

# E-Bulletin Newsletter



To provide affordable financial assistance to communities within Wisconsin for water infrastructure projects that protect and improve public health and water quality for current and future generations.



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## New eBill Feature: Schedule Loan Payment in Advance

In March of 2023, a new electronic payment option for Environmental Improvement Fund (EIF) loan payments went live. The US Bank eBill portal is secure, timely, environmentally friendly, and free. The EIF is continuously working on green options that are also efficient and user friendly for its customers. We are pleased to announce a **New!** feature of eBill:

- customers can now schedule payments ahead of time.

When your EIF November 1 invoice arrives in mid-September, simply log in to the secure eBill website and schedule your debt service payment for the end of October, then you will be set for the next six months. The Wisconsin Department of Administration (DOA) is creating a video tutorial of how to schedule a payment and will provide more information in the next DNR Environmental Loans E-Bulletin.

The link to eBill will be available on your invoice and the following websites: DOA EIF ([eif.wi.gov](http://eif.wi.gov)), EIF Web Reports ([eif.doa.wi.gov](http://eif.doa.wi.gov)), and Capital Finance Office ([capitaldoa.wi.gov/finance](http://capitaldoa.wi.gov/finance)).

If you have questions or concerns about the eBill portal, invoice process, or your scheduled loan repayments, please reach out to [doaeif@wisconsin.gov](mailto:doaeif@wisconsin.gov).

## Upcoming Deadlines

### September 27

SFY 23 SDWLP final loan closing date.

### September 30

Last recommended date for submitting rate applications to PSC for SFY 24 SDWLP projects.

Since the Sept. 30 CWFP PF Application deadline falls on a Saturday, that deadline is extended to Monday.

### October 2

SFY 24 CWFP Application deadline for Principal Forgiveness (PF) projects (reminder: submit plans & specifications to DNR Water Quality as well as with the CWFP application).

## New AIS/BABA Certification Form

DNR just released a combined American Iron and Steel (AIS), and Build America, Buy America (BABA) Certification ([Form 8700-020](#)). The new form:

- Replaces the existing AIS Certification forms (CWFP Form 8700-361 and SDWLP Form 8700-356). Those forms should no longer be used; use Form 8700-020 instead. Forms 8700-356 and 8700-361 will be removed from our website shortly.
- Includes expanding AIS and BABA certification boxes
- Must be used for each project that is required to comply with [AIS](#) or [BABA](#)

If you have trouble opening the form, read the DNR [Site Requirements](#) and [PDF Help](#) for assistance.

DNR, Environmental Loans Section—CF/2, 101 S. Webster Street, PO Box 7921, Madison, WI 53707-7921  
[dnr.wi.gov/aid/eif.html](http://dnr.wi.gov/aid/eif.html) | CWFP phone: 608-358-3330 | SDWLP phone: 608-720-0802 | [staff directory webpage](#)

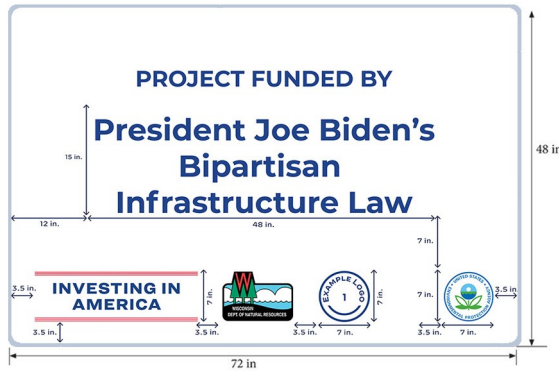


Program implementation details are outlined in chs. [NR 162](#) and [NR 166](#), Wis. Adm. Code. [Legal notice](#): This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in federal regulations or state statutes or administrative rules are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing federal regulations and state statutes and administrative rules to the relevant facts. The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services, and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office, Department of Interior, Washington, D.C. 20240. This publication is available in alternative format upon request, call 608-267-9481 for more information.

## Revised BIL Signage Packet

As described in the [February 2023 edition of the E-Bulletin](#), certain projects are required to display signage indicating that the project is funded by the Bipartisan Infrastructure Law (BIL). Recently, a new logo was released that needs to be included on signs. The official *Investing in America* logo replaces the *Building a Better America* logo.

