

# Requests for Disbursement 2024

Learn about the Environmental Loans programs and find guidance at [dnr.wi.gov/aid/eif.html](https://dnr.wi.gov/aid/eif.html)

2024 Schedule	
Form Due at DNR	Date of Disbursement
December 29, 2023	January 10
January 12	January 24
February 2	February 14
February 16	February 28
March 1	March 13
March 15	March 27
March 29	April 10
April 12	April 24
April 26	May 8
May 10	May 22
May 31	June 12
June 14	June 26
June 28	July 10
July 12	July 24
August 2	August 14
August 16	August 28
August 30	September 11
September 13	September 25
September 27	October 9
October 11	October 23
November 1	November 13
November 15	November 27
November 29	December 11
<b>December 12</b>	<b>December 23</b>

## Payment Requests

For a municipality to receive a payment/disbursement from the Clean Water Fund Program or the Safe Drinking Water Loan Program, it must submit a complete Request for Disbursement form *with* supporting invoices and documentation for eligible costs.

- [Request for Disbursement \(Form 8700-215\)](#)
- [Request for Disbursement for Private Lead Service Line Program \(Form 8700-366\)](#)

Loan disbursements are wired to municipalities on the second and fourth Wednesdays of each month. Request for Disbursement forms are due at DNR two (2) Fridays before the date of disbursement.

View guidance for the disbursement process at

- [dnr.wi.gov/aid/documents/eif/guide/pay.html](https://dnr.wi.gov/aid/documents/eif/guide/pay.html)

## Wet Signatures Only

We do not accept stamped, digital, nor electronic signatures as certification on the disbursement request form. This form must be wet ink signed by the municipal representative. For email submittals, we suggest scanning the signed paper form to a computer, saving it as a PDF, then emailing the complete request.

## Submittal Methods

The same requirements apply regardless of the submittal method.

Email: [dnrcfeldisbursements@wisconsin.gov](mailto:dnrcfeldisbursements@wisconsin.gov)

- The preferred file format is PDF
- For each email, the maximum file size limit is 10MB
- This email account is only for disbursement requests

Fax: (608) 267-0496

- Our fax machine is shared and has limited capacity
- Limit each fax to 25 pages or less

Mail: Wisconsin Department of Natural Resources  
Environmental Loans Section—CF/2  
101 S. Webster Street  
PO Box 7921  
Madison, WI 53707-7921

The loan closing date is normally scheduled for the 2<sup>nd</sup> or 4<sup>th</sup> Wednesday of the month. Schedule adjustments may be made for holidays. **Note: On December 23 disbursements will occur. No loan closings will occur on December 23.**

DNR, Environmental Loans Section—CF/2, 101 S. Webster Street, PO Box 7921, Madison, WI 53707-7921  
PUB-CF-061 11/2023 Wisconsin DNR Environmental Loans Section CWF 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 608-267-7490.



# Requests for Disbursement 2024

Learn about the Environmental Loans programs and find guidance at [dnr.wi.gov/aid/eif.html](https://dnr.wi.gov/aid/eif.html)

■ **Requests for Disbursement forms are due at DNR two Fridays before the date of disbursement.**

■ Loan disbursements are wired to municipalities on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month; adjustments may be made for holidays.

JANUARY 2024							FEBRUARY 2024							MARCH 2024							APRIL 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3						1	2		1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
														31													

  

MAY 2024							JUNE 2024							JULY 2024							AUGUST 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	5	6					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
							30																				

  

SEPTEMBER 2024							OCTOBER 2024							NOVEMBER 2024							DECEMBER 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

The loan closing date is normally scheduled for the second or fourth Wednesday of the month; adjustments may be made for holidays.

**Note: On December 23 disbursements will occur. No loan closings will occur on December 23.**



DNR, Environmental Loans Section—CF/2, 101 S. Webster Street, PO Box 7921, Madison, WI 53707-7921  
 PUB-CF-061 10/2023 Wisconsin DNR Environmental Loans Section CWFPP 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 608-267-7490.

