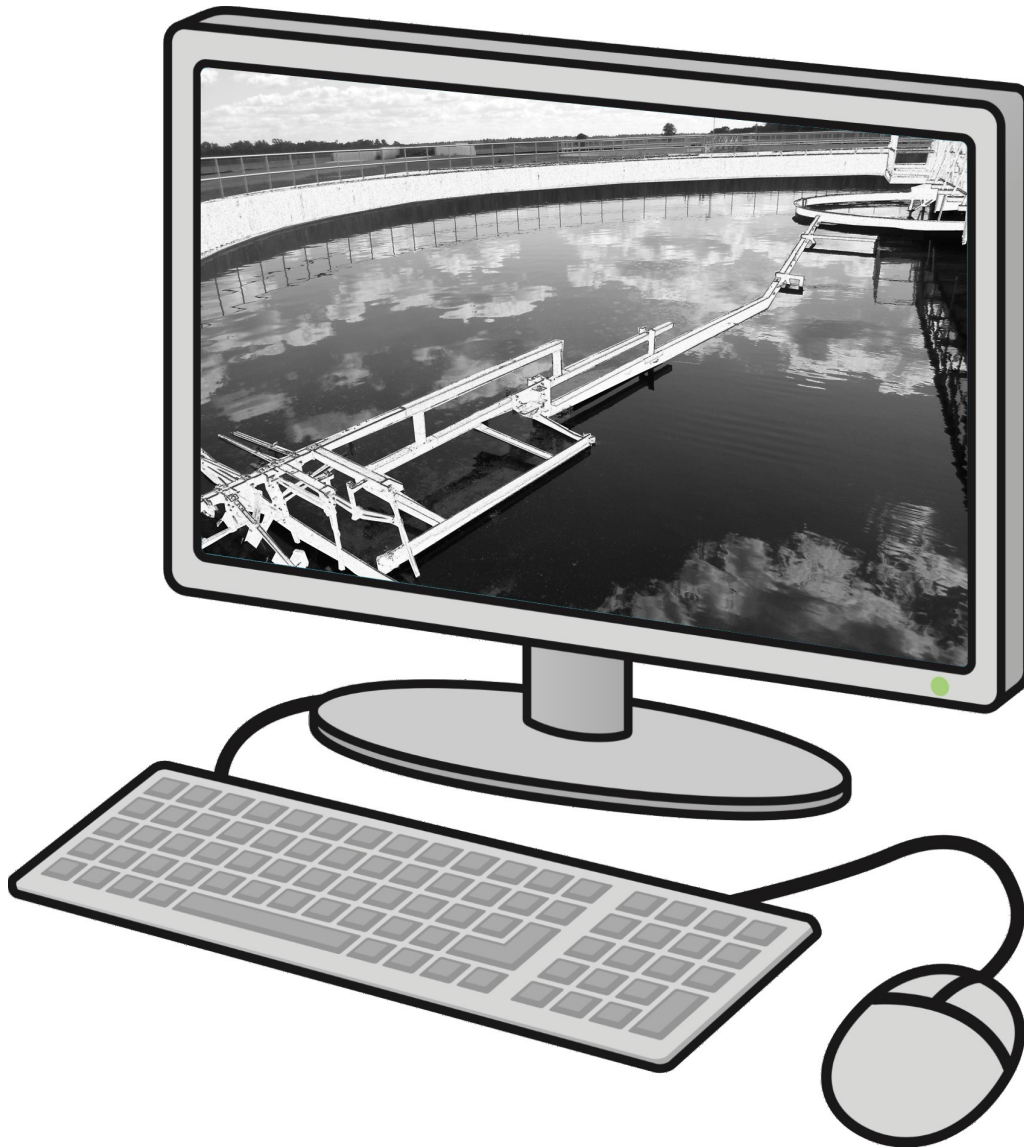


CWFP ITA **Help Text**

for the online system



Clean Water Fund Program Intent to Apply

DNR, Environmental Loans Section—CF/2, 101 S. Webster Street, PO Box 7921, Madison, WI 53707-7921
PUB-CF-062 08/2020 Wisconsin DNR Environmental Loans Section CWFP 608-358-3330 SDWLP 608-445-5964

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 offered in other formats upon request, call 608-267-9481.