DNR revised the [BIL Signage Packet](#) to include the appropriate logos, sizes, and placement. Signs that have not yet been manufactured should follow the guidance in the revised BIL Signage Packet. No changes are necessary to any signs that were made prior to this announcement. For more information, visit our [BIL Signage Requirement webpage](#).



Illustrated example of a photo documenting the use of BIL signage.

## Unique Entity ID (SAM) Reminders

Municipalities must have an *active* Unique Entity Identifier (UEI) to apply for financial assistance from the Clean Water Fund or Safe Drinking Water Loan Programs.

Use the [Entity Status Tracker](#) tool to determine whether your entity's UEI is in "Active" status.

New entities can get their UEI at [sam.gov/content/entity-registration](https://sam.gov/content/entity-registration) and, if required, complete an entity registration. Registration can take **up to 10 business days** to become active.

Existing registered entities can find their UEI by following the steps [here](#). You must renew your registration every 365 days to keep it active.

On April 4, 2022, the federal government stopped using the DUNS (Data Universal Numbering System) Number to uniquely identify entities and began using the Unique Entity ID created in SAM.gov. To learn more, visit [sam.gov/content/duns-uei](https://sam.gov/content/duns-uei).

## Online System Access & Authorization Reminders

The State Fiscal Year 2025 [Intent to Apply and Priority Evaluation & Ranking Formula \(ITA/PERF\)](#) deadline is October 31, 2023.

This ITA/PERF deadline applies to all types of projects funded under the Clean Water Fund Program and Safe Drinking Water Loan Program, including projects funded via the Bipartisan Infrastructure Law.

### Accomplish as soon as possible

Avoid missing the ITA/PERF deadline by doing the following by **Friday, October 20, 2023**:

- Create Wisconsin Web Access Management System (WAMS) User ID.
  - It typically takes **1-3 business days** for new User IDs to become active.

- Request access to Online ITA/PERF System via DNR Switchboard.
  - It occasionally takes **24-48 hours** for new access requests to function correctly.
- Submit an Online Submittal Authorization Certificate.

### Instructions

Instructions for requesting a WAMS User ID, registering for DNR Switchboard access, and submitting authorization certificates are available on our [Online Systems webpage](#). This webpage also has guidance documents to help municipalities through the online submittal process.

### Contact information

Direct questions to [Suzy Hasheider](#), Database Manager.

## SFY 2025 ITAs and PERFs

The online system for submitting a notice of [Intent to Apply \(ITA\) with Priority Evaluation & Ranking Formula \(PERF\)](#) information is now available.

If you wish to apply for State Fiscal Year 2025 funding, submit an ITA with PERF information and supporting documentation through the [Online ITA/PERF System](#) by **Tuesday, October 31, 2023**.

This ITA/PERF deadline applies to all types of projects funded under the Clean Water Fund Program (CWFP) and the Safe Drinking Water Loan Program (SDWLP), including storm water projects and Pilot projects.

### BIL-funded projects

Municipalities that plan to apply for funding through a [Bipartisan Infrastructure Law-funded program](#) must submit a regular SFY 2025 ITA/PERF by the October 31 deadline. BIL-funded projects include:

- Lead Service Line (LSL) replacements (both public and private) and related LSL inventory work
  - Submit a separate ITA/PERF for LSL-related work because it has unique scoring criteria from other drinking water projects.
- Emerging Contaminants (EC) projects (PFAS-related drinking water and wastewater projects)

More eligibility and funding details for the EC Programs and LSL Program are available in the [SFY 2024 CWFP and SDWLP Intended Use Plans](#). Note that the additional SDWLP EC PERF (Form 8700-399) and SDWLP LSL PERF (Form 8700-383) will need to be submitted with the financial assistance application, not with the ITA/PERF submittal.

### Start early

Begin working on your ITA/PERF early so you have time to contact [DNR staff](#) with any concerns about how to score specific questions for your project and what supporting documentation should be submitted. Start early enough on your ITA/PERF to allow time to gather and submit appropriate documentation to back up all points that you are requesting in the PERF section.

