

E-Bulletin Newsletter



To provide affordable financial assistance to communities within Wisconsin for water infrastructure projects that protect and improve public health and water quality for current and future generations.



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SFY 2022 SDWLP Application Deadline

June 30, 2021, is the application deadline for SFY 2022 Safe Drinking Water Loan Program projects listed on the [SFY 22 SDWLP Project Priority List \(PPL\)](#). This deadline does not apply to the Private LSL Replacement Program which will have a different deadline in fall 2021. If your municipality appears on the PPL and you wish to pursue funding, review the following documents:

- [SDWLP Application Process & Contents](#)
- [SDWLP Application Help Text](#)

CWFP SFY 2021 Readiness-to-Proceed Deadline

In an effort to award principal forgiveness (PF) to projects that are ready to proceed with construction, the Clean Water Fund Program has set a readiness-to-proceed deadline for projects that are allocated PF on the Funding List. All required bid documentation (including an executed construction contract) is required to be submitted to the assigned project manager no later than **June 30, 2021** – the end of the state fiscal year.

This approach helps to encourage the timely use of PF funds as is preferred by EPA. Please note that the readiness-to-proceed deadline does not apply to CWFP projects that are *not* receiving PF.

Upcoming Deadlines

April 30, 2021

Last recommended date for opening bids on SFY 21 CWFP PF projects.

June 23, 2021

SFY 20 SDWLP final loan closing date.

June 30, 2021

- SFY 22 SDWLP application deadline (reminder: submit P&S to DG & EL).
- ALL required bid documentation (including executed construction contracts) due for SFY 21 CWFP PF projects.
- Last day to submit SFY 21 CWFP applications for non-PF projects.

New Project Manager

Kate Leja-Brennan is the Environmental Loans Section's newest project manager. She starts on April 26, 2021.

Kate has been working as an LTE in the Bureau of Community Financial Assistance for the past two years. She has been helping Loans out with its lead service line projects.

Kate loves to go camping, backpacking, and hiking with her husband, Tom. She also loves playing games, video games, board games, and card games.



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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 statute or administrative rule 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 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 upon request, call 608-267-9481 for more information.

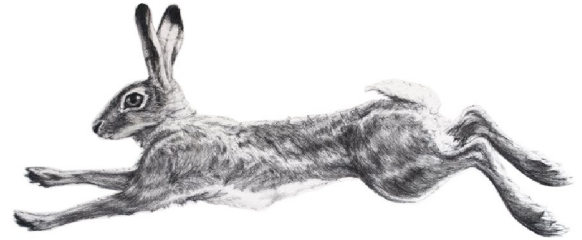
Update New Officials' Info

Please inform your DNR project manager with any new contact information for newly elected officials:

- name
- municipal title
- street address
- phone number
- email address



We need to have the correct contact information on file for the people in your municipality involved with a Clean Water Fund Program (CWFP) or Safe Drinking Water Loan Program (SDWLP) project, regardless of what stage you are at in the process of obtaining your funding.



Loan Closing Schedule and Required Documentation

To receive its Financial Assistance Agreement (FAA) on time, a municipality must submit any remaining required documentation, including the first request for disbursement (#1), to their DNR loan project manager *at least five weeks before* its municipal meeting.

The loan closing date will occur *approximately two weeks after* the municipal meeting and is held on the 2nd or 4th Wednesday of the month. The DOA will wire the municipality's first disbursement of loan funds on the loan closing date.

Required Documentation

Please note that "required documentation" refers to complete and accurate documentation, which must be submitted before the loan project manager can prepare the municipality's FAA. DNR recommends that all [required documentation](#) be submitted **before** its due date to allow loan project managers sufficient time to fully review it.

First Request for Disbursement

The municipality must submit to DNR its first [Request for Disbursement Form 8700-215](#) with supporting invoices

and documentation. Currently, the required amount of the first disbursement request must be equal to or greater than 5% of the loan amount or \$50,000, whichever is less, **and** cover the amount of any interim financing, including principal and accrued interest, that will be re-financed with the CWFP or SDWLP loan.