Contents

Overview	2
Accessing the Online ITA System.....	2
Navigating the ITA System	2
Starting a New ITA	2
Resubmitting a Previous ITA.....	2
Editing an Existing ITA	2
Help Text by Section	2
Applicant.....	2
Navigating within the ITA and Saving	3
Consulting Engineer	3
Project Information	3
Project Description.....	3
Project Cost Estimates.....	4
Priority Evaluation and Ranking Formula (PERF)	4
Collection System Project Category	4
Project Types	4
Human Health	4
Regionalization	5
Wastewater Treatment Plant Project Category	5
Project Types	5
Human Health (Ground Water).....	5
Water Quality (Surface Water)	5
Regionalization	5
Storm Water Management Project Category	6
Project Types	6
Human Health	6
Water Quality	6
Upload Document	7
Submit	7
CWFP Funding Requirements	7
Procurement Requirements	7
Disadvantaged Business Enterprise (DBE)	7
Other Federal Requirements	7
Questions	7



Overview

Applicants who intend to apply for financial assistance from the Wisconsin Environmental Improvement Fund are required to submit a notice of Intent to Apply (ITA) as authorized by s. 281.58, Wis. Stats., and ch. NR 162, Wis. Adm. Code. The ITA must be submitted using the [online system](#) by **October 31st** at 11:59 PM of the year prior to the intended application date. For example, you must submit your ITA by October 31, 2020 if you are seeking funding in State Fiscal Year (SFY) 2022, which begins July 1, 2021 and ends June 30, 2022.

ITAs must be submitted for all Clean Water Fund Program (CWFP) projects, including Small Loans Program projects and Pilot Program projects. **ITAs are only valid for one state fiscal year.** If you do not go forward with submitting an application, be sure to re-submit an ITA/PERF for the following state fiscal year, if you are still pursuing funding from the CWFP.

Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Accessing the Online ITA System

To access the online system, the user (whether a municipal official or consulting engineer) is required to have a Web Access Management System (WAMS) user ID and register with the DNR Switchboard for access. Registration instructions are [here](#).

Access is limited to those projects for which you have authorized access. Only authorized municipal officials, or designated and authorized consulting engineers, may enter and submit online applications. Municipal officials will only have access to projects for their municipality. Consulting engineers must receive authorization from a municipality via the [Authorization Certificate](#) before being granted access to that municipality's project(s).

Navigating the ITA System

To access the system, enter your WAMS ID and password at the [ITA login](#). Upon logging in you, you will arrive at the Search ITA page. From here you can either search for an existing ITA to edit or start a new ITA by selecting "Create New ITA".

Starting a New ITA

To start a new ITA, click "Create New -ITA" and follow the prompts for a project that has not been previously submitted. Note that a project number will not be assigned until after the ITA has been submitted to DNR for review.

Resubmitting a Previous ITA

To resubmit an approved ITA from a previous year, use the Search ITA feature to locate the ITA that you would like to resubmit. Once located, click the "View" button and then the "Copy & create new ITA" button from the Preview screen. Note that when you resubmit an ITA, most information is pulled from the original submission and can be edited. However, the original project description cannot be edited, but there is a field where you can enter minor modifications, additions or deletions to the project since the last submission. If the overall scope of the project has changed significantly since the last submission, you will need to submit an entirely new ITA.

Editing an Existing ITA

To edit an existing ITA that has not yet been submitted, use the Search ITA feature to locate the ITA that you would like to edit. Click the "Edit" button in the Action column to start editing the ITA.

Help Text by Section

Applicant

Select the Municipality Name for which the ITA is being submitted.

Select the Municipal Official or Municipal Authorized Representative name from the drop-down. If the person's name is not displayed, select the "Add" button and enter their contact information. **An email address is required.** To add an email address to an existing contact, click on the "Edit" button.

