

Safe Drinking Water Loan Program Application Process And Contents



Notice of Intent to Apply

The first step in the application process for obtaining Safe Drinking Water Loan Program (SDWLP) financial assistance is to submit a [notice of intent to apply \(ITA\)](#), due Oct. 31 in the year prior to the state fiscal year (SFY). DNR staff will review the ITA, and if it is an eligible project, it will be posted on the corresponding SFY [SDWLP project priority list \(PPL\)](#). To be eligible to submit an application, the project must appear on the corresponding SFY PPL.

Application Deadline

Submit the SDWLP financial assistance application **with all required documentation** through the [online application system](#):

- If competing for [principal forgiveness \(PF\)](#), applicants must submit the complete SDWLP application by **June 30**.
- If not competing for PF during SFY 2027, it is recommended that applicants submit an application by the June 30, 2026 deadline due to potential limitations with [loan capacity](#).

Supplemental applications can be submitted on a rolling basis if loan funding permits. Due to present potential limitations regarding our financial capacity to issue loans, we strongly encourage all applicants to submit their application by the June 30 deadline.

Important: Incomplete applications will be ineligible for loan funding, unless supplemental funds are available, and the application is later made complete. Applications made complete after the June 30 submittal deadline will be ineligible for PF funding.

Engineering Report and Plans and Specifications

Plans and specifications must be submitted to the DNR Bureau of Drinking and Groundwater through the plan review process, in addition to being uploaded to the online application, for an application to be considered complete. Determine and follow the [plan review submittal requirements](#) that are relevant to your specific project; guidance can be found through the [Submittal Requirements by Project Type webpage](#).

Engineering Report Approval

Evidence of compliance with [engineering report requirements](#), when applicable, and in accordance with chs. [NR 108](#) and [NR 811](#), Wis. Adm. Code. Submit required copies of the engineering report to

the DNR Bureau of Drinking Water and Groundwater for review and approval no later than June 30 (ch. [NR 166.08\(2\)](#), Wis. Adm. Code).

Note: A municipality may submit an application prior to receiving department approval for an engineering report for the project **if**:

1. neither chs. NR 108 nor NR 811, Wis. Adm. Code, requires an engineering report for a specific project; or
2. either chs. NR 108 or NR 811, Wis. Adm. Code, allows submittal and review of the engineering report and the plans and specifications simultaneously, and the department receives the plans and specifications and engineering report with or prior to submittal of the SDWLP application by the application deadline.

Plans and Specification Approval

Evidence that [approvable, biddable plans and specifications](#) for the project were submitted to the DNR Bureau of Drinking Water and Groundwater by the June 30 application deadline.

Note: Well construction projects are an exception to this plans and specifications rule. As long as the municipal applicant submits biddable plans and specifications at least for the drilling of the permanent well by the June 30 deadline, they may submit other well-related plans, such as those for the pumps or the well house, at a later date, still allowing plenty of time for DNR's review and approval prior to preparation of the financial assistance agreement.

If you have questions about these requirements, contact the DNR plan review staff at DNRPublicWaterPlanReview@wisconsin.gov.

Application Contents

- Project budget
- A four-year projection of utility revenues and expenses

Required Documents

- Biddable, Approval Plans and Specifications:** Upload an electronic copy of approvable, biddable construction plans and specifications for all portions of the project for which funding is being requested. Plans and specifications must be stamped and signed by a licensed engineer.
- Engineering Contracts:** Engineering contracts for any costs related to both planning and design and construction management are required to be submitted with the application if the contracts were executed prior to the application deadline date. The application project budget must include construction costs for a municipality to receive loan funds for preliminary design costs, unless the municipal applicant provides evidence that another funding agency is

financing the construction costs. If available at the time of application submittal, executed construction management contracts/agreements must also be uploaded.

- Financial Information:** (credit review) Municipal financial information required by the Department of Administration as indicated below. This information is necessary in determining the affordability of the project and the financial capability of the municipality to repay the loan.
 - Current year municipal budget with year-to-date information.
 - Current water system budget with year-to-date information.
 - Municipal financial audits for the previous two years.
 - Principal and interest payment schedule for each outstanding bond issue for the next five years.
 - Latest official statements for publicly issued bonds/notes and bond authorizing resolutions.
 - IRS tax-related documentation.
 - [Interim Debt](#) – Submit the debt instrument to be refinanced with SDWLP funds, if applicable.
- Reimbursement Resolution:** A [reimbursement resolution](#) declaring intent to reimburse municipal accounts with financial assistance proceeds. It is recommended that applicants pass a reimbursement resolution prior to incurring any project costs to protect the municipality's ability to be reimbursed with SDWLP financial assistance. It is required that a reimbursement resolution be submitted with the SDWLP application.
- [Environmental Review](#) – If a NEPA-like review has already been completed for any portion of the project's disturbance footprint(s), the review materials must be attached and submitted with the online application.
- Contracts with System Users:** Any existing or proposed contracts with water system users.

Note: If a project serves more than one local governmental unit, DNR may request additional information regarding ownership and maintenance responsibility of the water system than the information provided by the applicant in or with the SDWLP application.

Other Documents

- [Lead Service Line Priority Evaluation and Ranking Formula \(Form 8700-383\)](#) **must** be submitted with the application if requesting Lead Service Line Replacement Program loan funding or principal forgiveness.
- [Priority Evaluation and Ranking Form for Emerging Contaminants Project Funding \(Form 8700-399\)](#) and supporting documents **must** be submitted with application if requesting emerging contaminants PF.

Requested Documents

- User Charges:** Submit a proposed user charge system for water rates if the Public Service Commission of Wisconsin (PSC) **does not regulate** the applicant's water system.
- PSC-Regulated:** If the PSC regulates the applicant's water system, identify whether a [water rate increase](#) is needed.
- Green Project Reserve (GPR):** Indicate if the project includes any "[green](#)" elements as described on [Form 8700-357](#).
- Design Life Calculation Worksheet:** Required for all projects, except for a project for which the construction scope is only watermain replacement or lining and any associated street and appurtenances. Both a signed PDF version and an Excel version of the [Design Life Calculation Worksheet](#) must be submitted at least nine weeks prior to loan closing.

Application Completeness Review

A DNR project manager will be assigned to review your submitted application for completeness and will email the municipality (and consulting engineer if applicable) indicating the status of the application once the review is complete. Applications that are considered to be complete will then be included on the corresponding SFY [SDWLP draft funding list](#), which is typically posted in October. The DNR project manager will then work with the municipality and consulting engineer on closing the loan once the final funding list is published.

Contact Information

If you have any questions about the application process, contact:

- Noah Balgooyen, Safe Drinking Water Loan Program coordinator, at Noah.Balgooyen@wisconsin.gov
- Kate Leja-Brennan, Lead Service Line Replacement Program specialist, at Kathryn.Leja@wisconsin.gov
- Ryan Atkinson, Emerging Contaminants Programs specialist, at Ryan.Atkinson@wisconsin.gov

For more info on the Safe Drinking Water Loan Program, visit our website at dnr.wi.gov/aid/eif.html.

PUB-CF-045 01/2026 Wisconsin Department of Natural Resources (DNR), PO Box 7921, Madison, WI 53707-7921



Legal Notices: This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Wisconsin Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts. The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office,

Department of Interior, Washington, D.C. 20240. This publication is available in alternative format (large print, Braille, audio tape, etc.) upon request. Please call 608-235-7105 for more information.