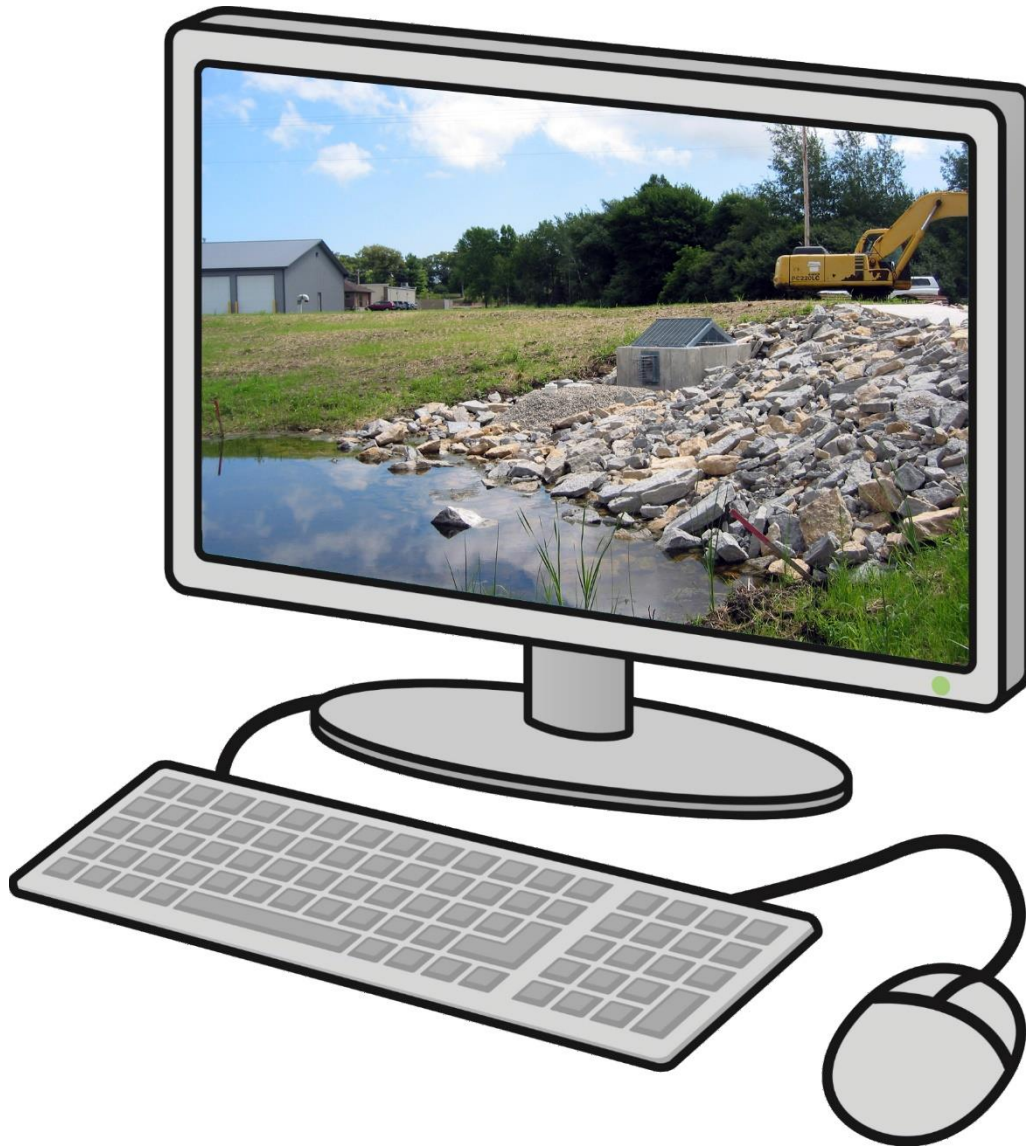


# CWFP SW App **Help Text**

## for the online system



## Clean Water Fund Program Storm Water Application

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

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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 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<sup>th</sup> 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](http://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

Loan terms between 20 and 30 years require additional documentation that demonstrates that the average weighted useful life of the project is greater than 20 years. The exception to the documentation requirement is projects that consist *solely* of installation or replacement of pipeline and associated appurtenances such as pressure relief valves, cleanouts, and manholes. The documentation is required for pipe re-lining or rehabilitation projects. Refer to the [Loan Terms webpage](#) for the useful life calculation worksheet. If selecting a loan term of greater than 20 years, then both a signed PDF version and an Excel version of the worksheet must be uploaded with the application. Direct questions about the useful life calculation worksheet to your [DNR Plan Reviewer](#).

## Four Year Revenue and Expenditure Projection

To complete the row labeled Projected New CFWP 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 CFWP 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 financing from a local bank. You should complete the refinancing section if you included a cost for [interim financing](#) 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 CFWP loan closes, you must provide a letter from the provider of your interim financing. The letter must state the date you will pay off the interim financing 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

If you send storm water to or through the treatment works or best management practice (BMP) of another municipality or receive storm water from another municipality, you must submit an intermunicipal agreement. If you have not executed a final agreement, submit a current draft of the agreement that you plan to execute. An executed copy of the final agreement must be submitted and approved prior to loan closing.

If you are a metropolitan sewerage district or you discharge to a metropolitan sewerage district, only submit intermunicipal agreements that are new or changed since the most recent CFWP application submission.

[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](#). 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.

## Project Documentation

### DNR Plan Review for CWFPS Storm Water Projects

Final plans and specifications (P&S) must be uploaded and submitted as a part of the CWFPS application. Additionally, final P&S for CWFPS storm water projects shall be submitted to the DNR regional storm water engineer or to the DNR central office storm water engineer for review concurrent, or prior, to the CWFPS application. **The facility plan must be approved** prior to application submittal.

View specific submittal requirements for storm water plan review at <https://dnr.wisconsin.gov/aid/documents/EIF/Guide/Stormwater.html>

Final P&S indicate the documents are complete, biddable, and approvable, for **all** parts of the project being financed through the CWFPS. 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 storm water engineer 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 CWFPS 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 CWFPS 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](http://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 Financing](#) – 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 & Storm Water Ordinance Certification

A User Charge System (UCS) is required for any storm water project that either receives a loan collateralized by a utility revenue pledge; or requires an intermunicipal agreement. The [UCS](#) must be in place prior to loan closing and meet the requirements of [s. NR 162.08, Wis. Adm. Code](#), including the establishment of an [Equipment Replacement Fund](#).

Adoption of local regulations for construction sites, a municipal storm water management plan, and ordinance for new development and redevelopment, consistent with performance standards and model ordinances under [s. 281.33, Wis. Stats.](#), must also be in place prior to loan closing, in accordance with [ss. NR 162.06\(2\)\(h\)3](#) and [162.07\(7\), Wis. Adm. Code](#).

# Application Certification and Submittal

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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.