

SDWLP ITA **Help Text**

for the online system



Safe Drinking Water Loan Program Intent to Apply

DNR, Environmental Loans Section—CF/2, 101 S. Webster Street, PO Box 7921, Madison, WI 53707-7921
PUB-CF-063 06/2022 Wisconsin DNR Environmental Loans Section CWF 608-358-3330 SDWLP 608-692-4227

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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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 s. 281.61, Wis. Stats., and ch. NR 166, Wis. Adm. Code. The ITA must be submitted using the [online system](#) by **October 31st** at 11:59 PM of the year prior to the intended application date. For example, you must submit your ITA by October 31, 2022, if you are seeking funding in State Fiscal Year (SFY) 2024, which begins July 1, 2023, and ends June 30, 2024.

ITAs must be submitted for all Safe Drinking Water Loan Program (SDWLP) projects. All ITAs must be submitted annually until the loan has closed because they will only be valid for one state fiscal year (July 1st through June 30th). Failure to submit a complete ITA for the appropriate state fiscal year may result in the denial of project financing.

SDWLP applications must be submitted before or on the June 30th following the October 31st ITA deadline. If funds are available after allocations have been made to all eligible applications submitted by the June 30th deadline, then funds may be allocated to supplemental applications submitted until the following June 30th, as long as funding remains available; however, supplemental applications are not eligible for Principal Forgiveness (PF).

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 Web Access Management System (WAMS) user 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.

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 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 Online ITA System

To access the ITA system, log in with your WAMS ID and password at dnrx.wisconsin.gov/switchboard/capture.do. Upon logging in you, 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 "File ITA".

For SDWLP projects, a municipality needs to be sure to submit an ITA/PERF for each distinct project for which they are planning to submit an application. For example, if a municipality is planning on upgrading their SCADA system as well as providing additional treatment to their water system, each of those distinct activities needs a separate ITA/PERF. Because funding is more limited in the SDWLP, the department is careful to score each distinct project separately in case there are insufficient funds for the applications submitted any given year. The department priority score reflects the human health and environmental impacts each distinct project will address.

Starting a New ITA

To start a new ITA, click "File 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 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. However, the original project description cannot be edited, but 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.

Entering Information

Data entry types include open text boxes, entries in a table format, radio buttons and dropdown lists. To reduce the amount of data entry, some information is prepopulated based on the selection made from a dropdown list. If prepopulated information needs to be updated, there is typically an "Edit" button available that will allow you to make corrections.

Help Text by Section

Applicant

Provide the legal name of the municipality.

Provide the name and title of the municipal official submitting the ITA. Provide the mailing address, phone number and email for the municipal official.

Provide the name and title of the main municipal contact. The main contact should be someone familiar with the project who is available on a regular basis. Provide the mailing address, phone number and email for the main municipal contact.

Consulting Engineer

Provide the consulting engineering firm and a contact name, along with the mailing address, phone number and email. If a consulting firm is not retained, leave blank.

Project Information

The Priority Evaluation and Ranking Formula (PERF) is used to determine the priority score for a project.

Provide the actual or estimated submittal date for each item.

- Any future dates provided are considered estimates.
- Any past dates provided are considered actual dates.

List the town(s) in which any portion of the sanitary or lake district is located.

If this is a joint project, list all participating municipalities. A proposed or executed [intermunicipal agreement](#) is required with the application submittal if the applicant's water will be obtained from facilities of another local governmental unit **or** if another local governmental unit will obtain water from the applicant's facility. An executed intermunicipal agreement is required prior to loan closing. These can take time, so start the process as soon as possible.

Project Description

Select one general category for this project:

- Source rehabilitation or creation
- Treatment
- Distribution/Transmission
- Storage

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

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

Describe, in detail, all significant portions of the project. In order for the department to determine whether a municipality is requesting assistance for more than one project and for scoring purposes, the project scope description on the ITA must be detailed.