### Reusing an ITA

When you resubmit an ITA, most information is pulled from the original submission and can be edited. If you are going to reuse an ITA, remember to update the project costs for each year.

The original project description cannot be edited, but there is a field where you can enter *minor* modifications, additions, or deletions to the project since the last submission. If the overall scope of the project has changed

significantly since the last submission, you will need to submit an entirely new ITA.

### Project scope description

Concisely provide an accurate, clear project scope because it is the basis for the DNR to evaluate project eligibility and generate the project's score. Submit separate ITAs/PERFs for each distinct project. For additional information and project examples, read "[Detailed Project Scope Description](#)" on page 3 of E-Bulletin Volume 8, Issue 06 (published October 2019).

### Supporting documentation

Be certain to upload all required supporting documentation with the ITA/PERF submittal in order to receive the appropriate priority points. If relevant documentation is not uploaded, *zero points* will be given for that question/section. Do not submit your ITA/PERF until you have uploaded all your documentation.

The help text in the Online ITA/PERF System contains information about what type of supporting documentation to attach for that question. Broken links to guidance documents in the Online System have been fixed.

### Guidance

For assistance navigating the Online ITA/PERF System, and what information and supporting documentation are required for each question/section of it, review the appropriate "ITA Help Text for the Online System" publication. You may wish to save or print these guidance documents to view during the process:

- CWFP ITA Help Text ([PUB-CF-062](#))
- SDWLP ITA Help Text ([PUB-CF-063](#))

The access link to the Online ITA/PERF System is available on the [Online Systems webpage](#).

### System access & authorization

**Friday, October 20, 2023**, is the final submittal date for the Online Submittal Authorization Certificate and for requesting a Wisconsin WAMS User ID and DNR Switchboard access.

### Contact information

- Direct Online System questions to [Suzy Hasheider](#), Database Manager.
- Direct ITA questions to [Lisa Bushby](#), CWFP Coordinator, or [Noah Balgooyen](#), SDWLP Coordinator.
- Direct CWFP PERF questions to the [DNR Construction Management Engineer](#) in your region.
- Direct SDWLP PERF questions to [Jim Witthuhn](#).

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## Staff Change: Kevin Olson Resigned

Kevin Olson left the DNR Environmental Loans Section on July 21, 2023, for other professional opportunities.

Since 2017, he served as the environmental review specialist for the Safe Drinking Water Loan Program. Kevin was promoted to a loan project manager in the fall of 2020. During his time with us, he also worked on a variety of other assignments such as completing federal reporting requirements, helping streamline our funding

programs, and being the specialist for the Small Loans Program (currently suspended).

We will miss Kevin's kind and easy-going personality, and supportive pep talks. We wish Kevin and his family well as he navigates his new role at ERM (Environmental Resources Management), a sustainability consulting company.

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## Three New Environmental Review Specialists

Kevin Olson's environmental review (ER) responsibilities for the Safe Drinking Water Loan Program have been transferred to three of our loan project managers: Michelle Brietzman, Liz Higgins, and Dee Surillo. A shared mailbox has been setup. Emails sent to

[DNRCFELEnvironmentalReview@wisconsin.gov](mailto:DNRCFELEnvironmentalReview@wisconsin.gov) get answered by the first available person. To learn about ERs and how to submit an ER through the Online Application System, read the SDWLP ER Guide ([PUB-CF-60](#)).

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## SFY 2023 SDWLP Loan Closings

**Wednesday, September 27, 2023**, is the final loan closing date for State Fiscal Year (SFY) 2023 Safe Drinking Water Loan Program projects (excludes SFY 2023 BIL-funded Emerging Contaminants projects).

may wish to save or print the following to view during the document upload process:

- Upload Screen & Instructions ([PUB-CF-065](#))
- Upload Categories & Types ([PUB-CF-067](#))

### Help keep your project on schedule

A municipality must submit all required documentation to the DNR before their loan project manager can prepare the municipality's [Financial Assistance Agreement \(FAA\)](#). To allow for sufficient review time, DNR loan project managers strongly recommend municipalities promptly submit required documents as they become available. Please note that items listed as "required documentation" in the online application refers to complete and accurate documentation.

