

Next Steps for Wastewater Applicants of the Clean Water Fund Program

Refer to the [CWFP SFY 2021 Project Priority List](#) to find your project's PERF score and priority ranking. Direct any questions or concerns about the application process to the [CWFP Coordinator](#).

Deadline

For State Fiscal Year 2021 funding, you must submit your CWFP Financial Assistance Application with all [required documentation](#) through the [online system](#):

- If requesting [principal forgiveness \(PF\)](#), applicants must submit the complete CWFP application by **September 30, 2020**.
- If not requesting principal forgiveness, complete CWFP applications will be accepted year-round starting on July 1, 2020.

IMPORTANT: There is no grace period to submit missing documentation. Incomplete applications will be ineligible for loan funding until the application is made complete. Applications made complete *after* the September 30th deadline will be ineligible for principal forgiveness funding.

Plan reviews by DNR Bureau of Water Quality

Facilities Plan Submittal: Follow requirements as explained in DNR's [Wastewater Facility Planning Studies](#).

- Submit required copies of the facilities plan to the Bureau of Water Quality for approval. Provide enough lead time (preferably six months) *before* the September 30th application deadline for the DNR to complete the facilities plan review.
- Include a [parallel cost estimate](#) and an [environmental assessment](#).

Plans and Specifications Submittal: Follow requirements as explained in DNR's [Plan Submittal Requirements for Sewerage Systems](#).

- Submit required copies of approvable, biddable plans and specifications for DNR approval by the application submittal deadline.

Accomplish *as soon as possible*:

- Pass an [Authorized Representative Resolution](#).
- Pass a [Reimbursement Resolution](#).
- Adopt a resolution prior to loan closing for required rate increases (if applicable), see [User Charge Systems & Sewer Use Ordinances](#).
- If a Sanitary District, and you wish the DNR to use a MHI other than the town(s)'s MHI, calculate an alternate MHI using a method on the [MHI webpage](#) and notify the [CWFP Coordinator](#).

Accomplish in the near future:

- Obtain your municipal attorney's legal statement or opinion on [land ownership and easement rights](#).
- Notify your municipal bond counsel of the anticipated loan closing.
- Prepare an [equipment replacement fund](#) schedule.

Federal requirements

Applicants must comply with:

- [Cost and Effectiveness Certification](#) – required for all projects at the time of application submittal.
- [Davis-Bacon and Related Acts \(DBRA\)](#)
- [Disadvantaged Business Enterprises \(DBEs\)](#)
- [Environmental Review](#) – as part of facility planning.
- [Fiscal Sustainability Plan \(FSP\) Certification](#)
- [American Iron and Steel](#)

PERF score objections and reevaluation requests

After publication of the CWFP PPL, you have 30 days to submit a PERF score objection to provide any **new** information that was **unavailable** at the time of the ITA/PERF submittal. If there is no new information, but you have supporting documentation that was not included with the ITA/PERF submittal, you may request a PERF score reevaluation up to 30 days after the application deadline. Submit PERF score objections and reevaluation requests, with explanation and supporting documentation, to the [CWFP Coordinator](#).

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Page 1/1

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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

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