

CWFP ITA **Help Text**

for the online system



Clean Water Fund Program Intent to Apply

DNR, Environmental Loans Section—CF/2, 101 S. Webster Street, PO Box 7921, Madison, WI 53707-7921
PUB-CF-062 10/2025 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 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 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.



Contents

Overview	3
Accessing the Online ITA System	3
Navigating the ITA System.....	3
Starting a New ITA	3
Resubmitting a Previous ITA	3
Editing an Existing ITA	3
Help Text by Section	3
Applicant.....	3
Navigating within the ITA and Saving.....	4
Consulting Engineer	4
Project Information.....	4
Project Description.....	4
Project Cost Estimates	5
Priority Evaluation and Ranking Formula (PERF)	5
Collection System Project Category.....	5
Project Types	5
(Question #1)	5
Human Health	5
(Questions #2 - 5)	5
Regionalization	6
(Questions #6 - 7)	6
Wastewater Treatment Plant Project Category.....	6
Project Types	6
(Question #1)	6
Human Health	7
(Questions #2 - 5).....	7
Water Quality (Surface Water discharge only).....	7
(Questions #6 - 12)	7
Regionalization	7
(Questions #13 - 14)	7
Storm Water Management Project Category.....	8
Project Types	8
(Question #1)	8
Human Health	8
(Question #2)	8
Water Quality	8



(Questions #3 - 5)	8
Water Quality Trading (WQT) Project Category	9
Project Type	9
(Question #1)	9
Water Quality (Surface Water discharge only).....	9
(Questions #2 - 8)	9
Financial Need.....	9
Upload Document	9
Submit	9
CWFP Federal Requirements.....	9
Questions	10

To aid in the success of any Clean Water Fund Program (CWFP) project, it is important for the municipality, architectural/engineering (A/E) firm, construction contractor and DNR staff to coordinate efforts before and throughout construction.

Preconstruction Meeting Reminder: If CWFP/SDWLP financial assistance will be sought for a project, contact the [regional DNR construction management engineer \(CME\)](#) to confirm their availability **at least one week prior to scheduling** the preconstruction meeting. If the meeting is rescheduled or canceled, promptly notify the CME. For details, see the [Construction Management webpage](#).

Overview

Applicants who intend to apply for financial assistance from the Wisconsin Environmental Improvement Fund are required to submit a notice of Intent to Apply (ITA) as authorized by ch. NR 162, Wis. Adm. Code. The ITA must be submitted using the [online system](#) by **Oct. 31** at 11:59 PM of the year prior to the intended application date. For example, you must submit your ITA by Oct. 31, 2025, if you are seeking funding in State Fiscal Year (SFY) 2027, which begins July 1, 2026, and ends June 30, 2027.

ITAs must be submitted for all Clean Water Fund Program (CWFP) projects, including Pilot Program projects. **ITAs are only valid for one state fiscal year.** If you do not go forward with submitting an application, be sure to re-submit an ITA for the following state fiscal year, if you are still pursuing funding from the CWFP.

Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Accessing the Online ITA System

To access the online system, the user (whether a municipal official or consulting engineer) is required to have a MyWisconsin ID and register with the DNR Switchboard for access. Registration instructions are available on our Online System webpage at dnr.wi.gov/aid/OnlineSubmissions.html. Note that State agencies and programs are migrating to MyWisconsin ID at different times between now and December 2026. During the transition, you may need a Web Access Management System (WAMS) ID for some systems, and a MyWisconsin ID for others.

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 ITAs. Municipal officials will only have access to projects for their municipality. Consulting engineers must receive authorization from a municipality via the [Authorization Certificate \(Form 8700-377\)](#) before being granted access to that municipality's project(s).

Navigating the ITA System

To access the ITA system, log in with your MyWisconsin ID at <https://apps.dnr.wi.gov/switchboard>. Upon logging in, you will arrive at the Search ITA page. From here you can either search for an existing ITA to edit or start a new ITA by selecting "Create New ITA".

Starting a New ITA

To start a new ITA, click "Create New - ITA" and follow the prompts for a project that has not been previously submitted. Note that a project number will not be assigned until after the ITA has been submitted to DNR for review.

Resubmitting a Previous ITA

To resubmit an approved ITA from a previous year, use the Search ITA feature to locate the ITA that you would like to resubmit. Once located, click the "View" button and then the "Copy & create new ITA" button from the Preview screen. Note that when you resubmit an ITA, most information is pulled from the original submission and can be edited. *The original project description cannot be edited*; however, there is a field where you can enter minor modifications, additions, or deletions to the project since the last submission. If the overall scope of the project has changed significantly since the last submission, you will need to submit an entirely new ITA.

