

Safe Drinking Water Loan Program – Application Process & Contents

GETTING STARTED

ITA and PERF – The first step in the application process for obtaining Safe Drinking Water Loan Program (SDWLP) financial assistance is to submit [Intent to Apply \(ITA\)](#) and [Priority Evaluation and Ranking Formula \(PERF\)](#) information in the Environmental Loans (EL) [online system](#).

Placement on List – After the DNR reviews the ITA/PERF, an email is sent to the applicant and their consulting engineer regarding the evaluation of their project as reflected on the **SDWLP Project Priority List (PPL)** for the upcoming State Fiscal Year (SFY). [Next Steps](#) information is available on the website to help applicants through the application process.

APPLYING FOR ASSISTANCE

Eligible to Apply – To be eligible to apply for SDWLP financial assistance for a given SFY, an applicant's project(s) must appear on the [SDWLP Project Priority List](#) for that SFY.

Application Deadline – Each applicant must submit a **COMPLETE** application by the **June 30th** SDWLP application deadline.

Application Contents – All required documentation, as outlined below, must be included for an application to be considered complete.

Engineering Report Compliance – Evidence of compliance with engineering report requirements of the DNR Bureau of Drinking Water and Groundwater, under ch. [NR 108](#) and/or [NR 811](#), Wis. Adm. Code.

Note: A municipality may submit an application prior to receiving department approval of an engineering report for the project IF:

1. neither chs. NR 108 nor NR 811, Wis. Adm. Code, requires an engineering report for a specific project; or
2. either chs. NR 108 or NR 811, Wis. Adm. Code allows submittal and review of the engineering report and plans and specifications simultaneously, and the department receives the plans and specifications and engineering report with or prior to submittal of the application by the application deadline.

Plan Review Compliance – Evidence that **three (3)** copies of [approvable, biddable plans and specifications](#) for the project were submitted to the DNR Bureau of Drinking Water and Groundwater. (Contact the [DNR public water plan review staff](#) regarding specific plans and specifications submittal requirements.)

Plans and Specifications – An electronic copy of approvable, biddable construction plans and specifications must be submitted to the DNR Environmental Loans Section for all portions of the project for which funding is being requested.

Note: Well construction projects are an exception to this plans and specifications rule. As long as the municipal applicant submits biddable plans and specifications at least the for the drilling of the permanent well by the June 30 deadline, they may submit other [well-related plans](#), such as those for the pumps or the well house, at a later date, still allowing plenty of time for DNR's review and approval prior to preparation of the financial assistance agreement (FAA).

Online Application – An applicant must complete all required fields in the online system in addition to attaching all required documentation. The online application system will not allow the submittal of an application with any blank required fields or missing required attachments.

REQUIRED Documentation

[Engineering contracts](#) – Any executed contracts related to preparing the preliminary design. The application project budget must include construction costs for a municipality to receive loan funds for preliminary design costs, unless the municipal applicant provides evidence that another funding agency is financing the construction costs.

[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. We recommend that applicants pass a reimbursement resolution prior to incurring any project costs to protect the municipality’s ability to be reimbursed with SDWLP financial assistance.

[Environmental Review](#) – NHI Preliminary Assessment results, USGS topographic map(s), and wetland/waterway and floodplain maps with the project’s disturbance footprint(s) clearly delineated. If a NEPA-like review has already been completed for any portion of the project’s disturbance footprint(s), the review materials must be attached and submitted with the online application.

Municipal Financial Information (Credit Review) - Financial information required by the Department of Administration (DOA) as indicated below. This information is necessary in determining the affordability of the project and financial capability of the municipality to repay the loan.

- Current year municipal budget with year-to-date information
- Current water system budget with year-to-date information
- Municipal financial audits for the previous two (2) years
- Principal and interest payment schedule for each outstanding bond issue for the next five (5) years
- Latest official statements for publicly issued bonds/notes and bond authorizing resolutions
- IRS tax-related documentation

Contracts with system users – Any existing or proposed contracts with water system users.

[Intermunicipal Agreement](#) – A proposed or executed intermunicipal agreement if the project serves more than one local governmental unit.

Requested Documentation

[User Charges](#) – Submit a proposed user charge system if the Public Service Commission (PSC) **does not** regulate the applicant’s water system.

[PSC-Regulated](#) – If the PSC regulates the applicant’s water system, the applicant must identify in the application form whether a [rate increase](#) is needed.

[Green Project Reserve](#) (GPR) – Indicate if the project includes any “green” elements as described in the GPR form.

[Interim Financing](#) – Submit the debt instrument to be refinanced with SDWLP funds.

APPLICATION COMPLETENESS REVIEW – THERE IS NO GRACE PERIOD TO SUBMIT MISSING DOCUMENTATION.

A DNR project manager will review your application submittal for completeness. If the application is complete, DOA staff will perform a preliminary credit review; the DNR project manager will email your municipality indicating the application is complete; and the project will be included on the SDWLP funding list. **If your application is deemed incomplete, it will be ineligible for funding** (unless supplemental funds are available and the application is made complete).