

# 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.



## Inside this Issue

Private Lead Service Line (LSL) Replacement Program Update	1,2
ITA/PERF for State Fiscal Year 2022	2
Online Submittal Authorization Certificates	2
WAMS ID and Switchboard Requests	2
Annual Discount Rate Updated for Cost-Effective Analysis	3
SFY 21 CWFP PF PERF Score Reevaluation Requests	3
Three New Project Managers	3

## Private Lead Service Line (LSL) Replacement Program Update

Webinars were held on September 2<sup>nd</sup> and 24<sup>th</sup> for the new [Private LSL Replacement Program](#). The first was held on September 2<sup>nd</sup> and the second on September 24<sup>th</sup>. The webinars were well attended, with the first having around 150 participants that included representatives from at least 64 municipalities. The second webinar numbered around 75 participants with at least 35 municipalities represented. Thank you to all who participated and an extra thank you to our panelists from Green Bay, Ashland, Two Rivers, and Waupaca who shared some of their experiences replacing private LSLs.

## PERF and Application Submittal

**Please remember, the deadline for submitting your [LSL Priority Ranking Form \(PERF\)](#) is **November 16, 2020**.** (Since November 15<sup>th</sup> falls on a Sunday, that deadline, by statute, is extended to Monday.) Forms submitted after that date will fall to the bottom of the priority list. There is no deadline for submitting the [application form](#), other than the end of the state fiscal year (June 30, 2021), but we encourage everyone to **apply no later than February 2021** so that an award can be made prior to the start of the construction season. If you are new to doing LSL replacements with our funding, please be aware that it takes some time to set up your municipal program, which needs to be done before we make an award.

## PDF Trouble Shooting

We've been informed that some applicants are having trouble with functionality of the application form such as some fields not allowing information to be entered. One method to resolve PDF problems is to save a copy of the file to your device for offline use then open the file with [Adobe Reader](#) (version 8 or newer). This is particularly important for fillable PDF forms. If you have Windows 10, use Internet Explorer instead of Edge or Google Chrome. Fillable forms are only supported on the desktop version of IE10+. They do not work with mobile devices. If it still doesn't work, you can always print the application, fill it out, and scan it. For more help, go to [dnr.wi.gov/site/pdf](http://dnr.wi.gov/site/pdf).

## Cost Eligibility Questions

Since the webinars earlier this month, there have been questions regarding the eligibility of specific costs related to LSL replacements. Other than for small municipalities with a population of 3,300 or less, the Private LSL Replacement Program will *not* cover costs for engineering consultants or for

Private LSL Replacement Program Update continued on page 2

## Upcoming Deadlines

### October 02, 2020

SFY 21 SDWLP Draft Funding List published.

### October 30, 2020

SFY 21 CWFP PF PERF score reevaluation requests deadline (within 30 days of application deadline).

### November 2, 2020

SFY 22 ITA/PERF deadline.

### November 2020

SFY21 CWFP Funding List published.

### November/December 2020

SFY 21 SDWLP Final Funding List published.

### December 9, 2020

Final loan closing date of calendar year.

### December 23, 2020

Final disbursements will be made for 2020

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: 608-267-7475 | SDWLP phone: 608-266-5889 | [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 statute or administrative rule 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 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.

[Private LSL Replacement Program Update](#) continued from page 1 work done by municipal employees (force account). We want the LSL funds to replace as many LSLs as possible and feel that it is reasonable for municipalities to share in the cost of developing and administering their LSL replacement programs.

**Some construction-related costs that are considered eligible include the following:**

- Removal of LSLs or service lines made of galvanized iron or galvanized steel and replacement with a pipe of an acceptable material.
- Site restoration, including landscaping, sidewalks, driveways, etc. if the removal was necessary in order to replace the private LSL.
- Electrical grounding if an LSL is replaced with a non-metallic material.
- Permit fees if the fees are normal, required, and specific to the private LSL replacement.

- The cost of hiring a Cultural Resources Management firm (CRM) if this is required due to archaeological or historical issues discovered during the environmental review process.
- Relocation of an LSL to a more desirable location if the relocation results in a lower cost for the replacement (should be discussed in advance).
- Relocation of an LSL or similar situations where changes are needed in order to be compliant with applicable administrative codes (should be discussed in advance).
- Other situations that may arise may be discussed with your assigned project manager on a case-by-case basis to determine eligibility.

If you have further questions about the program, please reach out through email, [DNRLSLfunding@wisconsin.gov](mailto:DNRLSLfunding@wisconsin.gov).