### Loan closing timeline

In order to close a loan on schedule, a municipality must submit all required documentation to their DNR loan project manager *at least six weeks before* its municipal meeting date.

The loan closing date will occur *at least two weeks after* the municipal meeting and can take place on either the second or fourth Wednesday of the month. The Department of Administration (DOA) will wire the municipality's first disbursement on the loan closing date.

### Upload loan documents

Applicants can view all outstanding loan documents in the [Online Application System](#) and upload those documents via the system's document upload feature. You

Important program deadlines can be found in:

- SDWLP deadlines during SFY 2024 ([PUB-CF-047](#))
- Environmental Loans Deadlines & Due Dates during SFYs 2023-2024 ([PUB-CF-048](#))

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## SFY 2024 CWFP Draft IUP and Webinar

We posted the [draft State Fiscal Year 2024 Clean Water Fund Program \(CWFP\) Intended Use Plan](#) to our Project Lists & IUPs page on July 26, 2023, for a 30-day public comment period.

The IUP includes detailed descriptions of the changes made to the program related to the Bipartisan Infrastructure Law (BIL). For the first time, the IUP describes plans for the BIL-funded CWFP Emerging Contaminants (EC) Program (PFAS projects).

On 8/16/23, the Wisconsin DNR held a webinar about the draft SFY 2024 CWFP IUP, which included an overview of the CWFP EC Program for SFY 2024. The webinar was recorded and will be posted along with its slide show handout to the [Project Lists & IUPs page](#).

### Public comments

Comments on the draft IUP will be taken through **August 25, 2023**. Please send comments to Casey Sweeney at [Casey.Sweeney@Wisconsin.gov](mailto:Casey.Sweeney@Wisconsin.gov).

## Emerging Contaminants Programs

Emerging contaminants (EC) are defined by the Environmental Protection Agency (EPA) as substances and microorganisms that may pose newly identified or re-emerging risks to human health, aquatic life, or the environment.

The Bipartisan Infrastructure Law (BIL) includes capitalization grants for both the Clean Water Fund Program and Safe Drinking Water Loan Program to reduce/eliminate emerging contaminants, primarily PFAS, from Wisconsin's wastewater and drinking water.

The Emerging Contaminants funding is being integrated into the CWF and SDWLP as a sub-program, so the deadlines will be the same as the regular programs.

### Clean Water Fund Program

The [draft State Fiscal Year \(SFY\) 2024 CWF Intended Use Plan \(IUP\)](#) was posted on July 26, 2023. Its section detailing the CWF Emerging Contaminants Program includes EC project eligibility and types, scoring for EC projects, EC Principal Forgiveness (PF) allocation for SFY 2024, application process, federal requirements, and PFAS Minimization Plan (PMP) Grants.

On 8/16/23, the Wisconsin DNR held a webinar about the draft SFY 2024 CWF IUP, which included an overview of the CWF Emerging Contaminants Program for SFY 24. The webinar was recorded and will be posted along with its slide show handout to the [Project Lists & IUPs page](#).

### CWF EC Project Examples

- Sanitary sewer, storm sewer, or WWTP building construction requiring groundwater dewatering in areas with PFAS contaminated groundwater.
- Biosolids sampling and storage, processing, and/or disposal expenses for facilities seeking to investigate or address PFAS in biosolids.
- Public sanitary or storm sewer reconstruction or lining projects to reduce inflow and infiltration of PFAS contaminated groundwater or stormwater.
- Landfill leachate treatment to remove PFAS at publicly owned landfills prior to discharge to a sanitary sewer or waters of the state.
- Development and implementation of best management practices to reduce PFAS concentrations in stormwater at publicly owned, PFAS contaminated sites.
- PFAS removal at publicly owned treatment works when all practicable source reduction efforts have been exhausted.
- Groundwater remediation projects on publicly owned sites where a privately owned responsible party does not exist or has not been identified.

