

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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Market Rate Unchanged at 3.600%

The Wisconsin Department of Administration (DOA) has set the market rate at 3.600% for **April 1, 2019** through **June 30, 2019**, and with a final maturity of twenty years or less. There is no change from the current market rate of 3.600%. View [current market rate and loan interest rates](#).

Competitive market rate

On a quarterly basis, the DOA assesses the market rate on which the Clean Water Fund Program (CWFP) and the Safe Drinking Water Loan Program (SDWLP) subsidies are based. The market rate in effect at the time of the municipal bond meeting (*at which the Financial Assistance Agreement is signed/executed*) is the rate applied to the loan.

Subsidized loans (below market rate loans)

The CWFP and SDWLP provide subsidy to bring interest rates on loans down from the market rate established by DOA to the reduced interest rates described in the table shown below. Municipalities may receive loans at or below the market rate for publicly-owned drinking water, wastewater, and storm water infrastructure projects.

Fixed interest rates on long-term loans

The term for a regular CWFP or SDWLP loan is twenty (20) years from the execution date of the Financial Assistance Agreement (FAA).

Loan Interest Rate Determination	Percent of Market Rate	Interest Rate
CWFP – For the portion of eligible projects for receiving and storing septage, and capacity for treating septage; mercury remediation at wastewater treatment facilities; and non-traditional projects, e.g. adaptive management.	0%	0%
CWFP – For eligible projects of extremely disadvantaged municipalities meeting the following financial need criteria: < 1,000 population; and ≤ 65% of Wisconsin *MHI.	0%	0%
CWFP & SDWLP – For eligible projects of disadvantaged municipalities meeting the following financial need criteria: < 10,000 population; and ≤ 80% of Wisconsin *MHI.	33%	1.188%
CWFP & SDWLP – For eligible projects of municipalities not meeting the	55%	1.980%
MARKET RATE (effective 04/01/19—06/30/19) *MHI = Median Household Income	100%	3.600%

Upcoming Deadlines

March 31

Executed construction contracts due for SFY 19 SDWLP projects.

April 3

SFY 19 CWFP project priority score objections deadline.

April 30

Last recommended date for opening bids on SFY 19 CWFP projects.

June 26

SFY 19 SDWLP final loan closing date.

June 30

SFY 20 SDWLP Application deadline.
Executed construction contracts due for SFY 19 CWFP PF projects.

DNR, Environmental Loans Section—CF/2, 101 S. Webster Street, PO Box 7921, Madison, WI 53707-7921
dnr.wi.gov/aid/eif.html | CWFP phone: 608-267-7475 | SDWLP phone: 608-266-0849 | [staff directory webpage](#)



Legal notice: This document is intended solely as guidance and does not include any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations and is not finally determinative of any of the issues addressed. This guidance does not create any rights enforceable by any party in litigation with the State of Wisconsin or the Department of Natural Resources. Any regulatory decisions made by the Department of Natural Resources in any manner addressed by this guidance will be made by applying the governing 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. Please call 608-267-7490 for more information.

Source Capacity and Water Main Age Eligibilities

New well and source capacity

There has been a change in how Safe Drinking Water Loan Program (SDWLP) loan eligibility is determined for new well projects proposed to address source capacity deficiency. This change was needed for consistency in how adequate source capacity is determined by the department and the Public Service Commission (PSC).

A water system is considered to have adequate source capacity when both of the following are satisfied:

1. the maximum daily demand (not attributed to flushing or water storage facility maintenance) can be met with the largest source out of service while pumping 18 hours per day or less, **and**
2. the average daily demand can be met with the largest source out of service while pumping 12 hours per day or less.

Therefore, a new well project would be eligible for SDWLP funding based on source capacity deficiency if one of the previous two criteria could **not** be met with the largest source out of service.

Main replacement and main age

Water main age is now included in the PSC annual reports. For SDWLP main replacement projects with no supporting documentation, main age is being used to help determine loan eligibility for those projects.

- If a water system has water mains **over 50 years old** reported in their PSC annual report, the project is considered SDWLP loan **eligible**.
- If the department is unable to determine whether a water system has water mains over 50 years old from PSC annual reports or other information available, additional information will be needed to determine SDWLP loan eligibility.

Contact information

If you have any questions, please contact:

Jim Witthuhn
DNR water supply engineer
608-267-9659
James.Witthuhn@wisconsin.gov



Municipal Elections April 2nd

To learn about the upcoming 2019 Spring Election, visit the Wisconsin Elections Commission (WEC) website at elections.wi.gov/node/5790.

