

Next Steps for Wastewater Applicants of the Clean Water Fund Program

Refer to the [CWFP SFY 2024 Project Priority List \(PPL\)](#) to find your project's priority (PERF) score. Direct any questions about the application process to the [CWFP Coordinator](#).

Deadline

For State Fiscal Year (SFY) 2024 funding, you must submit your CWFP Financial Assistance Application with all [required documentation](#) through the [online system](#):

- If requesting [principal forgiveness \(PF\)](#), applicants must submit the complete CWFP application by **September 30, 2023**.
- If not requesting PF, complete CWFP applications may be submitted any time during the SFY, beginning on July 1, 2023.

Plan reviews by DNR Bureau of Water Quality

Facilities Plans

An *approved* facilities plan is a requirement of the application. Any project seeking CWFP funds must be submitted to DNR for plan review and approval, regardless of a "reviewable" or "maintenance" project classification. For example, an abbreviated form of a facilities plan, or engineering report, is required even for sanitary sewer replacement or rehabilitation projects, if seeking CWFP funding. The facility plan report covers certain federal requirements such as the cost-effectiveness analysis and the environmental analysis.

Requirements for submitting a facilities plan are explained on the [Municipal Wastewater Facility Planning](#) webpage.

- Submit required copies of the facilities plan to the Bureau of Water Quality for approval. **Provide enough lead time** (preferably six months) *before* the September 30 application deadline for the DNR to complete the facilities plan review.
- Include a [parallel cost estimate](#) and an [environmental assessment](#).

Plans and Specifications Submittal: Follow requirements as explained in DNR's [Wastewater Plan Submittals by Project Type](#).

- Submit final plans and specifications to the DNR by the application submittal deadline. Submit plans & specs to the Bureau of Water Quality (postmarked by the application deadline) *and* upload electronic copies of plans & specs with the application.

Accomplish *as soon as possible*:

- Pass a [Reimbursement Resolution](#).
- Adopt a resolution prior to loan closing for required rate increases (if applicable) - [User Charge Systems & Sewer Use Ordinances](#).
- Confirm municipality's Unique Entity ID from SAM.gov. New entity registration may take over a week.
 - The UEI (SAM) replaced the DUNS Number on April 4, 2022, see sam.gov/content/duns-uei.

Accomplish in the near future:

- Obtain your municipal attorney's legal statement or opinion on [land ownership and easement rights](#).
- Notify your municipal bond counsel of the anticipated loan closing.
- Prepare an [equipment replacement fund](#) schedule.

Federal requirements

Applicants must comply with:

- [Cost and Effectiveness Certification](#) – required for all projects at the time of application submittal.
- [Davis-Bacon and Related Acts \(DBRA\)](#)
- [Disadvantaged Business Enterprises \(DBEs\)](#)
- [Environmental Review](#) – as part of facility planning.
- [American Iron and Steel](#)
- [Build America, Buy America \(BABA\)](#) – required only for projects designated as [federal equivalency](#).
- [Bipartisan Infrastructure Law Signage](#) – required for projects receiving PF and those designated as federal equivalency.

If you have any questions about the application process, contact Lisa Bushby, Clean Water Fund Program Coordinator, at 608-358-3330 or Lisa.Bushby@Wisconsin.gov.

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