A municipality may submit to DNR any additional disbursement requests (i.e. #2, #3, etc.) for payment on the closing date one week before its municipal meeting.

Help keep your project on schedule

When a municipality does not meet agreed-upon submit-tal dates, they put their financing at risk (*especially for projects allocated principal forgiveness and for projects with a statutory loan closing deadline*). DNR project managers strongly recommend municipalities promptly submit required documents as they become available.

June 23rd Loan Closing Deadline

June 23, 2021 is the final loan closing date for SFY 2021 SDWLP projects.

Loan Closing Timeline	
5	Municipality submits to DNR any remaining required documentation , including the first request for disbursement (#1). DNR begins drafting FAA.
3	FAA drafted. DNR reviews FAA. DOA reviews FAA.
2	Bond counsel reviews FAA.
1	Municipality reviews FAA and submits to DNR any additional disbursement requests (i.e. #2, #3, etc.) for payment on loan closing date.
Municipal Mtg.	Municipality passes bond resolution, signs FAA and bond documents, then immediately sends signed documents to DNR and bond counsel.

Loan closing date is *approximately two weeks after* municipal meeting to allow the bond counsel time to prepare the bond transcript for the loan.

Water Utility Management Training is Available

The DNR's Bureau of Drinking & Groundwater is offering three [free online training courses](#) comprised of four unique learning modules.

These free online modules are management trainings intended for government bodies (village, city, or town boards) as well as other utility governing boards (utility commissions) and professionals with decision-making authority as it pertains to drinking water utilities.

These training modules are titled *Utility Management – Part A*; *Utility Management – Part B*; *Asset Management*; and *Financial Management*, respectively.

The first two modules were available in January 2021, the third module will be ready for implementation by July 2021, and the final module will be ready for implementation by January 2022.

PERF Points

In order to incentivize this training, **10 points** are being granted under Section IV (System and Consolidated System Capacity Points) of the SDWLP PERF if at least 50 percent of the members of the water utility's governing body have taken all of the training modules available at the time of application. These points are available starting in SFY 2022.

Self-Paced

There is no cost to take the trainings and they are not offered at specific dates and times but rather are self-

paced and can be accessed for up to a year after registering. Each module should take approximately one hour to complete.

Capacity Development

The overarching theme of all four training modules is to aid governing bodies in developing and maintaining technical, managerial and financial (TMF) capacity of a water utility - capacity development.

The purpose of the training is to educate the governing bodies of water utilities on how to effectively manage their utility, their utility's assets, and their utility's finances.

Municipal Waterworks Operators

Although these trainings are specifically intended for governing bodies (municipal, village, and town boards) and other governmental professionals with decision authority, the content of all four modules is highly relevant to waterworks operators certified by the DNR. Therefore, certified waterworks (municipal) operators are eligible to enroll in all four modules and will **earn one continuing-education credit for each successfully completed module**.

More information on these trainings and related topics can be found on DNR's [Capacity Development](#) webpage.



Rule Revision Process Started

The Environmental Loans Section has started the process for revising Chapters NR 162 and NR 166, Wis. Adm. Code. The administrative rules for the Clean Water Fund Program and Safe Drinking Water Loan Program were last updated in 2015. Since that time there have been changes to state statutes and federal regulations, and 2015 Wis. Act 55 took effect. Possible updates to the administrative rules are outlined in the respective Scope Statements:

- [NR 162 CWFSP Scope Statement](#)
- [NR 166 SDWLP Scope Statement](#)

The scope statements have been approved by the Governor's office. To help with rule drafting, the DNR is meeting with internal advisory groups and is in the process of forming external advisory groups. Discussions with advisory groups are occurring now through July 2021. A public comment period on the draft rules is planned for the end of 2021 or early in 2022. More info is forthcoming.