

See General Instructions for information on how to complete this form. Return pages 1-4 of this form to the address shown above.

Notice: Clean Water Fund Program applicants are required to complete and submit this form as authorized by s. 281.58, Wis. Stats., and ch. NR 162, Wis. Adm. Code. Failure to submit a completed form may result in the denial of funds for the project. Personal information collected on this form will be used for program administration only but must be made available to requesters as required by Wisconsin Open Records law [ss. 19.31 - 19.39, Wis. Stats.].

LEAVE BLANK-DNR USE ONLY
Loan Number:
Postmark Date:
Adjusted MHI:

Section I: Applicant Information

Municipality			County(ies)		
WPDES Permit Number (if applicable) # WI _____		Discharging Municipality (if different than applicant)			
Municipal Official or Authorized Representative signing this form			Contact Name (if different than authorized representative)		
Title			Title		
Street Address			Street Address		
City	State WI	ZIP Code +4	City	State	ZIP Code +4
Phone Number ()	Fax Number ()		Phone Number ()	Fax Number ()	
E-Mail Address			E-Mail Address		
Consulting Firm (if one has been retained)			Contact Name		
Street Address					
City				State	ZIP Code +4
Phone Number ()	Fax Number ()		E-Mail Address		
Form Completed by			Title	Phone Number ()	

Section II: Project Information

DETAILED Project Description (Narrative)

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Section III: Population

Question Number		Residential Population
P1	What is the Residential Population to be served by the project at the time construction is estimated or scheduled for actual substantial completion, not 20 years from now ? Please also note that if two or more municipalities are seeking loan assistance for one project that each municipality must submit a PERF and only the population for the applicant municipality should be indicated in the box to the right.	
a.	From what source did you obtain the Residential Population?	Source:

Section IV: Regional Projects

Question Number		Response
R1	Is this project part of a regional wastewater treatment system? If yes, proceed to Question R3.	<input type="checkbox"/> Yes <input type="checkbox"/> No
R2	Is this an urban runoff project contained within more than one municipality? If yes, proceed to Question R7.	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered No to questions R1 and R2, proceed to Section V, Project Category Score.

Questions for Wastewater Projects

R3	Is there an intermunicipal agreement between the regional facility and subscribing municipality(ies)? If Yes, attach a copy of the intermunicipal agreement(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No
a.	If No, by what date do you plan to prepare and submit an intermunicipal agreement(s)?	Date: / /
R4	What is the current design flow of the regional facility?	Current: mgd
R5	Are you the municipality that owns the regional facility? If No, proceed to Question R6.	<input type="checkbox"/> Yes <input type="checkbox"/> No
a.	What is the future design flow for the future subscribing municipality(ies)?	Future: mgd
b.	Does your facility's design flow need to be increased by 10% or more to treat the design flow from a future subscribing municipality(ies)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c.	Name(s) of future subscribing municipality(ies)	
d.	Would you like to add into your score the human health score and fish and aquatic life score of the subscribing municipality(ies)? If Yes, attach the appropriate PERF(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No
R6	Are you a future subscribing municipality to the regional facility? If No, proceed to Section V, Project Category Score.	<input type="checkbox"/> Yes <input type="checkbox"/> No
a.	Does the future design flow from your municipality require the regional facility to increase its design flow by 10% or more?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	What is the future design flow your municipality will contribute to the regional facility?	Future: mgd
c.	Regional Facility Name	WPDES Permit Number WI_ _ _ _ _
d.	Is there an approved Facilities Plan that requires the regional facility expansion project and the future subscribing municipality project to occur concurrently? If Yes, what is the WI DNR Facilities Plan Approval Number? S - _ _ _ _ _ - _ _ _ _ _	<input type="checkbox"/> Yes <input type="checkbox"/> No
e.	Would you like to be assigned the prior human health score and fish and aquatic life score of the regional facility? If Yes, attach the appropriate PERF.	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Questions for Urban Runoff Projects

R7	Is there an intermunicipal agreement(s) between your municipality and the other municipality(ies)? If Yes, attach a copy of the intermunicipal agreement(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No
a.	If No, by what date do you plan to prepare and submit an intermunicipal agreement?	Date: / /
R8	Name of other municipality(ies) involved	

Section V: Project Category Score

Provide a breakdown by category of your total project costs. Points can only be awarded in a single category. If your project has costs in more than one category, points will be awarded in the category that corresponds to the highest cost percentage of your project. **See Section V Instructions for a complete discussion on the Violator category.**