Select the Main Municipal Contact name from the drop-down list. The main contact should be someone familiar with the project who is available on a regular basis. If the person's name is not displayed, select the "Add" button and enter their contact information. **An email address is required.** To add an email address to an existing contact, click on the "Edit" button.

Navigating within the ITA and Saving

Clicking on the "Next" and "Previous" navigation buttons at the bottom of each section will save information entered in that section. You can also navigate to each section using the side navigation bar; however, this will *not* save entered information.

Consulting Engineer

If you have retained a consulting engineer for this project, select the Firm Name and contact person. If the person's name is not displayed, select the "Add" button and enter their contact information. **An email address is required.** To add an email address to an existing contact, click on the "Edit" button.

Project Information

Provide the actual or estimated submittal date for each item.

If this is a joint project, list all participating municipalities.

For Sanitary Districts, Sewerage Districts, and Lake Districts, information will need to be provided on population size and district boundaries. This information helps the CWFP determine the Median Household Income (MHI) for the district. Enter the population for the district, upload a map showing the district boundaries, and answer the question on whether the district serves only a portion of any communities. If the district serves any portion of a community, either enter in the text box the number of connections for the partial community or upload a document showing the number of connections for each partial community.

Project Description

Explain the reason for this project, including the problem to be solved.

Describe, in general, the overall scope of the project.

Describe, in detail, all significant portions of the project. Examples of project details include, but are not limited to:

- The reason for the plant modification or upgrade (e.g., Phosphorus Removal, Sludge Storage, Disinfection).
- The method of treatment to be used by the modification, upgrade, or new plant (e.g., Recirculating Sand Filter, Activated Sludge, UV Disinfection).
- The service area of the project (e.g., the previously unsewered area the project will serve, the portion of the municipality that will have sewer rehab, the area a new lift station will serve).
- Other pertinent details of the project (e.g., length in feet of the interceptor, collection system, sewer rehab or force main; size of pipe installed; whether the project will be completed in phases; etc.).

If this is the original submittal of a project, there is no need to complete the "Explain any modifications..." field.

If this is an ITA resubmittal, only the Applicant's Name for the Project and "Explain any modifications..." fields will be available for editing. If the overall scope of the project has changed significantly since the last submission, you should submit an entirely new ITA.

Project Cost Estimates

Indicate the actual or estimated cost of project activities for both the CWF and [EPA Categories](#). CWF and EPA Total Project Costs must be equal. Cost estimates provided should be for the total amount of the CWF project, including project costs anticipated to be covered by non-CWF funding sources.

For Pilot projects, indicate the estimated cost of activities for the entire duration of the Pilot project.

Provide the source(s) of project cost estimates.

If you plan to fund a portion of this project with funds other than CWF funding, list the other sources in the "Source of cost estimates" field. Examples of other sources: municipal funds, Community Development Block Grant, USDA Rural Development grant and/or loan, etc.

Priority Evaluation and Ranking Formula (PERF)

The Priority Evaluation & Ranking Formula (PERF) is used to determine the priority score for a project.

Collection System Project Category

Project Types

Compliance Maintenance:

Fifty points for a project that the department determines is necessary to prevent a municipality from significantly exceeding an effluent limitation contained in a permit issued under ch. 283, Stats. This includes eligible projects identified under s. NR 162.03(1)(a)2, Wis. Adm. Code.

Unsewered:

Twenty-five points for a project that installs sewers in a previously unsewered area. This includes eligible projects identified under s. NR 162.03(1)(d)2, Wis. Adm. Code.

Violator:

Five points for a project to improve a sewage collection system that contributes to violations of a permit issued under ch. 283, Wis. Stats., or that has been the subject of an enforcement action pursuant to s. 281.98, Wis. Stats., related to a performance standard. This includes eligible projects or costs identified under s. NR 162.03(1)(c), Wis. Adm. Code.