Include in your description any new construction or installation of structures, equipment, or processes; any upgrade, repair, replacement, or modifications of existing equipment or facilities; any modifications to existing processes; and include project location(s), street location(s), street names, names of water bodies, and other useful information. Examples of SDWLP project details include, but aren't limited to:

- Problem(s) to be solved, such as:
 - Treat for iron and manganese
 - Reduce radium
 - Replace contaminated source
 - Eliminate a microbiological MCL violation
- Describe in detail major process(es) and/or equipment, such as:
 - Construct new well and pumphouse
 - Install pumps and/or chemical feed system
 - Upgrade SCADA
 - Construct main from well to distribution system

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

If this is a ITA resubmittal, only the Project Nick Name 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 a new ITA.

Project Cost Estimates

Indicate the actual or estimated cost of project activities for each EPA Needs Category. Cost estimates provided should be for the total amount of the SDWLP project, including costs anticipated to be covered by non-SDWLP funding sources.

Describe costs listed as "Other Needs".

Provide the source(s) of project cost estimates.

If you plan to fund a portion of this project with funds other than SDWLP funding, list the other sources in the "Source of cost estimates" field. Examples of other sources: municipal funds, Community Development Block Grant, USDA Rural Development grant and/or loan, State and Tribal Assistance Grant, Focus on Energy, etc.

Priority Evaluation and Ranking Formula

Section I: Risk to Human Health

The department may require documentation to support any points requested by the municipality. The department may also require a potential applicant to communicate with the department prior to online submittal to determine what type of documentation is appropriate to show existing contamination for projects that will expand an existing water system or create a new community water system.

HH1. Acute contaminants are divided into 3 groups. Points are awarded in the following manner for a project that eliminates a problem that poses an acute health hazard from one of these groups:

- a. Five hundred points shall be awarded to a project that proposes to eliminate a microbiological MCL violation that already occurred or will address a confirmed waterborne disease outbreak as defined in s. NR 809.04 (90), or a

demonstrated microbiological contamination problem for a newly created community water system or for expanding an existing community water system in accordance with s. NR 166.06 (1) (f), Wis. Adm. Code.

- b. Four hundred points shall be awarded to a project that eliminates violations of filtration requirements in s. NR 810.29, Wis. Adm. Code, and disinfection requirements in ss. NR 810.09 and 810.31, Wis. Adm. Code, or confirmed microbial, including giardia and cryptosporidium, contamination found in finished water.
- c. Three hundred points shall be awarded to a project that eliminates a continuing nitrate or nitrite MCL exceedance, or a demonstrated nitrate or nitrite problem for a newly created community water system or expansion of an existing community water system in accordance with s. NR 166.06 (1) (f), Wis. Adm. Code.
- d. HH1d. is for 5 subgroups of 'Chronic Contaminants' (250 points max)

Chronic contaminants are divided into 5 subgroups: inorganics (IOCs), volatile organic chemicals (VOCs), synthetic organic chemicals (SOCs), radionuclides, and disinfection byproducts (DBPs).

For a newly created community water system or for expanding an existing community water system in this subdivision, points shall be assigned by determining the 90th percentile sample for the project area. All individual wells or surface water sources in the project area shall be included in the determination. A single water sample from each well or surface water source shall be used for the determination. All water samples submitted shall be collected within the same 6-month period and shall be representative of current conditions. If there is no sample for an individual well or surface water source, a value of zero or no detect shall be used in the determination.

Calculating points for HH1d

1) Determine the Highest Contaminant in each Subgroup.

- a) If there is only one contaminant exceeding its MCL in a subgroup, enter the contaminant in the "Highest Contaminant in Subgroup" column, then go to Step 2. If more than one contaminant, go to Step 1c.
- b) If there are two or more MCL exceedances for a subgroup, the contaminant with the greatest percentage magnitude exceedance is entered in the "Highest Contaminant in Subgroup" column.

The "percentage magnitude" for a contaminant is the amount of the contaminant in the water divided by the MCL or AI for that contaminant, then multiplied by 100 (percentage magnitude = (amount in water + MCL or AI) X 100).

EXAMPLE: A well is producing benzene at 0.008 mg/l and benzene's MCL is 0.005 mg/I, so the percentage magnitude of the benzene exceedance would be 160% (0.008 mg/I + 0.005 mg/I X 100). The well is also producing trichloroethylene at 0.006 mg/l and trichloroethylene's MCL is 0.005 mg/I, so the percentage magnitude of the trichloroethylene MCL exceedance would be 120% (0.006 mg/l + 0.005 mg/I X 100).