Remember to update contacts

Please inform your [DNR project manager](#) with any new contact information for newly elected officials:

- name
- municipal title
- street address
- phone number
- email address



We need to have the correct contact information on file for the people in your municipality involved with a Clean Water Fund Program (CWFP) or Safe Drinking Water Loan Program (SDWLP) project, regardless of what stage you are at in the process of obtaining your funding.

This is very important for new village presidents and city mayors. We recommend that the municipality authorize the representative by "title" rather than by "name" so a newly elected official would already be authorized to act on behalf of the municipality.

Authorized representatives

An [authorized representative resolution](#) is a resolution authorizing a municipal official (*or an individual employed by the municipality*) to act as the applicant's representative in connection with the application and other documentation required for obtaining funding.

An authorized representative resolution is required so DNR knows the applicant has the authority from the municipality to seek funding for the program. This resolution should accompany the application submittal.

CWFP SFY 2020 Project Priority List (PPL) Published

On March 4th, we published the Clean Water Fund Program [SFY 2020 PPL](#), which identifies, in priority score order, all projects with a valid Intent to Apply (ITA) that are eligible to submit an application for funding in SFY 2020 (*July 1, 2019 through June 30, 2020*).

If your municipality appears on the PPL and you wish to pursue funding, review the following documents:

- [Next steps for CWFP funding](#)
- [CWFP application process & contents](#)

Please log in to the [online system](#) to see if there are important comments or notes about your project and to see its project priority score.

You have until April 3, 2019, to submit a project priority score objection and provide any **new** information that was **unavailable at the time** of the ITA/PERF submittal. Submit objections with supporting documentation to [Lisa Bushby](#), CWFP coordinator.

Submit Facilities Plans for SFY 20 CWFP Projects Early

If you decide to apply for funding for your eligible project listed on the [CWFP SFY 2020 PPL](#), you must have facility plan approval for the application to be complete.

Submit the facilities plan to the DNR Bureau of Water Quality for approval, under [ch. NR 110, Wis. Adm. Code](#).

Requirements

Requirements for submitting a facilities plan are explained in DNR's [Wastewater Facility Planning Studies](#). Any project seeking CWFP funds must be submitted to the department for plan review and approval, regardless of a "reviewable" or "maintenance" project classification.

Assistance

For assistance with facilities plans, contact the DNR [wastewater systems plan review staff](#). They can give you technical comments that might expedite plan approval.

Submit facilities plan 6 months before application deadline

To ensure you receive the facilities plan approval letter by the application deadline, we encourage you to submit the facilities plan early on to allow ample time for review.

Preferably, you would submit your facilities plan to the department for approval *at least six months before* the CWFP application submittal deadline:

For SFY 2020 Principal Forgiveness (PF):

- Submit facilities plan for DNR review by 04/03/19.
- Submit CWFP PF Application by 09/30/19 deadline.

Concurrent submittals

If the facilities plan is submitted concurrent with the [plans & specifications](#), provide sufficient lead time, *preferably 6 months*, before the CWFP application submittal deadline for completion of the facilities plan review.

Avoid Delays with Early Plan Submittals

[Section 281.41, Wis. Stats.](#), requires the department to approve, conditionally approve, or reject plans and specifications for all "reviewable projects" within ninety (90) days of receipt of acceptable plans and specifications, unless a time extension is granted. The time extension shall not exceed six (6) months.

- [Wastewater plan reviews](#)
- [Public water plan reviews](#)

In general, the DNR reviews projects from a technical perspective. Average review:

- Sewer and lift station: 14 days
- Water main: 20–30 days
- All other plan types: 60–90 days
- 180-day extension: 270 days

Insufficient time to bid

If plans aren't approved until the full 270 days is complete, there is insufficient time to bid the DNR-approved plans and have executed contracts to your DNR project manager by the date required for loan processing. As a result, your funding may be at risk for the corresponding state fiscal year. Submit bids early to avoid delaying your loan closing.



Loan Document Upload Requirement

Last year we launched an online Financial Assistance Application system for applicants to submit loan applications and supporting documents, as part of our initiative to go paperless. Now we have set up the second part of this system to receive all “*post-application*” loan documentation electronically as well.

Post-application loan documents: new requirement to upload electronically

This online system replaces the process of mailing, hand delivering, and emailing construction contracts and other “*pre-loan*” documents to the DNR loan project manager.