Human Health

2. Must provide documentation such as a failed 3-year inspection, county health report, sanitary survey, or other documentation that proves a failed system. If supporting documentation is not attached, you will not receive the corresponding points.
3. Upload a map as documentation that illustrates the sewers, which way it drains, and where the bypass(es) are located. If more than 5 years have passed since the most recent bypass or overflow, the project must be part of a larger phased collection system improvement plan required by: a court-stipulated action, a consent order, a compliance schedule in a permit, or another type of legal document (s. NR 162.50(1)(b)(2), Wis. Adm. Code). Upload additional supporting documentation that demonstrates how this project eliminate bypasses or overflows. If supporting documentation is not attached, you will not receive the corresponding points.
4. Do not include basement backups resulting from malfunctions caused by improper maintenance of any public or private systems. Documentation is required such as a letter from municipality to the homeowner stating that the backup was caused by the system; meeting minutes from a discussion of the issue and resolution; and a map of the project location, flow direction, and backup location. If supporting documentation is not attached, you will not receive the corresponding points.

5. A project eligible under s NR 162.03(1)(d), Wis. Adm. Code, in which one municipal is constructing both a new wastewater treatment plant and a new collection system to serve only one new sewer service area that includes customers within the applicants' municipal boundaries shall be awarded 10 points.

Regionalization

6. Upload a general sketch or map of the proposed project location. If supporting documentation is not attached, you will not receive the corresponding points.

Note: If a sewage collection system project will result in increased flow or loadings of more than 10% at an existing wastewater treatment plant for which the municipality that owns the treatment plant is also seeking funding from the CWFP, each of the two projects shall be awarded the same total score. The department shall award the highest score from each scoring section, including project type, human health, water quality, regionalization, and population, to each of the projects.

7. Upload a general sketch or map of the proposed project location. If supporting documentation is not attached, you will not receive the corresponding points.

Wastewater Treatment Plant Project Category

Project Types

Compliance Maintenance:

Fifty points for a project that the department determines is necessary to prevent a municipality from significantly exceeding an effluent limitation contained in a permit issued under ch. 283, Wis. Stats. This includes eligible projects identified under s. NR 162.03(1)(a)2, Wis. Adm. Code.

New/Changed Limits:

Fifty points to a project eligible under s. NR 162.03(1)(b), Wis. Adm. Code, required to meet new or changed Wisconsin Pollutant Discharge Elimination System (WPDES) permit limits.

Violator:

Five points for a project to improve a sewage collection system that contributes to violations of a permit issued under ch. 283, Wis. Stats., or that has been the subject of an enforcement action pursuant to s. 281.98, Wis. Stats., related to a performance standard. This includes eligible projects or costs identified under s. NR 162.03(1)(c), Wis. Adm. Code.

Human Health (Ground Water)

2. Upload a Treatment Plant Overflow (TFO) or Sanitary Sewer Overflow (SSO) report as documentation. If supporting documentation is not attached, you will not receive the corresponding points.
3. Upload supporting documentation to validate points claimed. If supporting documentation is not attached, you will not receive the corresponding points.

Water Quality (Surface Water)

Data in this section is prepopulated with information from your current WPDES permit. For questions 6 and 7, points will only be given for the question with the greater value.

Regionalization

13. Per WI Admin Rule NR162.003(85), "subscribing municipality" means a municipality that discharges or plans to discharge all or part of its wastewater or storm water to another municipality for treatment and disposal.

Upload a general sketch or map of the proposed project location. If supporting documentation is not attached, you will not receive the corresponding points.

Note: If a treatment plant is being upgraded to accommodate increased flow or loadings of more than 10% due to a sewage collection system project and the municipality constructing the sewage collection system project is seeking funding from the CWFP, each of the two projects shall be awarded the same total score. The department shall award the highest score from each scoring section, including project type, human health, water quality, regionalization, and population; to each of the projects.

14. Upload a general sketch or map of the proposed project location. If supporting documentation is not attached, you will not receive the corresponding points.