The "greatest percentage magnitude" for a subgroup is the contaminant that has the highest percentage magnitude MCL exceedance for that subgroup. Using the previous example, benzene would be entered as the "Highest Contaminant in Subgroup" for SOCs, since it has the greatest percentage magnitude MCL exceedance for SOCs. Enter the appropriate contaminant for each subgroup addressed.

2) Enter the level in Water for each subgroup.

For each subgroup, enter the amount of the Highest Contaminant in Subgroup in the water into the "level in Water" column for each subgroup addressed. Then, go to Step 3.

3) Enter the MCL or AI for each subgroup.

For each subgroup, enter the MCL or AL of the Highest Contaminant in Subgroup into the "ML or AL" column. Then, go to Step 4.

4) Calculate the Percentage Magnitude for each subgroup.

To calculate the Percentage Magnitude for each subgroup, divide the level in Water for the subgroup by the MCL or AL for the subgroup, then multiply by 100 (Percentage Magnitude = (level in Water + MCL or AL) X 100). Round the result to the nearest whole number. Enter the result in the "Percentage Magnitude" column and go to Step 5.

5) Calculate the Total Points for each subgroup.

- a) If the project addresses a single subgroup, the Total Points equals the Percentage Magnitude multiplied by 50 (Total Points = Percentage Magnitude X 50); round the result to the nearest whole number. Enter the result in the "Total Points" column and go to Step 6. If multiple subgroups, go to Step 5b.

EXAMPLE: A project addresses one or more SOC(s), but no other subgroups. The SOC(s) subgroup has a Percentage Magnitude of 400%, so the Total Points is 200 points (Total Points = 400% X 50 = 200 points).

- b) If a project addresses multiple subgroups, the Total Points for a subgroup depends on how its Percentage Magnitude compares to the other subgroups' Percentage Magnitudes. For the subgroup with the greatest Percentage Magnitude, Total Points equals its Percentage Magnitude multiplied by 50 (Total Points = the greatest subgroup Percentage Magnitude X 50); for each additional subgroup, Total Points equals its Percentage Magnitude multiplied by 10 (Total Points = each additional subgroup Percentage Magnitude X 10). Round all results to the nearest whole number. Enter the results in the "Total Points" column for each subgroup and go to Step 6.

EXAMPLE: A project addresses the IOCs (Percentage Magnitude = 450%), VOCs (Percentage Magnitude = 400%), and SOC(s) (Percentage Magnitude = 300%) subgroups. Since the IOCs subgroup has the greatest Percentage Magnitude among the subgroups addressed, the IOCs Percentage Magnitude is multiplied by 50 and the other two Percentage Magnitudes are each multiplied by 10 (IOCs Total Points = 450% X 50 = 225; VOCs Total Points = 400% X 10 = 40; SOC(s) Total Points = 300% X 10 = 30). Each result is entered for the appropriate subgroup in the "Total Points" column.

6) Calculate the Points Earned for HH1d.

Points Earned equals the sum of all the subgroups' Total Points but cannot be greater than 250 points. Enter the result in Points Earned. For example, the result of the example in Step 5a is 200 Points Earned; the result of the example in Step 5b is 250 Points Earned.

HH2. Questions HH2a-d are for projects that prevent an anticipated MCL, AL or treatment technique violation or critical (acute or chronic) health hazard.

- a. Three hundred points shall be awarded to a project that eliminates an anticipated microbiological MCL violation, where no actual violation has yet occurred.

Examples of projects that would qualify for points from this question:

- Replace or reconstruct an improperly constructed or un-grouted well
- Rehab a structurally deficient reservoir
- Replace/abandon a well located in a floodplain

- b. Two hundred points shall be awarded to a project that proposes to eliminate anticipated violations of filtration requirements, or turbidity, in s. NR 810.29, or anticipated violations of the requirements of the federal long term 2 enhanced surface water treatment rule promulgated by the U.S. environmental protection agency as directed by the U.S. congress.

Examples of projects that would qualify for points from this question:

- Anticipated turbidity violations associated with hydraulic plant loading or water quality.
- Plant not able to meet requirements in the long-term 2 enhanced surface water treatment rules.