With this enhancement, all loan documents for a project will be in one place for the consultant or municipality to view. Important dates such as the loan closing date and document due dates will also be displayed.

The system is customized to show all required documentation for the project; the consultant or municipality will be able to log in and view all outstanding loan documents and upload those documents within the system.

Project applications in progress

If you have a current loan application in progress, your DNR project manager should email you within the next week or two stating that the system is ready for you to upload additional, outstanding loan documents.

Visit our [Online System](#) webpage to view:

- Detailed instructions for the document upload feature
- Application & Loan Document Upload System link

Contact

Direct any questions to your [DNR loan project manager](#).

Due Date of First Request for Disbursement (#1)

The first [request for disbursement](#) is due a *minimum of five weeks before* the municipal bond meeting. Any additional disbursement requests to be paid with the loan closing disbursement should be submitted a *minimum of one week before* the municipal bond meeting.

First disbursement request

The municipality must submit to DNR its first Request for Disbursement [Form 8700-215](#) with supporting invoices and documentation **at least 5 weeks before** the municipal bond meeting.

Currently, the required amount of the first disbursement request must be equal to or greater than 5% of the loan amount or \$50,000, whichever is less, **and** cover the amount of any interim financing, including principal and accrued interest, that will be refinanced with the CWFPP or SDWLP loan.

Subsequent disbursement requests

Applicants have the opportunity to submit additional disbursement requests to be paid with disbursement #1. To be processed with the loan closing disbursement, any additional requests for disbursement (i.e. #2, #3, etc.) must be submitted **at least 1 week before** the municipal bond meeting.

First payment of loan funds

The DOA will wire the municipality's first disbursement of loan funds on the loan closing date. The loan closing date will occur a minimum of two (2) weeks after the municipal bond meeting, and is normally held on the 2nd or 4th Wednesday of the month.

Visual-aid calendar

View the disbursement deadlines & payments visual aid, [2019 disbursement schedule & 12-month calendar](#).

Accomplish at least 5 weeks before the municipal bond meeting

Weeks Out	Activity (completed in terms of weeks before municipal bond meeting)	Duration
5	Municipality submits to DNR any remaining required documentation , including first request for disbursement (#1) and last budget request.	2 weeks
4	DNR prepares final budget and begins drafting Financial Assistance Agreement (FAA) .	
3	FAA drafted. DNR reviews FAA. DOA reviews FAA.	1 week
2	Bond counsel reviews FAA.	1 week
1	Municipality reviews FAA and submits to DNR any additional disbursement requests (#2, #3, etc.) for payment on loan closing date.	1 week
Municipal bond meeting. Municipality passes bond resolution, signs FAA & bond documents, then immediately sends signed documents to DNR & bond counsel.		

Loan closing date is at least two weeks after the municipal bond meeting to allow the bond counsel time to prepare the bond/note transcript for the loan.

Federal Equivalency Projects

Prior to State Fiscal Year (SFY) 2016 in the Safe Drinking Water Loan Program (SDWLP), all projects were considered federal equivalency projects.

Starting in SFY 2016, as EPA only requires equivalency projects in an amount equal to our annual federal capitalization grant (minus the set-asides), a decision was made to designate larger projects in larger municipalities as federal equivalency and thus relieve smaller municipalities of the extra requirements.

Over the past several years, many of the projects thus designated have either been delayed or have not come to the SDWLP for funding; this has resulted in a shortfall of equivalency projects.

Starting with SFY 2020, all SDWLP projects in municipalities with a population of 10,000 or greater *and* total project costs of \$1,000,000 or greater, will automatically be designated as federal equivalency.

In the Clean Water Fund Program (CWFP), Milwaukee MSD has been meeting most of the program's federal equivalency requirement with other large projects in large municipalities being designated as needed.

