

# CWFP WW App Help Text

## for the online system



## Clean Water Fund Program Wastewater Application

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PUB-CF-059 06/2024 Wisconsin DNR Environmental Loans Section CWFP 608-358-3330 SDWLP 608-720-0802



Program implementation details are outlined in chs. [NR 162](#) and [NR 166](#), Wis. Adm. Code. [Legal notice](#): This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in federal regulations or state statutes or administrative rules are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing federal regulations and state 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 offered in other formats upon request, call 608-267-9481.



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# Accessing the Online Application System

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Municipalities seeking financial assistance from the Wisconsin Environmental Improvement Fund are required to submit a Financial Assistance Application using the [online system](#). Applicants must have a valid ITA for the state fiscal year in which they intend to apply (review the most recent [Project Priority List](#) to confirm that a valid ITA exists for your project). Applications must be submitted by **September 30 at 11:59 PM** to compete for principal forgiveness.

To access the online system, the user (whether a municipal official or consulting engineer) is required to have a Web Access Management System (WAMS) user ID and register with the DNR Switchboard for access. Registration instructions are available at [dnr.wi.gov/aid/OnlineSubmissions.html](https://dnr.wi.gov/aid/OnlineSubmissions.html).

Access is limited to those projects for which you have authorized access. Only authorized municipal officials, or designated and authorized consulting engineers, may enter and submit online applications. Municipal officials will only have access to projects for their municipality. Consulting engineers must receive authorization from a municipality via the [Online Submittal Authorization Certificate](#) before being granted access to that municipality's project(s).

## Navigating the Online Application System

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Upon logging in, you will arrive at the My Applications screen. Here you will be able to start a new application or continue working on an existing application.

### Starting a New Application

To start a new application, simply click on the "Start New Application" button, enter any applicable search criteria, and click "Search". Search results can be further filtered by typing keywords into the "Refine Search" box or sorted by clicking on the column heading. Once you have located the project you want to work on, click "Add Project". Upon doing so, you will be taken directly to the Applicant screen. Some information is auto filled from the earlier ITA submission. Even if you don't enter additional information, click the "Save" button before leaving this screen to save the application to your My Applications screen. If you don't click "Save", the system will discard the application and you'll have to start over by clicking "Start New Application" from the My Applications screen. Clicking "Save" will take you to the Summary screen.

### Continuing an Existing Application

To continue an existing application, click the "Edit" button in the Action column for your project. This will take you to the Summary screen. If you have multiple projects to select from, they can be filtered by typing keywords into the "Refine Search" box or sorted by clicking on the "Municipality", "Program Type", "SFY", or "Status" column headings.

### Summary Screen

The Summary screen summarizes your progress, provides navigation to the different sections within the application, and allows you to add or delete additional projects.

Progress is shown according to the status (Edit, Completed) of each section. To reduce data entry, the Applicant Information, Financial Information, IRS Tax Related Information, Refinancing Transactions, Intermunicipal Agreements, Project Budget and Certification sections are common to the application, meaning you only need to complete each of those sections once, regardless of how many projects are included in the application. If there is more than one project included in the application, the Project Information and Project Documentation sections will need to be completed for each project. To submit the application, the status for each section must be "Completed".

To navigate to different sections within the application, simply click on the status indicator for the section you'd like to edit or review.

### Multiple Projects May Be Included in One Application

The online system will allow multiple projects to be submitted as a part of a single application given that the projects are for the same municipality and are within the same funding program (Clean Water Fund Program vs. Safe Drinking Water Loan Program). To add a project to an existing application, click the "Add Project" button. Upon doing so, you will be given a list of the municipality's other eligible projects. Once you have located the project you'd like to add,

click the "Add Project" button to add that project to your application. The project will then be displayed on your Summary screen. You may add as many eligible projects as you'd like to a single application. Click the green "Projects" button at the top righthand side of the screen to see the project description of the projects included in your application.

## Deleting a Project or Application

If you choose not to submit an application for a particular project, click the "Delete" button within that specific project's column. If you choose to delete the entire application, you may click the "Delete Application" button. Clicking either delete button will result in the loss of all information that was previously entered for that item.

## Entering Information and Attaching Documents

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To reduce data entry, any common data available from your earlier ITA submission has been automatically uploaded into the application.

### Data Entry

Data entry types range from open text boxes, entries in table format, yes/no questions and checkboxes. Some questions require a variable number of entries. In these instances, use the "+" button to add additional rows. The red "x" button can be used to delete unnecessary rows. Some questions are conditional and will only be visible depending on your answer(s) to a previous question.

