



We're on the Web!

<http://dnr.wi.gov/Aid/EIF.html>

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Reminder: Request WAMS ID by 12/15/2014

If you want to submit your ITA online, you must obtain your WAMS ID and DNR Switchboard access by **December 15, 2014**. For more information:

- read [e-bulletin volume 3, issue 11](#)
- visit dnr.wi.gov/Aid/OnlineSubmissions.html
- read [instructions](#) for WAMS ID and DNR Switchboard access
- visit [webpage](#) for acquiring access

If switchboard access is not acquired by Monday, December 15, 2014, please complete the [paper ITA form](#) and get it to the DNR at the address noted below by the ITA and PERF deadline, also noted below.

Address questions about the on-line system to Becky Mesdjian at 608-266-5888 or rebecca.mesdjian@wisconsin.gov.

Final 2014 Disbursement Date & Deadline

- Request for Disbursements and final closeout documents are due no later than **Friday, December 12, 2014**.
- Disbursements will be made on **Tuesday, December 23, 2014**. This is also the last loan closing date of 2014.

ITA & PERF Deadlines Nearing, Get 'Em in Early

- On-Line ITA submittals are due no later than **Wednesday, December 31, 2014**
- Hand delivered ITAs and PERFs are due no later than **4:30 p.m. on Tuesday, December 30, 2014**
- Mailed ITAs and PERFs must be postmarked no later than **Wednesday, December 31, 2014**

Mailing Address

U.S. Mail
 WI DNR
 BUREAU OF CFA - CF/2
 101 S WEBSTER ST
 PO BOX 7921
 MADISON, WI 53707-7921



UPS and FedEx
 WI DNR
 BUREAU OF CFA - CF/2
 101 S WEBSTER ST
 MADISON, WI 53703



Changes Coming to the Environmental Loans Program

Over the next few months, the EL program will be working on a number of changes to the Clean Water Fund Program (CWFP) and the Safe Drinking Water Loan Program (SDWLP). These changes are due to:

- **recent revisions to the Clean Water Act** through the Water Resources Reform and Development Act of 2014, commonly known as WRRDA;
- **revisions to our administrative codes** that are likely to be effective this spring: chs. NR 162 and 166, Wis. Admin. Code, relating to the CWFP and the SDWLP;
- and **efforts of streamlining processes** within the Environmental Loans program.

To help differentiate the types of changes and the timing of changes you are likely to see in the future, please see the table below, which we will try to keep updated in a timely manner. This matrix may also help you understand the timing and implications of the upcoming changes.

WRRDA Changes to CWFP	Timing
Use of American Iron and Steel required	In effect now
Determination of project’s useful life – term of loan cannot be longer than useful life of project	In effect now
Expanded definition of treatments works to include collection systems and storm water and NPS practices – Environmental Review, Davis-Bacon, and UAIS required	In effect now
“Governmental accounting standards board requirements” added to accounting rules for project accounts	In effect now
Fiscal Sustainability Plans required	In effect now for applications submitted on or after October 1, 2014
Affordability criteria for Principal Forgiveness must be based on: income; unemployment data; population trends; and other data determined to be relevant by the State	New criteria must be developed prior to September 30, 2015, and will be included in the Intended Use Plan
Certification of project cost and effectiveness and that project maximizes potential for water and energy efficiency	Goes into effect October 1, 2015
Rule Revision and Streamlining Changes	Effective date anticipated in spring of 2015
On-line ITA submittals required	
On-line PERF scoring with new priority setting methodology	
Deadline Change for ITA and PERF submittals	
Small Loan Program project cost maximum increased to \$2 million	
No need for proposed A/E contract with application — just executed contract prior to Financial Assistance Agreement	
Submittal of each change order and backup documentation required within 90 days of change order execution or within 30 days of the date DNR receives the Financial Assistance Application	
Projects that have been substantially complete for 3 years or longer are not eligible	
Method for determining median household income of the municipality for purposes of the loan program revised; using American Community Survey as source of data	
Submittal of bound and complete copy of each executed construction contract required	

WRRDA Applies Only to the Clean Water Fund Program

WRRDA is an amendment to the Clean Water Act and therefore only applies to projects in the Clean Water Fund Program (CWFP).

