Document Upload Categories & Types

Learn about the Environmental Loans programs and find guidance at dnr.wi.gov/aid/eif.html.

In the <u>online system</u>, when you upload a new document you must select the correct document type from the drop-down menu in the appropriate category. The DNR loan project manager may add an "other" type. The document types shown below in **bold are required** and those included with the application submittal have a checkmark (\checkmark).

Save or print this guidance and the <u>Document Upload Screen & Instructions (PUB-CF-065)</u> to view during the process.

Bidding/Construction Category

	Document Document	Related link
	Engineering Report Approval Letter - SDWLP only	Public Water System Plan Review
✓	Facility Plan Approval Letter - CWFP only	Wastewater Facility Planning Studies
	Septage-Related Cost Approval - CWFP only	Septage Considerations Guidance
	Phosphorus-Related Cost Approval - CWFP only	
	Parallel Cost Percentage Approval - CWFP only	PCP webpage
	Well Site Approval Letter	
	Plans & Specs Approval Letter	
✓	Plans	Plan Submittal Requirements for
✓	Specifications	Sewerage / Public Water Systems
	Initial Flow Documentation - CWFP unsewered projects only	<u>Unsewered Projects</u>
	Focus on Energy Award Documentation - CWFP only	
	Other - Public Service Commission Construction Authorization	PSC Construction Authorization
	Construction Contract Documents - unique type since the PDF can conta	ain any number of sub-documents
	Executed Construction Contract	
	American Iron and Steel Contract Language	AIS webpage
	Federal Wage Rates	Davis-Bacon & Related Acts (DBRA)
	Bid Ad with Proof of Publication	
	Bid Tabulation	
	Engineer's Recommendation Based on Bid Evaluation	
	Legal Opinion of Statutory Compliance - if contract awarded to other the contract awarded t	nan the low bidder
	Addenda to Plans and Specifications	
	Proposal(s) from Successful Bidder(s)	
	Bid Bond	
	Performance Bond	
	DBE Solicitation Documentation	<u>Disadvantaged Business Enterprise</u>
	Evidence of Contract Award - notice of award, meeting minutes, etc.	

Professional Services Category

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	Document	Related link
✓	Executed Preliminary Design/Engineering Contract	
	Executed Preliminary Design/Engineering Contract Amendment	
✓	Executed Bidding/Construction Management Contract	
	Executed Bidding/Construction Management Contract Amendment	
	Other Executed Contracts	
	Other Professional Service Documentation - well testing, televising, etc.	

The document types shown in **bold are required** and those submitted with the application have a checkmark (\checkmark).

Admin/Financial Category

	Document	Related link
✓	Reimbursement Resolution	Reimbursement Resolution
✓	Authorized Representative Resolution	Authorized Rep. Resolution
	Request for Disbursement & Support Documents (Form 8700-215)	<u>Disbursement Requests</u>
	Legal Statement on Land Ownership and/or Easements	Land Ownership & Easement Rights
	Land Purchase Documentation - Title/Deed	
	Force Account Certification (Form 8700-245)	Force Account Work
	Interim Financing Documentation	Interim Financing
	Interim Financing Payoff Statement	
	Other Funding Sources Documentation - CDBG, Rural Development, etc.	Other Funding Sources
	Miscellaneous Costs Documentation	

Federal Requirements Category

	Document	Related link
✓	Green Project Reserve (Form 8700-357)	GPR Project Eligibility Determination
	Green Project Reserve Business Case - Additional Documentation	Of K 1 Toject Englishicy Determination
✓	Cost and Effectiveness Certification (Form 8700-375) - CWFP only	Cost & Effectiveness
	American Iron and Steel Certification (Form 8700-361 CWFP or 8700-3	56 SDWLP) AIS webpage
	Disadvantaged Business Enterprise Good Faith Certification (Form 8700-294) DBE webpage	
	Federal Equivalency Projects Assurances and Certification (Form 8700-201)	·

Municipal Category

	Document	Related link
✓	Executed Intermunicipal Agreement for CWFP or SDWLP	
✓	Contract with System Users	
	Adopted Sewer Use Ordinance - CWFP only	SUO & User Charge System
✓	Adopted User Charge System	PSC-approved water rate increase
	Post-Application Financial Info	
	Equipment Replacement Fund - CWFP only	ERF webpage
	Management Plan - CWFP individual/cluster systems only	

Environmental Review Category (SDWLP only)

	Document	Related link
✓	Previously Conducted Review - Results and Supporting Documentation	
✓	Endangered Species Results	SDWLP Environmental Review
✓	USGS Topo, Wetlands/Waterways, and Floodplain Maps	SSWEL ENVIRONMENTAL TREVIEW
	Cultural Resource Management (CRM) Report	

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