### Attaching Documents

Certain fields require you to upload specific documentation. To do so, click the "Browse" button and navigate to where the document is saved locally. Once you have selected the document to upload, click the "Upload File" button to complete the process. For situations in which you need to upload multiple documents, simply repeat the process for each document that you need to upload. If you accidentally upload the wrong document or need to remove an uploaded document for any other reason, just click the red "x" button next to the file name. There is no mandatory file naming convention for uploaded documents, but you are encouraged to use filenames that generally describe the file being uploaded.

### Saving

Save information as you go along. If you are working on the application before 7am CST or after 5pm CST, then the application will provide a warning message after 15 minutes of inactivity. At that point, you will have 5 minutes to save any information before you are logged out of the system. Between 7am and 5pm, the system will not automatically log you out.

## Help Text by Section

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### Applicant Information

The Main Municipal Contact should be someone familiar with the project and available daily.

If the applicant has a municipal advisor registered under the Municipal Securities Rulemaking Board and that is advising the municipality on the debt issuance, list that person under Municipal Advisor. If the municipality does not have a registered municipal advisor, then this section can be left blank.

Although it is not required to list a bond counsel at the time of application, prior to loan closing, a bond counsel must be retained. A bond counsel is required to prepare the bond documents and the bond transcript for the loan; they prepare legal documents for the Municipal Obligations (e.g., Legal Opinion, Bond Resolution, Tax Certificate, Closing Certificate, etc.).

### Financial Information

Direct questions regarding the financial section to [DOAEIF@Wisconsin.gov](mailto:DOAEIF@Wisconsin.gov).

## Pledge of Security for Loan

Most loans use a revenue pledge. If you want to make loan payments from special assessments, we will include special assessments as a type of pledged revenue.

## Loan Term

A design life calculation worksheet is required for all projects, except those that consist *solely* of installation or replacement of pipeline and associated appurtenances such as pressure relief valves, cleanouts, and manholes. The worksheet is required for pipe re-lining or rehabilitation projects. Refer to the [Loan Terms webpage](#) for the design life calculation worksheet. Both a signed PDF version and an Excel version of the worksheet must be uploaded with the application. Direct questions about the design life calculation worksheet to your [DNR Plan Reviewer](#).

## Four Year Revenue and Expenditure Projection

To complete the row labeled Projected New CWF Loan Payment Principal and Interest, use any estimating approach that seems reasonable to you. If you are familiar with Microsoft Excel, you can approximate the annual loan payment with the PMT function. Enter =PMT("interest rate of the loan in decimal form", "length of the loan in years", "loan amount in dollars"). For example, to estimate the annual payment on a \$100,000 loan for 20 years with 1.5% interest, use =PMT(0.015,20,100000). View interest rates at [dnr.wi.gov/aid/documents/EIF/guide/Interest.html](http://dnr.wi.gov/aid/documents/EIF/guide/Interest.html).

An estimate is sufficient. You do not need to know your exact loan payments.

## IRS Tax-Related Information

A [reimbursement resolution](#) is required.

IRS tax-related questions must be answered to allow us to comply with federal tax law. If you answer "yes" to a question, additional documentation may be required. Direct questions regarding the IRS Tax-Related Information section to [DOAEIF@Wisconsin.gov](mailto:DOAEIF@Wisconsin.gov).

## Refinancing Transactions

You must complete this section if you plan to use CWF loan money to pay off debt you already have. Paying off existing debt with new debt is called refinancing. This is common for municipalities that receive interim debt from a local bank. You should complete the refinancing section if you included a cost for [interim debt](#) on the budget section.

Attach official statements or loan agreements for debt to be refinanced. If these documents are not available, enter the date of the debt issue, the interest rate, and the other information requested in the application.

Before your CWF loan closes, you must provide a letter from the provider of your interim debt. The letter must state the date you will pay off the interim debt and the amount of the payment necessary to pay off the debt.

Direct questions regarding the Refinancing Transactions section to [DOAEIF@Wisconsin.gov](mailto:DOAEIF@Wisconsin.gov).

## Intermunicipal Agreements

A proposed or executed intermunicipal agreement is required for each municipality served by the project when two or more municipalities utilize shared or interconnected wastewater treatment works. An executed copy of the final agreement(s) must be submitted prior to loan closing.

This requirement does not apply to a metropolitan sewerage district in which all municipalities being served have been annexed into the sewerage district.

[Intermunicipal Agreements](#) must include components as outlined in ch. NR 162, Wis. Adm. Code.

## Project Information

Information from the ITA is automatically transferred to this section. Indicate any changes to the project scope.

## Project Cost Categories

Separate the project costs into the appropriate Clean Water Fund Categories and EPA Treatment Works Categories. The total Requested Project Costs in both fields must equal the Total Project Costs Requested in the Project Budget.

