

Notice of Intent to Apply (ITA) & Priority Evaluation and Ranking Formula (PERF)

Get Funding for Your Water Infrastructure Project

Each municipality that plans to apply for financial assistance for their water infrastructure project, from either the Clean Water Fund Program (CWFP) or the Safe Drinking Water Loan Program (SDWLP), is required to complete and submit online an Intent to Apply (ITA) & Priority Evaluation and Ranking Formula (PERF). This ITA/PERF is the first step for a municipality to be eligible to submit a financial assistance application for the next state fiscal year (SFY) funding cycle.

All ITAs/PERFs must:

- be [submitted online](#) (with required documentation),
- be **submitted annually** (they are only valid for one SFY), and
- be **submitted by October 31** for the project to be eligible for funding the following SFY.
 - EXAMPLE: ITAs/PERFs submitted by October 31, **2016** are eligible for funding in **SFY 2018**, which begins July 1, 2017 and ends June 30, 2018.

Submit does not mean Commit

Submitting an ITA/PERF does not commit a municipality to apply for financial assistance from the CWFP or SDWLP. If eligible, a valid ITA/PERF simply ensures the project is listed on the Project Priority List (PPL) for that SFY, which makes the municipality eligible to submit an application for funding, if that their desire.

Re-Submit if your project doesn't move forward

If you're not sure when your project will need funding, submit an ITA/PERF early in the planning process. If your project doesn't move forward, you can resubmit your ITA/PERF for the following SFY funding cycle.

In the [on-line system for submissions](#), municipalities can view lists of all their previously submitted ITAs. When viewing the details of an ITA, municipalities can copy a previous ITA to create a new one. An existing ITA's information may be updated and reused for future project entries.

- If you're going to reuse an ITA, remember to update the project costs for each year.
- Be sure to describe the project scope in detail. Your application's project scope **must match** that of your ITA's to be eligible for funding.

Don't be late!

If an ITA/PERF is submitted after the deadline, the municipality will not be able to submit a financial assistance application *for two (2) state fiscal years*.

EXAMPLE: If a municipality is seeking funding in **SFY 2018** (between July 1, 2017 and June 30, 2018), the ITA/PERF deadline they must meet is October 31, **2016**. If they miss that deadline, the next opportunity for submitting their application would be for SFY 2019 funding (beginning July 1, 2018).

Submit separately

For a project with **both a CWFPP and SDWLP component** (for example, replacing sewer and water mains) a municipality needs to submit a separate CWFPP and SDWLP ITA/PERF to be eligible to apply for funding for both costs.

For SDWLP projects, a municipality also needs to be sure to submit an ITA/PERF for **each distinct project** for which they are planning to submit an application. For example, if a municipality is planning on upgrading their SCADA system as well as providing additional treatment to their water system, each of those distinct activities needs a separate ITA/PERF. Because funding is more limited in the SDWLP, the department is careful to score each distinct project separately in case there are insufficient funds for the applications submitted any given year. The department priority score reflects the human health and environmental impacts each distinct project will address.

Submit details

In order for the department to determine whether a municipality is requesting assistance for more than one project and for scoring purposes, the project scope description on the ITA/PERF must be detailed.

Detailed Project Scope Description:

- Explain the reason for the project, including the **problem to be solved**.
- Describe the overall scope of the project and the **proposed solution** to the problem.
 - EXAMPLE: State whether you will construct treatment or dig a new well **to solve a problem with** high radium levels in an existing well.
- Describe in detail all significant portions of the project's proposed solution, including:
 - Any new construction or installation of structures, equipment, or processes;
 - Any upgrade, repair, replacement, or modifications of existing equipment or facilities;
 - Any modifications to existing processes;
 - Include project location(s), street location(s), street names, names of water bodies, and other useful information.

Project Priority List (PPL)

The information provided by the municipality in the Priority Evaluation and Ranking Formula (PERF) determines the project's priority score. For each SFY, DNR Environmental Loans publishes a Project Priority List (PPL) for both the CWFPP and the SDWLP based on the valid ITAs/PERFs submitted for that SFY. The projects are listed in priority score order. Eligible projects listed on the PPL may submit an application for funding for the corresponding state fiscal year.

Contact Information

If you have questions about an ITA/PERF, contact the appropriate Environmental Loans specialist.

For information on **SDWLP** projects and ITAs/PERFs, contact:

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For information on **CWFPP** projects and ITAs/PERFs, contact:

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