### CWF Deadlines

If you are interested in applying for CWF EC funding in SFY 2024 but did not submit an [Intent to Apply \(ITA\)](#) by the October 31, 2022 deadline, you can request a waiver to this deadline (for SFY 2024 only).

- Email your ITA deadline variance request to [Ryan.Atkinson@Wisconsin.gov](mailto:Ryan.Atkinson@Wisconsin.gov) with the name of the municipality, the name of the person who will submit the ITA, and their WAMS ID by **August 21, 2023**.
- The deadline to submit an ITA for SFY 2024 CWF EC projects is **August 31, 2023**.

**September 30, 2023** is the deadline to submit a CWF Principal Forgiveness Application for SFY 2024.

The deadline to submit an ITA for SFY 2025 CWF projects is **October 31, 2023**.

### Safe Drinking Water Loan Program

On May 2, 2023, the [draft SFY 2024 SDWLP IUP](#) was posted. Its section detailing the SDWLP EC Program includes EC project eligibility and types, scoring for EC projects, EC PF allocation for SFY 2024, application process, and federal requirements.

On 5/18/2023, the Wisconsin DNR held a webinar about the draft SFY 24 SDWLP IUP, which included an overview of the SDWLP Emerging Contaminants Program for SFY 2024. The webinar was recorded and posted along with its slide show handout to the [Project Lists & IUPs page](#).

### SDWLP EC Project Examples

- Construct or upgrade a treatment facility
- Develop a new source
- Consolidate with another system
- Create a new public water system
- Costs for planning, design, and associated pre-project costs
  - Must be with a funding request for a project that provides a solution, not as stand-alone costs.

### SDWLP Deadlines

The application deadline for SFY 2024 SDWLP EC projects was June 30, 2023.

The deadline to submit an Intent to Apply for SFY 2025 SDWLP projects is **October 31, 2023**.

The loan closing deadline for both SFYs 2023 and 2024 SDWLP EC applicants is **September 30, 2024**.

# SFY 2024 CFWP PF Applications Due October 2, 2023

**Monday, October 2, 2023**, is the submittal deadline for State Fiscal Year 2024 Clean Water Fund Program applications competing for principal forgiveness (with the exception of Energy Efficiency Priority PF).

Since the September 30 CFWP PF application deadline falls on a Saturday, that deadline is extended to Monday.

- CFWP applications are accepted anytime during the state fiscal year for projects not seeking principal forgiveness (PF).

We encourage you to start your application early to ensure that you have plenty of time to complete it and to be able to contact DNR staff prior to the deadline if there are any questions.

## Application guidance

The Online Application System has help text built-in to clarify what information and supporting documentation is needed for that question or section.

To help applicants through the application process, information, instructions, and guidance documents are available on our [Online Systems webpage](#).

- CFWP Application Process & Contents ([PUB-CF-044](#)) – detailed checklist of required documentation, including the financial information required by the Department of Administration (DOA).
- CFWP Application Help Text ([PUB-CF-059](#)) – explains how to navigate the Online System, and what information and supporting documentation are required for each section of the application.

## Application completeness review

An assigned DNR loan project manager will review your submitted application for completeness. If the application is complete, the DNR loan project manager will email the municipality (and consulting engineer, if applicable) indicating that the application is complete; and the project will be included on the SFY 2024 CFWP Funding List, typically posted by mid-November to the [Project Lists & IUPs webpage](#).

The DNR loan project manager will then work with the municipality and consulting engineer on closing the loan.

## Plans and specifications reminder

Submit approvable, biddable plans and specifications to the DNR Bureau of Water Quality by the CFWP PF application deadline. An additional, electronic copy of approvable, biddable plans and specifications must be uploaded with the CFWP PF application for all portions of the project for which funding is being requested.

- Follow requirements as explained on the [Wastewater Plan Submittal Requirements by Project Type webpage](#).

## Facility plans

An approved facility plan is a requirement of the CFWP application. Any project seeking CFWP funds must be submitted to DNR for plan review and approval, regardless of a "reviewable" or "maintenance" project classification. For example, an abbreviated form of a facilities plan, or engineering report, is required even for sanitary sewer replacement or rehabilitation projects, if seeking CFWP funding.