Enter the [parallel cost percentage and septage-related costs percentage](#). The DNR Plan Reviewer must concur with these percentages and typically approve as part of facility plan review or plans and specs review. Enter the approved or estimated percentages.

## Priority Principal Forgiveness

There are three categories of Priority PF: Energy Efficiency, Regionalization, and Phosphorus Reduction. Refer to the [CWFP Intended Use Plan \(IUP\)](#) for eligibility requirements for the State Fiscal Year that you are applying for funding.

### Energy Efficiency

Eligible municipalities must be the recipient of an energy efficiency incentive from Focus on Energy.

To indicate eligibility, click “yes” to the Energy Efficiency. Applicants must provide documentation of the award incentive from Focus on Energy. This documentation is not required at the time of application submittal but must be provided prior to loan closing. Additionally, applicants who learn of a Focus on Energy award, or submit a loan application, after the September 30 PF deadline are still eligible for the Energy Efficiency Priority PF funds, as available. Applicants who want to claim Energy Efficiency Priority PF after submittal of their loan application, but prior to loan closing, should work with their DNR Project Manager to submit documentation and be considered for funding.

### Regionalization

To be considered an eligible project, at least one publicly owned WWTP discharge must be eliminated, and the flow must be redirected to a neighboring municipality.

To receive incentive funding, eligible applicants should mark “yes” to Regionalization. Applicants must also describe their affiliation with other municipalities involved in the project, including the CWFP project number for other municipalities’ projects that are incurring capital expenses. Be sure to submit a proposed or executed intermunicipal agreement using the Intermunicipal Agreements screen. The intermunicipal agreement must include all municipalities involved in the regionalization project, must have a term for at least the life of the loan and meet all other [intermunicipal agreement requirements](#). An executed copy of the intermunicipal agreement is required prior to loan closing.

### Phosphorus Reduction

Refer to the [CWFP Intended Use Plan \(IUP\)](#) for eligibility requirements for the State Fiscal Year that you are applying for funding.

To indicate eligibility, click “yes” to Phosphorus Reduction and provide and/or attach the following information:

- Attach a breakout of the major components associated with the phosphorus reduction portion of the project. Include the purchase and installation costs associated with each of those components.
- Enter either an estimated or an approved phosphorus cost percentage (round up to the first decimal; for example, .0855 or 8.55% should be entered as 8.6%). The phosphorus cost percentage should be calculated as  $PP = PC/DC$  where PP is the phosphorus percentage expressed as a decimal; PC is the construction costs associated with the phosphorus components of the project (this should be the sum of the phosphorus cost breakout); and DC is the construction costs associated with the total design capacity. Note that it’s important to calculate as accurate as a phosphorus cost percentage as possible. Priority PF is subtracted from the total CWFP-funded project costs before general PF is calculated; therefore, the priority PF amount allocated to the project can impact the amount of general PF allocated to the project on the funding list. Direct questions about the calculation to the DNR Plan Reviewer (link to plan review contacts).
- Enter a parallel cost estimate specific to the phosphorus costs. Use the [parallel cost percentage \(PCP\)](#) calculation method described in [Attachment 2](#) of the “Guidance for Septage Considerations in Municipal Wastewater Facility Planning and for Application of Zero Percent Clean Water Fund Loans.” Replace the septage costs with phosphorus-specific costs.



- Select whether the design of the project is intended to meet the final phosphorus limit or an interim limit.

## Project Documentation

### DNR Wastewater Plan Review for CWFP Projects

Final plans and specifications (P&S) must be uploaded and submitted as a part of the CWFP application. Additionally, final P&S for CWFP projects shall be submitted to the department for review concurrent, or prior, to the CWFP application. Submittal for department review shall be in accordance with s. 281.41, Wis. Stats., and include all information pertinent to the design of the system including engineering reports, general plans, construction details, specifications, and checklists. **The facility plan must be approved** prior to application submittal.

View specific submittal requirements for Wastewater plan review at [dnr.wi.gov/topic/wastewater/adequatesubmittal.html](http://dnr.wi.gov/topic/wastewater/adequatesubmittal.html)

Final P&S indicate the documents are complete, biddable, and approvable, for **all** parts of the project being financed through the CWFP. Plans and Specifications Approval(s) by DNR is required prior to preparation of the Financial Assistance Agreement (FAA).

Prior to modification of previously submitted P&S, contact your [DNR Plan Reviewer](#).

### Engineering Contracts

Executed preliminary design/engineering agreements must be uploaded if those costs are being requested as part of the loan. Executed Construction Management Agreements should be uploaded if available.

### Links to Forms

- [Cost and Effectiveness Certification \(8700-375\)](#)
- [Green Project Reserve \(Form 8700-357\)](#)
  - You may wish to review the [GPR Guide](#) for determining project eligibility.