Note: If a joint treatment plant is being constructed to serve two or more municipalities in a regional manner, and each of the connecting municipalities is seeking funding from the CWFP, each of the projects shall be awarded the same total score. The department shall award the highest score from each scoring section, including project type, human health, water quality, regionalization, and population; to each of the projects.

Storm Water Management Project Category

Project Types

Urban Runoff (WPDES Permit Issued):

Fifty points shall be awarded to any project that helps control snow melt, ice melt, precipitation, and surface drainage from an urban land use as a point source conveyance; and the municipality is regulated by a WPDES Storm Water Permit.

Urban Runoff (WPDES Permit Not Issued):

Twenty-five points shall be awarded to any project that helps control snow melt, ice melt, precipitation, and surface drainage from an urban land use in a diffuse manner as a nonpoint source; and the municipality is not regulated by a WPDES Storm Water Permit. The project must be necessary to achieve a performance standard or is identified in a plan approved by the DNR.

Violator:

Five points for a project to improve a sewage collection system that contributes to violations of a permit issued under ch. 283, Wis. Stats., or that has been the subject of an enforcement action pursuant to s. 281.98, Wis. Stats., related to a performance standard. This includes eligible projects or costs identified under s. NR 162.03(1)(c), Wis. Adm. Code.

Human Health

2. Before infiltrating runoff, pretreatment shall be required for parking lot runoff and for runoff from new road construction in commercial, industrial, and institutional areas that will enter an infiltration system. The pretreatment shall be designed to protect the infiltration system from clogging prior to scheduled maintenance and to protect groundwater quality in accordance with s. NR 151.12(5)(c)8, Wis. Adm. Code. Pretreatment options may include, but are not limited to, oil/grease separation, sedimentation, biofiltration, filtration, swales, or filter strips.
 - a. Enter in the narrative box or upload documentation on what is being done for pretreatment to comply with s. NR 151.12(5)(c)(4), Wis. Adm. Code.

Water Quality

3. Documentation from modeling is required.
4. Documentation from modeling is required.
5. Documentation from modeling is required for all checked.

Upload Document

Documents relevant to a specific PERF question need to be uploaded directly within that question on the previous screen (Priority Eval. & Ranking). **Only those documents uploaded below the appropriate question on the Priority Eval. & Ranking (PERF) screen will be considered when granting PERF points.**

Documents that have been uploaded within the PERF are summarized on the Upload Document screen. Optional: You may upload any additional documents relevant to the overall project, such as system maps.

Submit

Enter the name and title of the person submitting the ITA. Only authorized municipal officials and designated, authorized consultants can submit ITAs (see [online submittal authorization certificate](#)).

CWFP Funding Requirements

Procurement Requirements

Recipients of CWFP financial assistance must comply with federal, state, and local laws when procuring professional services and construction contracts. All contracts for projects are subject to DNR staff review to determine whether costs are eligible and reasonable.

Disadvantaged Business Enterprise (DBE)

When procuring construction work, equipment, raw materials or supplies for a project, a municipality must make good faith efforts to solicit disadvantaged business enterprises (DBEs) in the project, including soliciting bids from minority and women's enterprises (MBE/WBE) whenever the procurement must be bid under the state/local procurement laws. Prime contractors hired by the municipality must also make good faith efforts whenever they subcontract for construction work, equipment, raw materials or supplies. Refer to s. NR 162.09, Wis. Adm. Code, and the [DBE Contract Packet](#) for further details on these guidelines.

Other Federal Requirements

Additional federal requirements that apply to loan recipients include:

- [Davis-Bacon](#)
- [Use of American Iron and Steel](#)
- [Fiscal Sustainability Plan Certification](#)
- [Cost and Effectiveness Certification](#)

Questions

Contact the **DNR Construction Management Engineer** in your region:

<https://dnr.wi.gov/Aid/documents/EIF/Guide/managers.html>

For technical difficulties, contact Becky Mesdjian, database manager, at Rebecca.Mesdjian@wisconsin.gov.