

Document Upload Categories & Types

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

In the Clean Water Fund Program (CWFP) and Safe Drinking Water Loan Program (SDWLP) [online systems](#), when you upload a new document, you must select the correct document type from the drop-down menu in the appropriate category. Note that the DNR loan project manager may add “other” types. Save or print this guidance and the [Document Upload Screen & Instructions \(PUB-CF-065\)](#) to view during the loan document upload process.

The documents in **bold are required** and those that must be submitted with the application have a checkmark (✓).

Bidding/Construction Category

Document	Related link
Engineering Report Approval Letter - SDWLP only	Public Water System Plan Review
✓ Facility Plan Approval Letter - CWFP only	Wastewater Facility Planning Studies
Septage-Related Cost Approval - CWFP only	Septage Considerations Guidance
Phosphorus-Related Cost Approval - CWFP only	
Parallel Cost Percentage Approval - CWFP only	PCP webpage
Well Site Approval Letter - SDWLP only	
Plans and Specifications Approval Letter	
✓ Plans	Plan Submittal Requirements for Sewerage / Public Water Systems
✓ Specifications	
Design Life Calculation Worksheet – all projects, except those that consist solely of installation/replacement of pipeline and associated appurtenances. Required for pipe re-lining and/or rehabilitation projects.	Loan Terms webpage
Initial Flow Documentation - CWFP unsewered projects only	Unsewered Projects webpage
Focus on Energy Award Documentation - CWFP only	
Other (e.g. Public Service Com. Construction Authorization - SDWLP only)	PSC Construction Authorization
Construction Contract Documents - unique type since the PDF can contain any number of sub-documents	
• Executed Construction Contract	
• American Iron and Steel Contract Language	AIS webpage
• Build America, Buy America Act Construction Contract Language - projects designated as federal equivalency, lead service line projects, and emerging contaminants (e.g. PFAS) projects	BABA webpage
• Federal Wage Rates	Davis-Bacon Guidance (PUB-CF-074)
• Bid Ad with Proof of Publication	
• Bid Tabulation	
• Engineer’s Recommendation Based on Bid Evaluation	
• Legal Opinion of Statutory Compliance - if contract awarded to other than the low bidder	
• Addenda to Plans and Specifications	
• Proposal(s) from Successful Bidder(s)	
• Bid Bond	
• Performance Bond	
• Disadvantaged Business Enterprise Solicitation Documentation	DBE webpage
• Evidence of Contract Award - notice of award, meeting minutes, etc.	

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Professional Services Category

	Document	Related link
✓	Executed Preliminary Design/Engineering Contract (required if costs requested)	
	Executed Preliminary Design/Engineering Contract Amendment	
✓	Executed Bidding/Construction Management Contract (required if costs requested)	
	Executed Bidding/Construction Management Contract Amendment	
	Other Executed Contracts	
	Other Professional Service Documentation - well testing, televising, etc.	

Admin/Financial Category

	Document	Related link
✓	Reimbursement Resolution	Reimbursement Resolution webpage
	Request for Disbursement and Supporting Documents (Form 8700-215)	Disbursement Requests webpage
	Lead Service Line Disbursement Request and Supporting Documents (Form 8700-366) - LSL Program only	
	Land Ownership and Easement Rights Certification (Form 8700-033)	Land Ownership and Easement Rights webpage
	Land Purchase Documentation - Title/Deed	
	Force Account Certification (Form 8700-245)	Force Account Work webpage
	Interim Debt Documentation	
	Interim Debt Payoff Statement	Interim Debt webpage
	Other Funding Sources Documentation - CDBG, Rural Development, etc.	Other Funding Sources
	Miscellaneous Costs Documentation	

Federal Requirements Category

	Document	Related link
✓	Green Project Reserve (Form 8700-357) (optional for SDWLP)	GPR Project Eligibility Determination
	Green Project Reserve Business Case - Additional Documentation	
✓	Cost and Effectiveness Certification (Form 8700-375) - CWFP only	Cost and Effectiveness webpage
	AIS and BABA Certification (Form 8700-020)	AIS webpage / BABA webpage
	Disadvantaged Business Enterprise Good Faith Certification (Form 8700-294)	DBE webpage
	Federal Equivalency Projects Assurances & Certification (Form 8700-201)	Federal Equivalency webpage

Municipal Category

	Document	Related link
✓	Executed Intermunicipal Agreement - CWFP only	Intermunicipal Agreements webpage
✓	Contract with System Users	
✓	Adopted Sewer Use Ordinance - CWFP only	SUO and UCS webpage
✓	Adopted User Charge System - CWFP only	
✓	Adopted User Charge System - SDWLP only	Application to Increase Water Rates
	Post-Application Financial Info	
✓	Equipment Replacement Fund - CWFP only	ERF webpage
	Management Plan - CWFP individual/cluster systems only	

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Environmental Review Category (SDWLP only)

Document	Related link
✓ Previously Conducted Review - Results and Supporting Documentation	SDWLP Environmental Review Guide (PUB-CF-060)
✓ Endangered Species Results	
✓ USGS Topo, Wetlands/Waterways and Floodplain Maps	
✓ Information for Planning and Consultation (IPaC) Review Documentation	
Cultural Resource Management (CRM) Report	

Lead Service Line (LSL) Category

Document	Related link
✓ LSL Priority Evaluation and Ranking Formula and Supporting Documents (Form 8700-383)	LSL Replacement Program webpage

SDWLP Emerging Contaminants (EC) Category

Document	Related link
✓ SDWLP EC Priority Evaluation and Ranking Form (Form 8700-399)	BIL Funding webpage
✓ EC Related Cost	
✓ Firm Capacity Determination	
✓ Water Sources/Well Sample	

CWFP Emerging Contaminants (EC) Category

Document	Related link
✓ EC Related Costs	BIL Funding webpage
✓ PFAS Concentration Documentation	

Contact Information

Direct project-related questions to your assigned DNR loan project manager, see the Environmental Loans Section's staff directory at dnr.wi.gov/aid/documents/eif/guide/managers.html.

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CWFP storm water projects specialist

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SDWLP Lead Service Line (LSL) Replacement Program specialist

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CWFP and SDWLP Emerging Contaminants (EC) Programs specialist

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