Editing an Existing ITA

To edit an existing ITA that has not yet been submitted, use the Search ITA feature to locate the ITA that you would like to edit. Click the "Edit" button in the Action column to start editing the ITA.

Help Text by Section

Applicant

Select the Municipality Name for which the ITA is being submitted.

Select the Municipal Official or Municipal Authorized Representative name from the drop-down. If the person's name is not displayed, select the "Add" button and enter their contact information. **An email address is required.** To add an email address to an existing contact, click on the "Edit" button.

Select the Main Municipal Contact name from the drop-down list. The main contact should be someone familiar with the project who is available on a regular basis. If the person's name is not displayed, select the "Add" button and enter their contact information. **An email address is required.** To add an email address to an existing contact, click on the "Edit" button.

Navigating within the ITA and Saving

Clicking on the "Next" and "Previous" navigation buttons at the bottom of each section will save information entered in that section. You can also navigate to each section using the side navigation bar; however, this will *not* save entered information.

Consulting Engineer

If you have retained a consulting engineer for this project, select the Firm Name and contact person. If the person's name is not displayed, select the "Add" button and enter their contact information. **An email address is required.** To add an email address to an existing contact, click on the "Edit" button.

Project Information

Provide the actual or estimated submittal date for each item.

If this is a joint project, list all participating municipalities.

For Sanitary Districts, Sewerage Districts, and Lake Districts, information will need to be provided on population size and district boundaries. This information helps the CWFDP determine the financial need for the district (Median Household Income (MHI), Family Poverty Level, and Lowest Quintile Household Income (LQI)). Refer to the [CWFDP Intended Use Plan](#) for more information on the financial need criteria. Enter the population for the district, upload a map showing the district boundaries, and answer the question on whether the district serves only a portion of any communities. If the district serves any portion of a community, either enter in the text box the number of connections for the partial community or upload a document showing the number of connections for each partial community.

Project Description

Explain the reason for this project, including the problem to be addressed.

Describe, in general, the overall scope of the project.

Describe, in detail, all significant portions of the project. Examples of project details include, but are not limited to:

- The reason for the plant modification or upgrade (e.g., Phosphorus Removal, Sludge Storage, Disinfection).
- The method of treatment to be used by the modification, upgrade, or new plant (e.g., Recirculating Sand Filter, Activated Sludge, UV Disinfection).
- The service area of the project (e.g., the previously unsewered area the project will serve, the portion of the municipality that will have sewer rehab, the area a new lift station will serve).
- Other pertinent details of the project (e.g., length in feet of the interceptor, collection system, sewer rehab or force main; size of pipe installed; whether the project will be completed in phases; etc.).

If this is the original submittal of a project, there is no need to complete the "Explain any modifications..." field.

If this is an ITA resubmittal, only the Applicant's Name for the Project and "Explain any modifications..." fields will be available for editing. If the overall scope of the project has changed significantly since the last submission, you should submit an entirely new ITA.

Project Cost Estimates

Indicate the actual or estimated cost of project activities for both the CWFPP and [EPA Categories \(PUB-CF-072\)](#). CWFPP and EPA Total Project Costs must be equal. Cost estimates provided should be for the total amount of the CWFPP project, including project costs anticipated to be covered by non-CWFPP funding sources.

For Pilot projects, indicate the estimated cost of activities for the entire duration of the Pilot project.

Provide the source(s) of project cost estimates.

If you plan to fund a portion of this project with funds other than CWFPP funding, list the other sources in the "Other Funding Sources" field. Examples of other sources: municipal funds, Community Development Block Grant, USDA Rural Development grant and/or loan, etc.

Emerging Contaminants: Select "yes" if any components of the project will reduce or eliminate detectable levels of any PFAS contaminant compound for which a surface water quality standard or recommended Wisconsin DHS groundwater standard exists. Enter the estimated costs for the emerging contaminants portion of the project. A more final cost estimate will need to be submitted with the application due September 30. Refer to the most recent [CWFPP Intended Use Plan](#) for more information on the Emerging Contaminants program.