## ITA/PERF for State Fiscal Year 2022

The ITA/PERF online system is ready for ITA entry and submittal. For SFY 2022 funding, you must submit your notice of [Intent to Apply](#) with Priority Evaluation and Ranking Formula information through the online system on or before the **November 2, 2020 deadline**. (Since October 31<sup>st</sup> falls on a Saturday, that deadline, by statute, is extended to Monday.)

Note that applicants do not need to submit an Intent to Apply for the SFY 2022 private LSL replacement program since the application also serves as the ITA for the project and this practice will continue for future rounds of funding. (See LSL article on page 1.)

### Lead Service Line PERF Submittals

Please remember, the deadline for submitting your [LSL Priority Ranking Form](#) (PERF) is **November 16, 2020**.

### Online system & submittal process

Visit the [online system webpage](#) to learn how to gain access to the online system and the steps involved in the online submittal process .

## Online Submittal Authorization Certificates

October 23<sup>rd</sup> is the final submittal date for SFY 2022 [Online Submittal Authorization Certificates](#).

A municipality may choose to allow a consultant to submit materials through the online system on behalf of the municipality by completing the authorization form and

selecting whether the consultant shall have access to enter, or enter and submit, required materials through the online system. Authorization shall not be granted to a consultant until a complete, signed form is received by the department.

## WAMS ID and Switchboard Requests

October 23, 2020, is the final submittal date for Web Access Management System user ID (WAMS ID) requests and Switchboard access requests for submitting SFY 2022 ITAs and PERFs. To gain access to the online

system, you must create a WAMS ID and then register with the Switchboard.

Get WAMS and Switchboard registration instructions from the [online system webpage](#).



## Annual Discount Rate Updated for Cost-Effective Analysis

All wastewater facilities plans require a cost-effective analysis to ensure that only the minimum resources required (monetary, environmental, and social) are expended over the 20-year planning period. The most cost-effective alternative, when considering all resources, must be selected; differences between alternatives within approximately 10% are considered equivalent. This is separate from the user rate analysis. To account for opportunity costs over the planning period, monetary costs

are compared as total present cost or uniform annual cost. The DNR has updated the discount rate for Federal Fiscal Year (FFY) 2021 facilities plans to **3.125%**, which should be used until the rate's annual update occurring in October 2021. See [wastewater facility planning studies](#). If you have any questions about a facilities plan cost-effective analysis, contact DNR municipal wastewater [plan review staff](#).

## SFY 21 CWFP PF PERF Score Reevaluation Requests

You may request a PERF score reevaluation within 30 days of the September 30<sup>th</sup> CWFP PF application deadline. The deadline to submit a PERF score reevaluation is **October 30, 2020**. Some of the reasons that an applicant may request a reevaluation include providing supporting documents that were not uploaded with the original submittal, correcting a PERF that was originally submitted on the incorrect form, or correcting other errors.

The request and supporting documentation should be emailed to your [DNR Construction Management Engineer](#), and the Clean Water Fund Coordinator, [Lisa.Bushby@wisconsin.gov](mailto:Lisa.Bushby@wisconsin.gov), should be copied in the email request.

## Three New Project Managers

We are pleased to announce three new project managers in the Environmental Loans section! Please give a warm welcome to Ryan Atkinson, Blythe Cassidy, and Kevin Olson. They will be working out of the central office in Madison (once we all return).



**Ryan Atkinson** comes to us from outside of state service; he previously worked at Wisconsin Management Company where he was a property manager for a diverse portfolio of large and small market properties in and around the Madison area. Ryan shares with us, *"As a native of Wisconsin, and a Madisonian for the past decade, I'm excited to take on an official roll of stewardship for the state's natural resources. Working on a team with ambition for a healthier environment has been a goal of mine for many years. In my free time I can frequently be found hiking, cooking, listening to podcasts, looking for real estate deals, or napping with a book in my hand (sunbeam optional)."*



**Blythe Cassidy** comes to us from Epic where she was a project manager working on product installs at hospitals across the country. Blythe grew up outside of Cleveland, OH and fell in love with water security through her long summers on Lake Erie. She attended Loyola University Maryland in Baltimore where she majored in International Business and Spanish. Blythe first came to Madison to work for Epic, but she is excited to change industries and join the loans program. In her free time Blythe enjoys playing roller derby (when you can get closer than 6 feet away from other people), woodworking, and reading.



Congratulations to **Kevin Olson** on becoming a project manager within Environmental Loans. Kevin has been the environmental review specialist for us for the last three years, as well as working on the Small Loans Program and a variety of other assignments. If you don't already know Kevin, here's a bit about him, *"I have been the Environmental Specialist within the Environmental Loans Program for almost three years and am eager to take on a new role within the program as Project Manager. When I am not working on my computer at my kitchen table, I enjoy spending time with my wife and son, going for bike rides, exploring new playgrounds and fishing for "big ones"."*