However, in the future, provisions of WRRDA **may** be applied to the Safe Drinking Water Loan Program (SDWLP), if required by Congress.



New Change Order Reimbursement Process Effective 01/01/2015

Effective January 1, 2015, DNR will not authorize disbursement of funds for any change orders **until the change orders are approved** by the Construction Management Engineer (CME).

The DNR CME must review and approve all contract change orders **before** the municipality can request reimbursement from the Clean Water Fund Program (CWFP) or Safe Drinking Water Loan Program (SDWLP). The CME will determine whether the change order is eligible, necessary, and properly procured. Read more about the new process, regarding the approval of change orders and reimbursements, on page 3 of e-bulletin [volume 3, issue 12](#).

Address questions about the new process to either of the EL Program's disbursement/closeout specialists:

- Maureen Hubeler at 608-266-0849 or maureen.hubeler@wisconsin.gov
- Kim Leizinger at 608-264-8844 or kimberly.leizinger@wisconsin.gov

Natural Resources Board Adopts Rule Revisions

Changes to chs. NR 162 & 166, Wis. Admin. Code, relating to the Clean Water Fund and the Safe Drinking Water Loan Programs, were adopted by the Natural Resources Board at their December 10, 2014 meeting.

The rules now go to the Governor's office for review and approval.

Once approved by the Governor, the rules are forwarded to the appropriate standing committees at the Legislature.

Once approved by the standing committees, the rules go to the Joint Committee for Review of Administrative Rules (JCRAR).

Once approved by JCRAR, the rules are published by the Legislative Reference Bureau in their Administrative Register.

The rules become effective the day following their publication (anticipated in spring of 2015).



PERF Forms Need Municipal Signatures

Consultants who submitted an on-line Intent to Apply (ITA) this calendar year have also submitted authorization certificates from their municipalities. That authorization certificate only applies to on-line ITA submittals and **not** to Priority Evaluation and Ranking Forms (PERF).



PERFs must be signed by an appropriate, authorized municipal staff member. In future years, municipalities will be able to authorize consultants to submit on-line ITAs and on-line PERFs on their behalf.

Safeguard SFY 2015 Project by Submitting ITA for SFY 2016

Currently, it would be in your best interest to annually submit an updated Intent to Apply (ITA) until funding is received for your project.

Does your municipality have a valid state fiscal year (SFY) 2015 CWFPS/SDWLP Financial Assistance Application in-house with the Environmental Improvement Fund (EIF)? Do you anticipate closing this loan application in the current fiscal year (by June 30, 2015).

If you answered yes, consider submitting a precautionary Intent to Apply (ITA) for SFY 2016 in case your SFY 2015 project is delayed because of unforeseen circumstances, such as extreme weather or cost overruns. ITAs are valid for one state fiscal year (July 1 through June 30 of the following year).

A valid, safeguard ITA will act as a placeholder on the appropriate loan program's SFY 2016 Project Priority List (PPL) provided that it is submitted to the department no later than December 31, 2014. Your project must appear on a SFY 2016 PPL to be eligible for EIF financial assistance in state fiscal year 2016 (July 1, 2015 through June 30, 2016).

Submitting an ITA does not commit a municipality to applying for EIF financial assistance or submitting a new financial assistance application. If a project has already been accepted, don't submit another application for it.

For each SFY, the Environmental Loans (EL) program publishes a PPL for each loan program; projects are ranked for funding in priority score order. The department uses information provided on the Priority Evaluation and Ranking Form (PERF) to evaluate a project and assign a priority score. If a municipality submits an ITA for a new project but no PERF, the project will be placed on the appropriate program's PPL with a score of zero.

If the project scope has not changed, a project that has a SFY 2015 application in-house can reuse their old PERF when submitting a new SFY 2016 ITA by indicating the PERF was previously submitted. However, if changes to the project will impact the project priority score, please submit an updated PERF.

Environmental Loans staff note, that in recent times, EIF funds have been plentiful enough to give financial assistance to every eligible project seeking funding. If available funds in an EL program are not sufficient to provide financial assistance for all eligible projects, the funds are allocated in priority score order for projects on that program's PPL.