- c. One hundred points shall be awarded to a project that proposes to eliminate an anticipated nitrate or nitrite

violation.

EXAMPLE: A well that has a documented, increasing level of nitrate/nitrite, such that at a point in time, not to exceed 10 years, an MCL exceedance would be expected to occur.

HH2d. is for 5 subgroups of 'Chronic Contaminants' (40 points max.)

Twenty points shall be awarded to a project that proposes to eliminate an anticipated exceedance of an inorganic (IOCs), volatile organic chemical (VOCs), synthetic organic chemical (SOCs), radionuclide, or disinfection byproducts contaminant (DBPs).

Five points shall be awarded for each additional subgroup addressed by a project that eliminates an anticipated exceedance.

Section II: Financial Need

Median Household Income is 80.0% or less than the State MHI and Population is less than 10,000.

The department obtains the Median Household Income (MHI) for counties, towns, cities, villages, and census designated places (CDPs).

If your municipality is NOT a city, village, or town, check the [MHI list](#) to see if your municipality is listed as a CDP (Census Designated Place). If it is a CDP, we will use this MHI from the list to score this section.

If your municipality is not on the MHI list as a CDP, you must obtain an MHI in a way that complies with one of the methods outlined on the [MHI page](#) to determine if you qualify for any points in this section.

Section III: Secondary Contaminant Violation and System Compliance

SC1. Attach water quality sampling information. Twenty points shall be awarded if the project will reduce a secondary drinking water contaminant, as listed in s. NR 809.70, Wis. Adm. Code, to a level below the aesthetic standard.

SC2. Attach a copy of system pressure information or other supporting documentation. Twenty points shall be awarded if the project addresses areas of inadequate distribution system pressure, as defined in s. NR 810.10, 810.11, or 811.70 (4), Wis. Adm. Code.

SC3. Attach a copy of water study or other documentation. Twenty points shall be awarded if the project will address a documented storage deficiency, excluding fire demand, within an existing public water supply system.

SC4. Attach pump runtime information or other documentation. Twenty points shall be awarded if the project addresses a source or capacity deficiency where there is a demonstrated need within the existing public water supply system.

SC5. Twenty points shall be awarded if the project will address system reliability under all operational situations, where there are significant concerns regarding reliability in the existing system, such as lack of redundancy of major components of the water system.

Examples of activities for which these points may be awarded include the addition of a second crossing of a river, railroad, or highway to a major system divide, installation of a second surface water intake, or construction of a second well.

SC6. Twenty points shall be awarded if a major portion of the project will address **significant deficiencies identified in a sanitary survey** conducted by the department and the activities to correct deficiencies are related to the core project activities.

- SC7. Provide evidence of lead service lines in your project area.** Four points shall be awarded if the project includes replacement of lead service lines or lead joints in water mains.
- SC8.** Four points shall be awarded if the project includes long-term zebra mussel control.
- SC9.** Four points shall be awarded if the project includes installation of an auxiliary power source to a well, pump station, or water treatment plant.
- SC10. Provide evidence of asbestos-cement pipe material in your project area.** Four points shall be awarded if the project includes replacement of asbestos-cement pipe material.
- SC11.** Four points shall be awarded if the project includes upgrading an existing supervisory control and data acquisition system (SCADA).
- SC12.** Four points shall be awarded if the project includes installation or replacement of fluoridation equipment.
- SC13.** Four points shall be awarded if the project includes the upgrading of existing facilities for capturing, holding or disposing of liquid or solid waste generated from the water system operation.
- SC14. Provide evidence of undersized mains in your project area.** Four points shall be awarded if the project includes the replacement of a water main or mains less than 6 inches in diameter.
- SC15. Provide evidence of looping or of dead end mains in your project area.** Four points shall be awarded if the project includes the looping of water mains or the elimination of dead end water mains.
- SC16.** Four points shall be awarded if the project includes treatment that reduces the potential for formation of disinfection by-products.
- SC17. NOTE: If the primary purpose of the project is to improve the fire protection of the system, the project is not eligible for funding.** Four points shall be awarded if, as a secondary benefit, the project will increase the fire protection of the community.
- SC18.** Four points shall be awarded if the project will include the installation of a water booster station or pressure reducing station to improve the quality of service to the customers by supplying water at a more acceptable level of pressure.
- SC19.** Four points shall be awarded if the project includes the installation of an additional river, railroad, or highway crossing to a major system divide when two or more crossings already exist, and the additional crossing may result in greater system reliability.
- SC20.** Four points shall be awarded if the project includes replacement of one or more pumps or pump motors that are no longer functional or have reached the end of their useful life.
- SC21.** Four points shall be awarded if the project improves the intake structure for a surface water plant.
- SC22.** Four points shall be awarded if the public water system currently has non-revenue water in excess of 30% of the total amount of water that enters the distribution system, or water losses exceeding 25% for public water systems with 1,000 customers or less, or water losses exceeding 15% for public water systems with more than 1,000 customers, and the project reduces the amount of non-revenue water within the system.