Question Number	Project Category	Project Costs	Points Possible	Points Assigned
PC1	Compliance Maintenance	\$	50	
PC2	Urban Runoff, WPDES Permit Issued	\$	50	
PC3	New/Changed Limits	\$	45	
PC4	Unsewered municipality or previously unsewered portion of municipality	\$	25	
PC5	Urban Runoff, WPDES Permit Not Issued	\$	20	
PC6	Violator (Enter the costs of the project associated with correction of the violation.)	\$	5	

Section V Score:

Section VI: Septage and Leachate Score

Question Number		Response	Points Possible	Points Assigned
SL1	Does your facility currently have the capability to receive and treat septage?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	2	
SL2	Does the Facilities Plan for your municipality's wastewater project include facilities to receive and treat septage or leachate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	2	
a.	If Yes, what is the WI DNR Facilities Plan Approval Number?	S - _____ - _____		

Section VI Score:

Note: Points can only be awarded for SL1 or SL2

Section VII: Local Priorities Score

Question Number		Response	Points Possible	Points Assigned
LP1	Local priorities score: Is this project identified in or consistent with a local resource management plan or ordinance? If Yes, you are required to attach pertinent sections of the plan or ordinance in order to receive 5 points.	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	

Section VII Score:

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Section VIII A: Human Health Score

Points can only be awarded if the project is necessary to eliminate a health hazard that has occurred within 5 years prior to submittal of this PERF. Supporting documentation is required and should be attached for all Section VIII A points awarded.

Question Number	Response	Points Possible	Points Assigned	
HA1	<p>Is this project necessary to reduce or eliminate pollution of groundwater:</p> <ul style="list-style-type: none"> where contaminant levels exceed or are projected to exceed safe drinking water standards in ch. NR 809, Wis. Adm. Code, for public water supplies? <p>and/or</p> <ul style="list-style-type: none"> by reducing or eliminating discharges from private sewage systems or reducing untreated urban runoff discharges from municipal stormwater conveyance systems located within 3 feet of groundwater or crevassed bedrock? 	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, attach documentation to validate claim and percentage chosen		
	<p>If Yes, indicate the percentage of the water supplies that are affected, or the percentage of the private sewage systems discharging to high groundwater or crevassed bedrock.</p> <p>Note: Do not include a holding tank in the percentage if the discharge or malfunction is the result of improper maintenance.</p>	<input type="checkbox"/> 75% or more	15	
		<input type="checkbox"/> 50-74.99%	12	
		<input type="checkbox"/> 33-49.99%	9	
		<input type="checkbox"/> 20-32.99%	6	
		<input type="checkbox"/> 10-19.99%	4	
		<input type="checkbox"/> 5-9.99%	2	
		<input type="checkbox"/> 3-4.99%	1	
<input type="checkbox"/> less than 3%	0			
HA2	<p>Is this project necessary to eliminate the ponding or discharge of sewage by private sewage systems onto the ground or into roadside ditches, or to a watercourse or waterbody?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, attach documentation to validate claim and percentage chosen		
	<p>If Yes, indicate the percentage of systems in the project area contributing to the ponding or discharge.</p> <p>Note: Do not include a holding tank in the percentage if the discharge or malfunction is the result of improper maintenance.</p>	<input type="checkbox"/> 50% or more	4	
		<input type="checkbox"/> 25-49.99%	3	
		<input type="checkbox"/> 15-24.99%	2	
		<input type="checkbox"/> 5-14.99%	1	
<input type="checkbox"/> less than 5%	0			
HA3	<p>Is this project necessary to eliminate basement backups caused by malfunctioning private sewage systems or overloaded sanitary sewer collection systems?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, attach documentation to validate claim and percentage chosen		
	<p>If Yes, indicate the percentage of residences in the project area with basement backups:</p> <p>Note: Do not include basement backups resulting from malfunctions caused by improper maintenance of any public or private systems in the percentage.</p>	<input type="checkbox"/> 50% or more	4	
		<input type="checkbox"/> 25-49.99%	3	
		<input type="checkbox"/> 15-24.99%	2	
		<input type="checkbox"/> 5-14.99%	1	
<input type="checkbox"/> less than 5%	0			
HA1 + HA2 + HA3=		Section VIII A Score:		

Municipal Certification

I certify that, to the best of my knowledge and belief, the information provided on this form and any attachments is true, accurate and complete.