Priority Evaluation and Ranking Formula (PERF)

The Priority Evaluation & Ranking Formula (PERF) is used to determine the priority score for a project. The priority scoring and ranking system is outlined in [subch. V of ch. NR 162, Wis. Adm. Code](#), with some modifications and additions in the annual [CWFPP Intended Use Plan](#). **Note that some questions require supporting documentation to receive the points. If supporting documentation is not uploaded, points will not be given.**

Collection System Project Category

Project Types

(Question #1)

Compliance Maintenance:

Fifty points for a project that the department determines is necessary to prevent a municipality from significantly exceeding an effluent limitation contained in a permit issued under ch. 283, Stats. This includes eligible projects identified under s. NR 162.03(1)(a)2, Wis. Adm. Code.

Unsewered:

Twenty-five points for a project that installs sewers in a previously unsewered area. This includes eligible projects identified under s. NR 162.03(1)(d)2, Wis. Adm. Code.

Violator:

Five points for a project to improve a sewage collection system that contributes to violations of a permit issued under ch. 283, Wis. Stats., or that has been the subject of an enforcement action pursuant to s. 281.98, Wis. Stats., related to a performance standard. This includes eligible projects or costs identified under s. NR 162.03(1)(c), Wis. Adm. Code.

Human Health

(Questions #2 - 5)

2. What is the percentage of documented failing private septic systems out of the total number of systems included in this project? You must provide documentation such as a failed 3-year inspection, county health report, sanitary survey, or other documentation that proves a failed system. If supporting documentation is not attached, you will not receive the corresponding points. 5 – 30 points possible.

3. Does this project eliminate or prevent bypasses and overflows that have occurred in the past 5 years, as defined in ch. NR 210.21, Wis. Adm. Code from a municipal sewerage system? If the bypasses occurred more than 5 years ago, is the project part of an approved enforcement action plan for system improvements?

Upload a map as documentation that illustrates the sewers, which way it drains, and where the bypass(es) are located. If more than 5 years have passed since the most recent bypass or overflow, the project must be part of a larger phased collection system improvement plan required by: a court-stipulated action, a consent order, a compliance schedule in a permit, or another type of legal document (s. NR 162.50(1)(b)(2), Wis. Adm. Code). Upload additional supporting documentation that demonstrates how this project eliminates bypasses or overflows. If supporting documentation is not attached, you will not receive the corresponding 15 points.

4. If this project is necessary to eliminate documented municipal collection system-related backups, what are the numbers of residential connections with basement backups expected *to be reduced by this project*? Backups must have occurred within the 5 years prior to the ITA/PERF deadline. Do not include basement backups resulting from malfunctions caused by improper maintenance of any public or private systems. Documentation is required such as a letter from municipality to the homeowner stating that the backup was caused by the system; meeting minutes from a discussion of the issue and resolution; and a map of the project location, flow direction, and backup location. If supporting documentation is not attached, you will not receive the corresponding points. 5- 15 points possible.
5. A project eligible under s NR 162.03(1)(d), Wis. Adm. Code, in which one municipal is constructing both a new wastewater treatment plant and a new collection system to serve only one new sewer service area that includes customers within the applicants' municipal boundaries shall be awarded 10 points.

Regionalization

(Questions #6 - 7)

6. Does this project consist of the applicant abandoning their existing WWTP and constructing new infrastructure to convey wastewater to an existing treatment facility owned by another municipality? Upload a general sketch or map of the proposed project location. If supporting documentation is not attached, you will not receive the corresponding 100 points.
7. Does this project consist of the applicant abandoning their existing WWTP and constructing new infrastructure to convey wastewater to a new wastewater treatment facility being constructed to accommodate 2 or more municipalities? Upload a general sketch or map of the proposed project location. If supporting documentation is not attached, you will not receive the corresponding 100 points.
8. Does this project result in the elimination of individual septic systems and the applicant becoming a new subscribing municipality to another municipality's wastewater treatment plant? If supporting documentation is not attached, you will not receive the corresponding 50 points.

Wastewater Treatment Plant Project Category

Project Types

(Question #1)

Compliance Maintenance:

Fifty points for a project that the department determines is necessary to prevent a municipality from significantly exceeding an effluent limitation contained in a permit issued under ch. 283, Wis. Stats. This includes eligible projects identified under s. NR 162.03(1)(a)2, Wis. Adm. Code.

New/Changed Limits:

Fifty points to a project eligible under s. NR 162.03(1)(b), Wis. Adm. Code, required to meet new or changed Wisconsin Pollutant Discharge Elimination System (WPDES) permit limits.

Violator:

Five points for a project to improve a sewage collection system that contributes to violations of a permit issued under ch. 283, Wis. Stats., or that has been the subject of an enforcement action pursuant to s. 281.98, Wis. Stats., related to a performance standard. This includes eligible projects or costs identified under s. NR 162.03(1)(c), Wis. Adm. Code.