SC23. Four points shall be awarded if the project includes removal of water mains that pass through sanitary sewer manholes, or correction of other types of undesirable cross connections as determined by the department.

Section IV: System and Consolidated Systems Capacity Points

The department shall award points to a project based on the technical, managerial and financial capacity of the existing public water system, or upon completion of construction of a newly created community water system, **if existence of the following can be verified by the department through information contained in department databases or through documentation provided by the municipality.**

- C1.** Five points shall be awarded if the applicant has a written emergency action plan for the public water system.
- C2.** Five points shall be awarded if the applicant has implemented a private well abandonment ordinance for the public water system.
- C3.** Five points shall be awarded if the applicant has a wellhead protection plan and ordinance for all the wells in the public water system.
- C4.** Five points shall be awarded if the applicant has a certified operator and provisions for a certified back-up operator for the public water system.
- C5.** Five points shall be awarded if the applicant has a cross connection control program for the public water system.
- C6.** Five points shall be awarded if the applicant has a dedicated replacement fund for the water system.
- C7.** For consolidating existing systems that are eligible in accordance with s. NR 166.06 (1) (c), Wis. Adm. Code, the department shall award 30 points for each existing water system that is consolidated which is having technical, financial or managerial difficulties.
- C8.** The maximum number of points that shall be awarded under this subsection is 90 points.

Upload Document

To upload a document, click the "Browse" button and navigate to where the document is saved locally. Once you have selected the document to upload, click the "Upload" 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, click the red "Delete" 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. For example, if you are providing supporting documentation for bypasses, you could name the file "Municipality'sNameBypassInfo.pdf".

Submit

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

Municipal Certification

Procurement Requirements

Recipients of SDWLP financial assistance must comply with federal, state, and local laws when procuring professional services and construction contracts. All contracts for projects are subject to DNR staff review to determine whether costs are eligible and reasonable.

Disadvantaged Business Enterprise (DBE)

When procuring construction work, equipment, raw materials or supplies for a project, a municipality must make good faith efforts to solicit disadvantaged business enterprises (DBEs) in the project, including soliciting bids from minority and women's business enterprises (MBE/WBE) whenever the procurement must be bid under the state/local procurement laws. Prime contractors hired by the municipality must also make good faith efforts whenever they subcontract for construction work, equipment, raw materials or supplies. Refer to s. NR 166.12, Wis. Adm. Code, and the [Contract Packet for DBE Compliance](#) for further details on these guidelines.

Environmental Reviews

Projects financed with SDWLP funds must be reviewed for potential impacts to endangered resources, archaeological and historical sites, and water resources. Prior to receiving a loan through the SDWLP, applicants must provide documentation to the department as evidence that the appropriate reviews were conducted and that any issues related to the reviews have been or will be resolved (see [SDWLP Environmental Review Guide \(PUB-CF-060\)](#)).

Other Federal Requirements

Additional federal requirements that apply to SDWLP projects include:

- [Davis-Bacon Wage Rates \(PUB-CF-074\)](#)
- [American Iron and Steel](#)

Questions

Direct questions about the Intent to Apply (ITA) contents to Noah Balgooyen, Safe Drinking Water Loan Program (SDWLP) Coordinator, at Noah.Balgooyen@Wisconsin.gov.

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 Suzy Hasheider, Database Manager, at Suzan.Hasheider@Wisconsin.gov.