The facility plan report covers certain federal requirements such as the cost-effectiveness analysis and the environmental analysis.

- Requirements for submitting a facilities plan are explained on the [Municipal Wastewater Facility Planning webpage](#).

## Facility plans review timeline

Due to workload, DNR staff may be unable to review new facility plan submittals before the CFWP PF application deadline. If you have a project that is intended to meet that deadline and you have not submitted a facility plan for it, please contact plan review staff as soon as possible to determine if review is feasible, see the "Plan Review Contacts" tab on the [Wastewater Plan Review webpage](#).

## PERF score reevaluation requests

You may request a Priority Evaluation & Ranking Formula (PERF) score reevaluation within 30 days of the CFWP PF application deadline date.

Some of the reasons that an applicant may request a reevaluation include not all supporting documentation was uploaded with the original submittal, or the incorrect PERF form was originally submitted.

If you would like to pursue a PERF score reevaluation, contact the CFWP Coordinator.

- The deadline to submit a PERF score reevaluation is November 1, 2023.

## Contact information

Direct questions about the application process to Lisa Bushby, CFWP Coordinator, at 608-358-3330 and [Lisa.Bushby@Wisconsin.gov](mailto:Lisa.Bushby@Wisconsin.gov).

# Change Order Documentation

A change order (CO) is used to amend a price and/or time in a construction contract. All work change directives and field orders shall be incorporated into a change order to document the additional work.

## Why does DNR need detailed pricing information?

State statutes require the DNR to periodically inspect Environmental Loans projects to determine compliance with the approved plans and specifications as well as other program requirements such as bidding and procurement laws, Davis-Bacon and Related Acts, American Iron and Steel, etc. Determining compliance involves the review of change orders to any contracts for a project.

## Eligibility and compliance reviews

The CO needs to adequately describe or explain how the change fits in with the scope of the scored and funded project. If DNR Construction Management Engineers (CMEs) can't figure out where the change occurs or its effect on the scored project, they may not be able to approve it.

A CO is eligible for funding through the Clean Water Fund Program (CWFP) and/or Safe Drinking Water Loan Program (SDWLP) **only if** approved by a DNR CME.

Submit each CO and all associated backup documentation, including pricing information, to the assigned DNR CME for an eligibility review and contract cost tracking.

- Also, avoid payment delays by providing all the necessary [invoice documentation](#) to support the costs identified on the Request for Disbursement form.

## Submittal timeframe

Sections NR 162.09(7)(c)1. and NR 166.12(7)(c)1. of the Wisconsin Administrative Code, allow the funding recipient to submit each change order and all associated backup documentation to the DNR CME **within 90 days of execution of the change order**, or, for change orders executed 90 days or more prior to submittal of the CWFP/SDWLP application, within 30 days of the date on which DNR receives the application.

## Guidance

To help ensure your change order costs are eligible for loan reimbursement through the CWFP and/or SDWLP, carefully look over the DNR Environmental Loans Section's [Interpretation of EJCDC Change Order Language](#), which includes:

- Methods of amending a contract
- Change in price CO (work change directive) options
- Contractor's fee (overhead/profit) rates
- CO costs that are not allowed
- Notes about allowances

This CO policy helps explain how to: breakdown the cost and pricing of the change, including the contractor's fee/profit; and provide the required level of documentation to demonstrate that the municipality and consultant made a reasonable analysis of the change. We also provide preparation guidance and submittal instructions for municipal funding recipients and their consultants on our [Change Orders page](#).

## Reminders from CMEs:

- Obtain signatures of all parties to the contract.
- Include documentation such as invoices or quotations containing pricing information from the prime contractor and all subcontractors.
- In general, pricing needs to be broken down by labor, material, and equipment as well as describe the contractor's fee if the construction contract was a lump sum bid or if a new unit price was arrived at after a competitively bid unit price contract.
- Time and material change orders must show or describe the prime contractor's and subcontractors' fee and include all daily logs/work sheets to identify the hours of labor performed by which employees, the equipment used, and the materials used for each day. Daily logs/work sheets must be signed by the prime contractor, subcontractors, and owner's onsite representatives to be acceptable.