(Funds still available for SFY 2015 SDWLP; read more on page 4 of e-bulletin [volume 3, issue 12.](#))

Unified Certification Program (UCP) Directories Meet DBE Solicitation Requirements

All municipalities applying for funds from the Environmental Improvement Fund (EIF) must make good faith efforts to solicit disadvantaged business enterprises (DBEs) in their construction projects. Often this requirement is met through the bid advertisement process, **but if you are directly soliciting bids from DBEs or using DBE firms in your project, please keep reading!**

If you are directly soliciting a DBE firm or are using a DBE firm for your project, we strongly recommend confirming that the firm is certified by a state Department of Transportation (DOT) UCP. Firms included in the DOT UCP program listings are already accepted by EPA as meeting the DBE criteria. Links to Wisconsin DOT's UCP as well as neighboring states' DOT UCPs are listed below.

Links to UCP Directories

WISCONSIN:

- WisDOT – dot.wisconsin.gov/business/engrserv/dbe-firms.htm

OTHER STATES:

- Michigan DOT – mdotjboss.state.mi.us/UCP/
- Minnesota DOT – dot.state.mn.us/civilrights/mnucp.html
- Iowa DOT – iowa-dot.gov/civilrights/dbe_program.html
- Illinois DOT – dot.state.il.us/doing-business/certifications/disadvantaged-business-enterprise-certification/il-ucp-directory/index

Please be aware that DBEs listed in the *Wisconsin Department of Administration's (DOA) DBE listings are not necessarily included* in the UCP program and may not be certified to meet the EPA requirements for determining if a good faith effort has been made for a project.

If you are using a certified DBE as a subcontractor in your project, [EPA Form 6100-4, DBE Subcontractor Utilization Form](#) must be included with the bids for any DBE subcontractors intended to be used on the contract. DNR must receive these forms along with other bidding documents prior to loan closing.

Also note that EPA has determined that a self-certification by a disadvantaged business is no longer an acceptable certification for the state revolving loan programs.

If you have questions regarding compliance with the DBE requirements, contact your DNR Project Manager or our DBE Coordinator, Meja Maka at meja.maka@wisconsin.gov.

**DNR
Offices
will be
Closed on**

Dec. 24 & 25

Dec. 31

Jan. 01, 2015



Funding for Water & Wastewater Projects

DNR's Environmental Improvement Fund (EIF) encompasses two environmental financing programs for local governments. To learn more, visit dnr.wi.gov/Aid/EIF.html.

The **Clean Water Fund Program (CWFP)** provides financial assistance to municipalities for wastewater treatment facilities and urban storm water runoff projects.

The **Safe Drinking Water Loan Program (SDWLP)** provides financial assistance to public water systems for water supply infrastructure to protect public health and address federal and state safe drinking water requirements.

Interest rates for both loan programs can be viewed at dnr.wi.gov/Aid/documents/EIF/Guide/Interest.html

Bundle your funding, contact Samantha Jordt, Funding Sources Specialist, at 608-267-2450 or samantha.jordt@wisconsin.gov

Wastewater projects, contact Candice Sovinski, CWFP Coordinator, at 608-264-8986 or candice.sovinski@wisconsin.gov

Storm water projects, contact Becky Scott, Storm Water Specialist, at 608-267-7584 or rebecca.scott@wisconsin.gov

Water system projects, contact Mary Wagner, SDWLP Coordinator, at 608-267-7475 or marye.wagner@wisconsin.gov

CWFP Small Loans, contact Michelle Eis, Small Loans Specialist, at 608-267-0490 or michellem.eis@wisconsin.gov

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Remember to contact your Regional CME prior to your pre-construction meeting.

Regional Construction Management Engineers (CMEs):

Northeast Region:

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920-366-4208
robert.hannes@wisconsin.gov

Northern Region:

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The *Environmental Loans E-Bulletin* is written by staff in DNR's Environmental Loans Section to provide up-to-date information on both the Clean Water Fund Program and the Safe Drinking Water Loan Program. It is sent out periodically to alert subscribers of the latest news, updates, and upcoming deadlines; to highlight program changes; and to provide assistance on topics that need clarification.