Federal equivalency projects are required to meet a number of additional requirements, as applicable. These requirements include:

- Enhancing public awareness of state revolving fund (SRF) assistance agreements – also referred to as a Signage requirement. This requirement can be met through the following methods:
 - Standard signage;

- Posters or wall signage in a public building or location;
 - Newspaper or periodical advertisement for project construction, groundbreaking ceremony or operation of the new or improved facility;
 - Online signage placed on community website or social media outlet; or
 - Press release.
- Federal Single Audit Act, 2 CFR 200 Subpart F.
 - NEPA-like Environmental Review (National Environmental Policy Act). The State Environmental Review Process (SERP) includes numerous federal cross-cutting regulations and is applied to all projects receiving funding.
 - Equal Employment Opportunity, Executive Order 11246.
 - Promoting the Use of Small, Minority, and Women-owned Businesses, Executive Orders 11625, 12138, and 12432.
 - Debarment and Suspension, Executive Order 12549.
 - Demonstration Cities and Metropolitan Development Act, P.L. 89-754, as amended.
 - Uniform Relocation Assistance and Real Property Acquisition Policies Act, P.L. 91-646, as amended.
 - Completion and submittal of [Form 8700-201](#), Federal Equivalency Projects Assurances and Certification.
 - This form is currently being revised; the new version will be available in the near future.

EPA HQ News Release: PFAS Action Plan

On February 14, 2019, U.S. Environmental Protection Agency (EPA) Acting Administrator Andrew Wheeler announced EPA's Per- and Polyfluoroalkyl Substances (PFAS) Action Plan that outlines concrete steps the agency is taking to address PFAS and to protect public health. Go to the full [news release](#).

- For more on PFAS visit www.epa.gov/pfas.

Contact: EPA Press Office, press@epa.gov.



Visit our funding table!

Wisconsin Rural Water Association
[Annual Technical Conference](#)

March 27–28, 2019
La Crosse Center



New CWFP Coordinator

Please join us in congratulating Lisa Bushby for her promotion to Coordinator of the Clean Water Fund Program (CWFP) in the Environmental Loans Section! She fills the position formerly held by Matt Marcum.

On Monday March 4, 2019, Lisa started her new position out of DNR's Central Office in Madison, WI.

- Phone: 608-267-7475 (*no change*)
- Email: Lisa.Bushby@wisconsin.gov (*no change*)

A note from Lisa

I am excited to take on my new role as the Clean Water Fund Program Coordinator! This role expands on my previous position as a Loans Project Manager within the Community Financial Assistance Bureau, which I have held since November 2017.

I have worked at the DNR for over 13 years now, with the majority of that time in the former Bureau of Science Services. Some of you may know me from my position as the statewide Wastewater and Drinking Water Operator Certification Coordinator in that bureau.

When not at work, I enjoy numerous outdoor activities (hiking, cross-country skiing, camping), cooking, and traveling to new places. I grew up in Dodgeville and earned a degree in Biological Aspects of Conservation from University of Wisconsin-Madison.

Project Manager Recruitment

The DNR Bureau of Community Financial Assistance (CFA) will be recruiting for two Loan Project Manager positions in the Environmental Loans (EL) Section. The jobs (and full position descriptions) will likely be announced in April through Wisc.Jobs.

The recruitment will also be for any future vacancies that might occur during 2019. The Loan Project Manager position is an excellent opportunity for anyone considering a career in environmental management and the water/wastewater industry.

Contact information

If you have questions about becoming a DNR Loan Project Manager, please reach out to Matt Marcum at 608-264-8986 or MatthewR.Marcum@wisconsin.gov.



CME Corner: New CME, Charlie Cameron

We are pleased to share the news that Charlie Cameron is the new Construction Management Engineer (CME) for the West Central Region (WCR) in the Environmental Loans Section. He fills the position held by Mike Blodgett, who recently retired.

On Monday March 4, 2019, Charlie started his new position out of the DNR Service Center in La Crosse, WI.

- Phone: 715-491-3290
- Email: Charles.Cameron@wisconsin.gov (*no change*)

Charlie brings 27 years of drinking water and wastewater engineering experience to this position. Since 1992, he has served as a DNR Field Engineer and a Wastewater Engineer. Currently, he's a Water Supply Engineer-Advanced in the Bureau of Drinking Water and Groundwater out of the La Crosse office.

About Charlie

I grew up in Mt. Wolf, Pennsylvania. Following high school, I served four years in the U.S. Air Force as an F15 technician and then I graduated from Penn State University with an Environmental Engineering degree.

I began working for DNR in 1992. A couple years later I met and then married my wife, Dawn. We have four children (ages 22, 20, 19, and 17) and live in La Crosse. While the last ten years have been immersed in competitive swimming (children), we are entering the empty nester stage.

We enjoy travel to visit family and friends as well as sightseeing. I especially enjoy playing disc golf with my grown children even though their scores have passed mine up a couple years ago. I'm also a regular league golfer with friends.

