

Clean Water Fund Program

Application Process & Contents

Notice of Intent to Apply

The first step in the application process for obtaining CWFP financial assistance is to submit a notice of [Intent to Apply \(ITA\)](#), due October 31st in the year prior to the State Fiscal Year (SFY). DNR staff will review the ITA, and if it is an [eligible project](#), it will be posted on the corresponding SFY [CWFP Project Priority List \(PPL\)](#).

Applying for Financial Assistance

To be eligible to apply, an applicant's project(s) must appear on the corresponding SFY [CWFP PPL](#).

Deadline

Submit the 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 30th**.
- If not requesting principal forgiveness, CWFP applications can be submitted at any time during the State Fiscal Year.

IMPORTANT: 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. **There is no grace period.**

Facility Plan and Plans and Specifications:

For the application to be considered complete, the Facility Plan must be approved, and biddable, approvable plans and specifications must be submitted to the DNR Bureau of Water Quality by the application deadline.

Facility plan approval: Evidence of compliance with [facility planning requirements](#), in accordance with ch. NR 110, Wis. Adm. Code.

- Submit required copies of the facilities plan to the DNR 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 [parallel cost ratio calculations](#) and an [environmental assessment](#).

Plan and specification approval: Evidence that approvable, biddable plans and specifications for the project were submitted to the DNR Bureau of Water Quality by the September 30th application deadline.

Forms and Instructions for submittals: <https://dnr.wi.gov/topic/wastewater/adequatesubmittal.html>

Contact the [DNR Plan Review Staff](#) if you have questions about these requirements.

Application Contents:

- Project budget
- [Equipment Replacement Fund Schedule](#)
- Certification that the User Charge System & Sewer Use Ordinance meet the requirements of [s. NR 162.08, Wis. Adm. Code](#).
- A four-year projection of utility revenues and expenses

Required Documents:

- Facility Plan Approval Letter**
- Biddable, approval plans and specifications**
- Financial information:** (credit review) Municipal financial information required by the Department of Administration (DOA) as indicated below. This information is necessary in determining the affordability of the project and the financial capability of the municipality to repay the loan.
 - Municipality's current wastewater utility budget
 - Municipality's most recent 3 years of financial audits, or internal financial statements, if no audit was done.
 - Principal and interest payment schedule for each outstanding bond issue
 - Latest official statements for publicly issued bonds/notes and bond authorizing resolutions

- IRS tax related documentation
 - [Interim Financing](#) – Debt instrument to be refinanced with CWF funds, if applicable
- **[Authorized Representative Resolution](#)**: A resolution authorizing a municipal official or an individual employed by the municipality to act as the applicant’s representative relating to the application and other documentation required for obtaining financial assistance.
 - **[Reimbursement resolution](#)**: A reimbursement resolution declaring intent to reimburse municipal accounts with financial assistance proceeds. It is recommended that applicants pass a reimbursement resolution prior to incurring any project costs to protect the municipality’s ability to be reimbursed with CWF financial assistance.
 - **[User Charge System and Sewer Use Ordinance](#)**: Proposed or existing. Any required rate increases must be in adopted prior to the CWF loan closing.
 - **Contracts with system users**: Any existing or proposed contracts with system users.
 - **[Intermunicipal Agreement](#)**: A proposed or executed intermunicipal agreement if the project serves more than one local governmental unit.
 - **[Cost and Effectiveness Certification](#)**: All applicants must certify that they have studied and evaluated the cost and effectiveness of the processes, materials, techniques and technologies for carrying out the proposed project. Applicants must certify that they have selected, to the maximum extent practicable, a project that maximizes the potential for efficient water use, reuse, recapture, conservation and energy conservation. The cost of construction, operations and maintenance and replacement must be taken into account.
 - **[Green Project Reserve Form](#)**: Indicate if the project includes any “green” elements as described on the form.
 - **Engineering contracts**: Executed engineering contracts for preliminary design/engineering. If available at the time of application submittal, an executed construction management contract must also be uploaded.

Other Documents:

- **[Fiscal Sustainability Plan Certification Form](#)**: Upload, if available at the time of application. The form is required prior to loan closing.
- **Phosphorus Reduction Related Costs Documentation**: A breakout of major components related to phosphorus reduction, if requesting phosphorus reduction priority PF.

Application Completeness Review

An assigned DNR project manager will review your submitted application for completeness. If the application is complete, Department of Administration (DOA) staff will perform a *preliminary* credit review to determine that the municipality has the financial capacity to repay the loan; the DNR 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 corresponding SFY [CWF Funding List](#), typically posted by end of November. The DNR project manager will then work with the municipality and consulting engineer on closing the loan.

If you have any questions about the application process, contact Lisa Bushby, Clean Water Fund Coordinator, at 608-267-7475 or Lisa.Bushby@wisconsin.gov.