Human Health

(Questions #2 - 5)

2. Does this project eliminate or prevent bypasses and overflows that have occurred at the plant in the past 5 years? Upload a Treatment Plant Overflow (TFO) or Sanitary Sewer Overflow (SSO) report as documentation. If supporting documentation is not attached, you will not receive the corresponding 10 points.
3. Is this project necessary to eliminate documented system-related backups caused by the facility (not the collection system or due to I/I) within the past 5 years? Upload supporting documentation to validate points claimed. If supporting documentation is not attached, you will not receive the corresponding 5 points.
4. Is the facility required to provide disinfection prior to discharge? 5 points if annual disinfection is required; 3 points if disinfection is required on a less than annual basis.
5. Does the facility discharge to groundwater? 10 points
 - a. If your facility has an effluent limit for a groundwater discharge, does your permit include effluent limits for the following? Total nitrogen (10 points) or other compounds such as chlorides (5 points).

Water Quality (Surface Water discharge only)

(Questions #6 - 12)

Data in this section is prepopulated with information from your current WPDES permit. If the data does not populate correctly, then the DNR Construction Management Engineer will correct the data when they review the PERF. If a permit has both BOD and CBOD limits (questions #6 and #7), points will only be given for the question with the greater value. Refer to [s. NR162.49\(2\)\(c\), Wis. Adm. Code](#), for the point values for water quality parameters.

For phosphorus limits, the most restrictive limit associated with the end of the WPDES permit term will be used. For permits with mass limits that take effect by the end of the permit term, a concentration limit equivalent will be used for scoring, if that limit is more restrictive than a concentration limit included in the permit. Water Quality Trading (WQT) Computed Compliance limits will not be used for scoring wastewater treatment plant projects.

Regionalization

(Questions #13 - 14)

13. Is this project needed because of an increased flow or increased loadings (greater than 10%) from one or more new subscribing municipality? Per WI Admin Rule NR162.003(73), "subscribing municipality" means a municipality that discharges or plans to discharge all or part of its wastewater or storm water to another municipality for treatment and disposal.

Upload a general sketch or map of the proposed project location. If supporting documentation is not attached, you will not receive the corresponding 50 points.

14. Is this project resulting in the construction of a new joint regional WWTP that will serve two or more municipalities? This excludes a situation in which the owner or owners of an existing regional treatment facility will abandon the existing treatment facility and construct a new treatment facility with no new subscribers. Upload a general sketch or map of the proposed project location. If supporting documentation is not attached, you will not receive the corresponding 50 points.

Storm Water Management Project Category

Project Types

(Question #1)

Urban Runoff (WPDES Permit Issued):

Fifty points shall be awarded to any project that helps control snow melt, ice melt, precipitation, and surface drainage from an urban land use as a point source conveyance; and the municipality is regulated by a WPDES Storm Water Permit.

Urban Runoff (WPDES Permit Not Issued):

Twenty-five points shall be awarded to any project that helps control snow melt, ice melt, precipitation, and surface drainage from an urban land use in a diffuse manner as a nonpoint source; and the municipality is not regulated by a WPDES Storm Water Permit. The project must be necessary to achieve a performance standard or is identified in a plan approved by the DNR.

Violator:

Five points shall be awarded for a project for construction or replacement of runoff treatment works that violate a permit issued under ch. 283, Stats., or that has been the subject of an enforcement action pursuant to s. 281.98, Stats., for violation of a performance standard. This includes eligible projects or costs identified under s. NR 162.03 (3) and (4).

Human Health

(Question #2)

2. Does this project result in pretreatment of contaminants before groundwater discharge? Before infiltrating runoff, pretreatment shall be required for parking lot runoff and for runoff from new road construction in commercial, industrial, and institutional areas that will enter an infiltration system. The pretreatment shall be designed to protect the infiltration system from clogging prior to scheduled maintenance and to protect groundwater quality in accordance with s. NR 151.12(5)(c)8, Wis. Adm. Code. Pretreatment options may include, but are not limited to, oil/grease separation, sedimentation, biofiltration, filtration, swales, or filter strips. 10 points
 - Enter in the narrative box or upload documentation on what is being done for pretreatment to comply with s. NR 151.12(5)(c)(4), Wis. Adm. Code.