## Project Budget

### Description/Contract Number

Indicate the contract name and/or number associated with each contract amount.

### Total Costs

Include ALL costs related to the budget line item regardless of the funding source. Also include costs identified as ineligible for CWFP funding. The sum of the amounts in all remaining fields for this budget line item must equal the amount entered in this field.

### Ineligible Costs

Enter costs that are ineligible for CWFP funding. Provide details for the ineligible costs in the comment box located below the budget table.

### Eligible Costs Paid by Other Funding Sources

Click on the blue "+" button to add this column. Provide costs for each project that are anticipated to be funded by other sources (such as the Safe Drinking Water Loan Program, USDA Rural Development, CDBG, municipal funds, etc.). Indicate whether the other funds are grant or non-grant money.

### Project Costs Requested

Enter the costs specific to each project, in the corresponding project column, for which CWFP funds are being requested.

### Instructions for Budget Line Items

The Total Costs field for each budget line item will be flagged if the amount in the Total Costs field does not equal the sum of the amounts in all associated budget line-item fields.

1. [Force Account](#) – Provide costs for work a municipality performs using its own employees and/or equipment. If Force Account work is anticipated, list the type of work to be completed and the cost on the Force Account Certification, which is available at [dnr.wi.gov/files/PDF/forms/8700/8700-245.pdf](https://dnr.wi.gov/files/PDF/forms/8700/8700-245.pdf). Costs not eligible for Force Account are associated with elected officials or on-staff attorneys, computers, land, easements, or legal fees.
2. [Interim Debt](#) – Include costs incurred or to be incurred prior to CWFP loan closing for taking on debt to temporarily finance the project.
3. Planning & Design Contracts – Executed preliminary design/engineering agreement(s) must be uploaded in the Project Documentation section for costs listed on this line.
4. [Land or Easement Acquisition](#) – Only include these costs if they are integral to the project.
5. Construction Management – Executed contract(s) must be submitted for all costs on this line prior to issuing the Financial Assistance Agreement (FAA).
6. Construction/Equipment – Provide costs included in the plans and specifications. Executed construction and equipment contract(s) must be submitted for all costs prior to issuing the FAA. The CWFP can provide funding for equipment, supplies, materials, and construction if procured in accordance with Wisconsin Statutes. You may wish to review the [Procurement Guide for Local Governments Receiving Grants from DNR](#).
7. Contingency & [Change Orders](#) – A single contingency budget line must be created. The contingency line will autofill based on the Construction/Equipment subtotals and construction progress to date. The DNR will adjust the contingency amount prior to issuing the FAA if the project has not yet been bid.
8. Miscellaneous Costs – Indicate project costs that are outside the scope of the engineering, construction, or equipment contracts. Non-contractual costs may include soil borings, administrative expenses, bid advertising, etc.
9. Closing Costs – Include costs necessary for closing the CWFP loan.

The Project Total fields will autofill with the respective sums of the budget line totals for each column. A Project Total field will be flagged if a corresponding Total Cost field is flagged within the same column.

## User Charge System & Sewer Use Ordinance Certification

A [UCS and SUO](#) that meets the requirements of [s. NR 162.08, Wis. Adm. Code](#), including the establishment of an [Equipment Replacement Fund](#), is required prior to loan closing.

## Application Certification and Submittal

To submit an application, the status of all sections must be "Completed". If all required fields are not completed and required documentation is not attached within a given section, then the section's status will remain as "Edit".

## Validating Required Information and Documentation

The "Validate Form for Submission" checkbox at the top of each section can help you determine whether all required fields and documentation for the section have been completed. When you click the checkbox, the system will review the section for completeness. If all required fields and documentation have been addressed, a green checkmark will appear with text signifying the "Form Is Valid". If a required field is incomplete or documentation is missing, a red "x" will appear with text stating the "Form Is Invalid, See Error Below." When that occurs, the required fields and documentation that need to be addressed within the section will be highlighted in red with red text indicating what must be corrected.

## Certification and Submittal

Make sure you have answered all questions accurately and provided the appropriate documentation prior to certifying your application. If all required information and documentation has been included in the application and you are



authorized to act as a representative of the municipality, check the box next to "I Acknowledge" to confirm your agreement with the statements made in this section.

After selecting the "I Acknowledge" checkbox, you will be able to submit your application. Upon submitting your application, a confirmation page will appear indicating your application has been successfully submitted. In addition, your "My Applications" screen will show the status of the application as "Submitted".

## Post-Submittal Changes

If you need to modify your application **prior to the application deadline**, contact Suzy Hasheider, DNR Environmental Loans Database Manager, at [Suzan.Hasheider@Wisconsin.gov](mailto:Suzan.Hasheider@Wisconsin.gov) or 608-438-3055.