an on-line ITA is required to have a Web Access Management System (WAMS) user ID and register with the DNR Switchboard for access. You must have a WAMS ID (a.k.a. Wisconsin User ID) **before** registering with the DNR Switchboard.

The State's WAM System allows authorized individuals to access various State internet applications using the same username and password. A single WAMS ID is good for one person. The DNR Switchboard is for authorized individuals who need to securely login and access forms that are related to a specific municipality while preventing access to unauthorized individuals.

If you helped test the on-line system in the *development environment*: 1) Thank you! 2) You will need to request a new WAMS ID and re-register with the DNR Switchboard if you don't already have one in the *production environment*.

PLEASE NOTE: You need to obtain your WAMS ID and DNR Switchboard access by December 15th, 2014. If switchboard access is not acquired by this date, please complete the paper ITA form ([CWFP ITA](#) or [SDWLP ITA](#)) and send it either by mail, post-marked no later than Wednesday, December 31,

2014 or hand deliver it no later than 4:30 p.m. on Tuesday, December 30, 2014. The DNR offices will be closed on 12/31/14 and 01/01/2015.

[Instructions](#) to register for a WAMS ID and DNR Switchboard access.

The following link will take you to the DNR Switchboard web page where you can create a WAMS ID and register with the DNR Switchboard, <http://dnr.wi.gov/topic/Switchboard/>.

If you have questions or comments about the on-line system or about the on-line submission of ITAs or PERFs, please contact Becky Mesdjian at [Rebecca.Mesdjian@wisconsin.gov](mailto:Rebecca.Mesdjian@wisconsin.gov) or 608-266-5888.

### Helpdesk contact information if problems arise:

#### WAMS ID

Website: <https://on.wisconsin.gov/WAMS/home>

Email: [on.wisconsin.gov/WAMS/FormattedEmail](mailto:on.wisconsin.gov/WAMS/FormattedEmail)

#### DNR Switchboard

Website: [http://lbstat.dpi.wi.gov/lbstat\\_helptool](http://lbstat.dpi.wi.gov/lbstat_helptool)

Phone: 608-267-3123

Email: [dnrswitchboard@wisconsin.gov](mailto:dnrswitchboard@wisconsin.gov)

## What Can I Expect When Preparing the ITA Online?

When a “Role” is approved, an email will be sent with a link to the corresponding on-line ITA form. The ITA may also be accessed from the [DNR Switchboard](#). Once your “Role” is approved, you can prepare as many on-line ITA forms as needed for that municipality. Consulting engineers will need DNR approval for EACH community they add to their “Current Roles” list.

**If you accidentally create a “Role” that won’t be used, contact Becky and she’ll delete it.**

Contact Becky at [Rebecca.Mesdjian@wisconsin.gov](mailto:Rebecca.Mesdjian@wisconsin.gov) or 608-266-5888.

## Mailing Addresses for Regular and Overnight Delivery Services

**U.S. Mail Note:** use street address, PO Box, and the zip code 53707-7921.

WI DNR  
BUREAU OF CFA - CF/2  
101 S WEBSTER ST  
PO BOX 7921  
MADISON, WI 53707-7921



**UPS and FedEx Note:** only use street address and the zip code 53703.

WI DNR  
BUREAU OF CFA - CF/2  
101 S WEBSTER ST  
MADISON, WI 53703



### Project Managers:

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### Tech / Support Staff:

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**Remember to contact your Regional CME prior to your pre-construction meeting.**

### Regional Construction Management Engineers (CMEs):

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The *Environmental Loans E-Bulletin* is written by staff in DNR's Environmental Loans Section to provide up-to-date information on both the Clean Water Fund Program and the Safe Drinking Water Loan Program. It is sent out periodically to alert subscribers of the latest news, updates, and upcoming deadlines; to highlight program changes; and to provide assistance on topics that need clarification.