Water Quality

(Questions #3 - 5)

3. Identify the overall percentage of the drainage area with connected impervious surfaces that this project will serve based on the following categories. Upload a map highlighting these areas by category, that shows the pervious and impervious areas of the project. Also, upload a summary of the total area and total pervious and impervious areas.
 - Low density – less than 40% impervious, such as open space, suburban, park, cemetery, low or medium density residential (1 point)
 - Medium density – 40% - 79% impervious, such as schools, high density residential, mobile homes, freeways, multifamily, medium industrial, high rise, light industrial, office park, hospital (5 points)
 - High density – 80% or greater impervious, such as commercial strip mall, commercial downtown, shopping center (10 points)
4. What percentage of TSS removal will the project provide? Upload modeling documentation, or a copy of the program summary of TSS removal with the name of the project and the project area (acres). 1 – 10 points.
5. Does the project include the following features? 3 points for each.
 - >55% Phosphorus removal (Upload modeling documentation, or a copy of the program summary of P removal with the name of the project and the project area (acres).)

- Mechanical nutrient removal technology or other green technology (upload a summary of the modeling for nutrient removal)
- Infiltration (upload a summary of the modeling for infiltration)

Water Quality Trading (WQT) Project Category

Project Type

(Question #1)

Water Quality Trading:

Twenty-five points for a water quality trading project that is necessary to meet water quality effluent limits.

Water Quality (Surface Water discharge only)

(Questions #2 - 8)

Data in this section is prepopulated with information from your current WPDES permit. If the data does not populate correctly, then the DNR Construction Management Engineer will correct the data when they review the PERF. If a permit has both BOD and CBOD limits (questions #2 and #3), points will only be given for the question with the greater value. Refer to the [s. NR162.49\(2\)\(c\), Wis. Adm. Code](#), for the point values for water quality parameters.

For phosphorus limits, the most restrictive limit associated with the end of the WPDES permit term will be used. For permits with mass limits that take effect by the end of the permit term, a concentration limit equivalent will be used for scoring, if that limit is more restrictive than a concentration limit included in the permit. Water Quality Trading (WQT) Computed Compliance limits will not be used for scoring.

Financial Need

Starting in SFY 2023, DNR will add points to the PERF score at the time of application to increase the likelihood that projects from communities meeting the affordability criteria will be prioritized. To do so, municipalities will be scored according to the PF allocation methodology specified in Section 10.1 of the [CWFPP Intended Use Plan](#). Two percent of the sum of a given municipality's score in Tables 1-6 of Section 10.1 will be added to the PERF score for each of the municipality's projects. For example, if a municipality scores a total of 125 points in Tables 1-6, 2.5 points will be added to the PERF score for each of the municipality's projects.

Upload Document

Documents relevant to a specific PERF question need to be uploaded directly within that question on the previous screen (Priority Eval. & Ranking). **Only those documents uploaded below the appropriate question on the Priority Eval. & Ranking (PERF) screen will be considered when granting PERF points.**

Documents that have been uploaded within the PERF are summarized on the Upload Document screen. Optional: You may upload any additional documents relevant to the overall project, such as system maps.

Submit

Enter the name and title of the person submitting the ITA. Only authorized municipal officials and designated, authorized consultants can submit ITAs (see [Online Submittal Authorization Certificate \(Form 8700-377\)](#)).

CWFPP Federal Requirements

Please be aware of the following federal requirements as you move forward with your project.

- [Davis-Bacon Wage Rates](#)
- [American Iron and Steel](#)
- [Disadvantaged Business Enterprise \(DBE\)](#)

- [Cost and Effectiveness Certification](#)
- [Build America, Buy America \(BABA\)](#) - projects designated as [federal equivalency](#) and emerging contaminants projects.
- Architectural and Engineering (A/E) Procurement requirements, 40 U.S.C. §1101 *et seq* – federal equivalency projects only.

Questions

Direct questions about the Intent to Apply (ITA) contents to:

- Lisa Bushby, Clean Water Fund Program (CWFP) coordinator, at Lisa.Bushby@Wisconsin.gov
- Sarah Bolitho, CWFP storm water projects specialist at Sarah.Bolitho@Wisconsin.gov or 608-960-2927
- Ryan Atkinson, CWFP Emerging Contaminants (EC) Program specialist, at Ryan.Atkinson@Wisconsin.gov or 608-640-0510

Direct questions about the Priority Evaluation and Ranking Formula (PERF) to the DNR construction management engineer (CME) in your region: dnr.wi.gov/aid/documents/eif/guide/managers.html.

Direct questions about entering or submitting ITAs online to:

- Jenny Kilps, Environmental Loans Online Systems (ELOS) database manager, at Jennifer.Kilps@Wisconsin.gov or 608-228-8422.