Signature of Municipal Official or Authorized Representative

Date Signed

Priority Evaluation and Ranking Form (PERF) Clean Water Fund Program (CWFP)

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General Instructions

This form is used by municipalities planning to apply for Clean Water Fund Program (CWFP) financial assistance (s. 281.58, Wis. Stats.). Each municipality is required to submit a Priority Evaluation and Ranking Form (PERF) to the Department of Natural Resources (DNR) and receive a priority score for each of its projects before financial assistance is provided.

The PERF consists of several Sections. The first set of responses in Sections I – VIIIA are to be completed by the Municipality. The remaining PERF sections will not be provided to you but will be completed by DNR staff. Please attach any photos or other documents you believe support assignment of points. For example, attach pictures indicating the date when the picture was taken, identify the precise location of where the photographer took the picture and a brief description of the purpose of the picture. The pictures might show bypassing or basement backups caused by problems with sewers. Our review staff may contact you or your consulting firm during this portion of the review for additional documentation. We would ask that you and your consulting firm respond quickly to such requests to expedite the PERF review process. Your response in Sections I – VIIIA should be postmarked on or before **December 31**. Once the DNR staff review your material and complete a further review, a priority score will be developed and confirmed to you in writing. The project and its score will then be placed on the CWFP Project Priority List.

Section I: Applicant Information

- Provide the legal name of the **municipality** and the name of the **county(ies)** in which the municipality is located. If the municipality is located in more than one county, fill in all the counties' names.
- Fill in the Wisconsin Pollution Discharge Elimination System (**WPDES**) **Permit Number** (if applicable). If the applicant discharges to another municipality please give the permit number for the municipality's discharge and indicate the name of the municipality.
- Provide the **name** and **title**, along with the **postal address**, **telephone number**, **fax number**, and **e-mail address**, of the **Municipal Official or the Authorized Representative** who will sign this form. Any Municipal Official may sign the PERF. If someone other than a Municipal Official signs the PERF, the municipality's governing body must designate that individual in an official signed and dated resolution and submit a copy of that resolution with the PERF on or before the December 31 postmark deadline. In addition, provide the address that all official correspondence should be sent to. The telephone and fax numbers provided should be the ones that can be used to contact the Authorized Representative or Municipal Official during typical business hours.
- Provide the **name** and **title** of the **contact person**, along with the **postal address**, **telephone number**, **fax number** and **e-mail address**.
- Provide the name of the **consulting firm** (if one retained), the **name** of the **contact person**, along with the **postal address**, **telephone number**, **fax number** and **e-mail address**.
- Fill in the **name**, **title** and **telephone number** of the person who completed this form for the municipality.

Section II: Detailed Project Description (Narrative)

- Please provide a **narrative description** of the project **including specific project details**. **Do not** write in short descriptions such as "Sanitary Treatment Plant Modifications," "STPM," "WWTP Modifications," "New Sanitary Treatment Plant," "New STP," "New WWTP," "Collection System," "CS," "Interceptor," "INT," or any other general statement or abbreviation that does not provide specific details of the project. These words or abbreviations can be used as part of the description, but must not be all that is provided. Also, **do not** write "See ITA," or "See Facility Plan."
- Examples of project details include, but are not limited to:
 - the reason for the project (e.g., Phosphorus Removal, Sludge Storage, UV Disinfection, Sewer Rehabilitation for I/I Reduction or Removal, Combined Sewer Separation, Sewer Service to Previously Unsewered Areas, etc.)
 - the method of treatment to be used by the modification, upgrade or new plant (e.g., Recirculating Sand Filter, Activated Sludge, UV Disinfection, etc.)
 - the service area of the project (e.g., the previously unsewered area the project will serve, the portion such as a sub-division of the municipality that will have sewer rehabilitation, the area a new lift station will serve, etc.)
 - other pertinent details of the project (e.g., length in feet of the interceptor, collection system, sewer rehab or force main, size of pipe installed, project is being completed in phases, etc.)
- Please describe what the project is intended to accomplish. **You are encouraged to submit concise, supplemental documentation to this PERF if you believe it will help provide further details about the project.** Please provide an estimated or actual substantial completion date.

Section III: Population

Provide the **residential population** to be served by the Project at the time construction is scheduled for substantial completion if different from the most recent official DOA estimate. Please also note that if two or more municipalities are seeking loan assistance for one Project that **each** municipality must apply and only the population for the applicant municipality should be indicated in the box to the right. The **Residential Population** includes 'Residential Users' as defined in s. NR 162.003(62), Wis. Adm. Code, who use a structure or part of a structure including a mobile home, that is used primarily as a home, residence or sleeping place by one or more persons maintaining a common household and that the structure uses a publicly owned treatment works or structural urban BMP. **However, Residential User does not include residents in an institutional, commercial, industrial or governmental facility.** Sources of information for this question, in order of preference are: 1) plans and specifications, 2) facilities plans, 3) Department of Administration estimate, 4) engineer's preliminary estimate, 5) WPDES Permit, or 6) census data. If your municipality is in the preliminary planning phase at the time of the PERF submittal then you should provide the engineer's estimate, or, if that is not available, the DOA estimate to derive the population figure that will be used in the priority score calculation.

