

Requests for Disbursement 2025

Learn about the Environmental Loans programs and find guidance at dnr.wi.gov/aid/eif.html

2025 Schedule	
Form Due at DNR	Date of Disbursement
January 3*	January 15*
January 17*	January 29*
January 31	February 12
February 14	February 26
February 28	March 12
March 14	March 26
March 28	April 9
April 11	April 23
May 2	May 14
May 15 [†]	May 28
May 30	June 11
June 13	June 25
June 26 [†]	July 9
July 11	July 23
August 1	August 13
August 15	August 27
August 28 [†]	September 10
September 12	September 24
September 26	October 8
October 10	October 22
October 30 [†]	November 12
November 14	November 26
November 28	December 10
December 11 [†]	December 23 [†]

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 Lead Service Line Replacement Program \(Form 8700-366\)](#)

Loan disbursements are electronically transferred to municipalities on the second and fourth Wednesdays of each month. Request for Disbursement forms are due at DNR **by noon** two Fridays[†] before the date of disbursement.

View guidance for the disbursement process at

- 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 complete disbursement requests as PDFs to:

dnrcfelldisbursements@wisconsin.gov

- For each email, the maximum file size limit is 10MB.
- This email account is only for disbursement requests.

For United States Postal Service (USPS):

WISCONSIN DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL LOANS SECTION CF/2
101 S WEBSTER ST
PO BOX 7921
MADISON WI 53707-7921

For all other carriers:

WI DEPT OF NATURAL RESOURCES
ATTN ENVIRONMENTAL LOANS SECTION CF/2
2421 DARWIN RD
MADISON WI 53704

[†]Schedule adjustments may be made for holidays, etc. **Note: On Dec. 23 disbursements will occur. No loan closings will occur on Dec. 23.** *For January 2025, adjustments have been made because Jan. 1 falls on the first Wednesday of the month—the normal schedule resumes for February. Note: The loan closing date is normally scheduled for the second or fourth Wednesday of the month.

Requests for Disbursement 2025

Learn about the Environmental Loans programs and find guidance at dnr.wi.gov/aid/eif.html

■ Requests for Disbursement forms are due at DNR **by noon** two Fridays[†] before the date of disbursement.

■ Loan disbursements are electronically transferred to municipalities on the 2nd and 4th Wednesdays of each month.

*JANUARY 2025							FEBRUARY 2025							MARCH 2025							APRIL 2025							
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			1	2	3	4	5	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
12	13	14	15*	16	17*	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
26	27	28	29*	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				
30														30														
MAY 2025							JUNE 2025							JULY 2025							AUGUST 2025							
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	1	2	3	4	5	6	7			1	2	3	4	5						1	2	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
11	12	13	14	15†	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
18	19	20	21	22	23	24	22	23	24	25	26†	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28†	29	30	
																					31							
SEPTEMBER 2025							OCTOBER 2025							NOVEMBER 2025							DECEMBER 2025							
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	4							1			1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11†	12	13	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23†	24	25	26	27	
28	29	30					26	27	28	29	30†	31		23	24	25	26	27	28	29	28	29	30	31				
														30														

*Schedule adjustments may be made for holidays, etc. **Note: On Dec. 23 disbursements will occur. No loan closings will occur on Dec. 23.**

*For January 2025, adjustments have been made because Jan. 1 falls on the first Wednesday of the month—the normal schedule resumes for February.

Note: The loan closing date is normally scheduled for the second or fourth Wednesday of the month.



DNR, Environmental Loans Section—CF/2, 101 S. Webster Street, PO Box 7921, Madison, WI 53707-7921
PUB-CF-061a 04/2025 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. 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 offered in other formats upon request, call 608-267-7490.

