

Document Upload Categories & Types

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

In the [online system](#), 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 (✓).

Save or print this guidance and the [Document Upload Screen & Instructions \(PUB-CF-065\)](#) to view during the process.

Bidding/Construction Category

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 Sewerage / Public Water Systems
✓ Specifications	
Initial Flow Documentation - CWFP unsewered projects only	Unsewered Projects
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 contain 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 than the low bidder	
• Addenda to Plans and Specifications	
• Proposal(s) from Successful Bidder(s)	
• Bid Bond	
• Performance Bond	
• DBE Solicitation Documentation	Disadvantaged Business Enterprise
• Evidence of Contract Award - notice of award, meeting minutes, etc.	

Professional Services Category

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 (✓).

Admin/Financial Category

Document	Related link
✓ Reimbursement Resolution	Reimbursement Resolution
✓ Authorized Representative Resolution	Authorized Rep. Resolution
Request for Disbursement & Support Documents (Form 8700-215)	Disbursement Requests
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	
✓ Cost and Effectiveness Certification (Form 8700-375) - CWF only	Cost & Effectiveness
American Iron and Steel Certification (Form 8700-361 CWF or 8700-356 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 CWF or SDWLP	
✓ Contract with System Users	
Adopted Sewer Use Ordinance - CWF only	SUO & User Charge System
✓ Adopted User Charge System	PSC-approved water rate increase
Post-Application Financial Info	
Equipment Replacement Fund - CWF only	ERF webpage
Management Plan - CWF individual/cluster systems only	

Environmental Review Category (SDWLP only)

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