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Section IV: Regional Projects

Definitions for Section IV

Wastewater means a waste stream conveyed to a treatment works via a sewer collection system, including a combined sewer conveying both sanitary wastewater and urban runoff.

Urban runoff means snow melt, ice melt, precipitation and surface drainage conveyed from an urban land use in either a diffuse manner, as a nonpoint source, or as a point source conveyance regulated by a WPDES permit.

Receiving municipality is the municipality where the regional facility is located.

Subscribing municipality is a municipality which discharges or plans to discharge all or part of its wastewater or urban runoff to another municipality for treatment and disposal.

Design flow means the average annual flow or average daily flow specified in an approved facilities plan, the flow specified in a WPDES permit or the flow required to meet performance standards.

Section V: Project Category Score

Definitions of Project Categories

Compliance Maintenance Any project that the DNR determines is necessary to **prevent** a municipality from significantly exceeding an effluent limitation contained in its WPDES permit. Municipalities that are **already** in violation of their WPDES permits or subject to an on-going enforcement action pursuant to s. 281.98, Stats., should refer to the '**Violator**' definition below to determine if some or all of their Project meets the criteria stated.

Urban Runoff (WPDES Permit Issued) Any project that helps control snow melt, ice melt, precipitation and surface drainage from an urban land use as a point source conveyance, **and** the municipality is regulated by a WPDES Storm Water Permit.

New/Changed Limits Any project that is necessary to provide treatment to achieve compliance with an enforceable requirement that was changed or established after May 17, 1988. The municipality must be in substantial compliance with its WPDES permit.

Unsewered Any project that provides a sewage collection system to a municipality or portions of a municipality that lacks a sewage collection system.

Urban Runoff (WPDES Permit Not Issued) Any project that helps control snow melt, ice melt, precipitation and surface drainage from an urban land use in a diffuse manner as a nonpoint source, and the municipality **is not regulated** by a WPDES Storm Water Permit. The project must be necessary to achieve a performance standard, or is identified in a plan approved by the DNR.

Violator **For the purposes of PERF** review, any project in the planning, design or construction phase will be considered within the "violator" category if, at the time of PERF review, the following criteria are met:

1. the Department has **previously** initiated an enforcement action (NON, NOV – Notice of Claim, or Referral to the Department of Justice) and
2. the enforcement action is related to a **major portion** of the **scope** of the proposed project.

Five points will be awarded for the entire project **unless, at the time of PERF review, the Department has determined that no further enforcement action is needed because corrective actions were taken by the applicant.** In this case, one of the other five categories (PC1 - PC5) will determine the points to be assigned according to the manner in which the scope of the project matches one of the descriptions provided.

Section VI: Septage and Leachate Score

Answer SL1 or SL2 and, if applicable, SL2a. A maximum of two points can be earned in this section.

Section VII: Local Priorities Score

Answer Yes or No.

Examples of local resource management plans include, but are not limited to: storm water management plans, land use plans, growth management plans, wellhead protection plans, lake management plans, sewer service area plans, parks and recreation plans, county land and water resource management plans and comprehensive plans.

Section VIII: Human Health Score

Points in Section VIII can only be awarded if the project is necessary to eliminate a health hazard that has occurred within **5 years prior to submittal** of this PERF. **Supporting documentation is required and should be attached for all Section VIII points claimed. The data should validate the percentages chosen. If supporting documentation is not attached, you will not receive the corresponding points.**

HA1 & HA2: A holding tank **may not** be included in the percentage if the discharge or malfunction is the result of improper maintenance.

HA3: Any basement backups resulting from malfunctions caused by improper maintenance of any public or private systems may not be included in the percentage.

Municipal Certification

After reviewing Sections I-VIII, a Municipal Official or the Authorized Representative is required to sign and date the PERF. Make a copy of pages 1 - 4 for your records and then send those pages to the address listed immediately below.

State of Wisconsin
Department of Natural Resources
Bureau of Community Financial Assistance - CF/2
PO Box 7921
Madison, WI 53707-7921
Fax (608) 267-0496