



July 21, 2025

ROBERT MICHAELSON, WATER SYSTEM MANAGER  
CITY OF MANITOWOC  
900 QUAY STREET  
MANITOWOC WI 54220

SUBJECT: Safe Drinking Water Loan Program, Project No. 5191-19  
BIL SFY25 LSL Program—Census Tracts 5 & 7  
Financial Assistance Agreement - August 13, 2025

Dear Mr. Michaelson:

Your project manager prepared the following documents for your Safe Drinking Water Loan Program (SDWLP) loan closing:

1. SDWLP Loan Closing Schedule - Attachment 1
2. Financial Assistance Agreement Summary/Distribution Sheet - Attachment 2
3. Financial Assistance Agreement (FAA)

To close the loan on August 13, 2025, we need to follow the Loan Closing Schedule (Attachment 1).

The City of Manitowoc has three (3) working days upon receipt of wired SDWLP funds to do one or more of the following:

1. Pay the project invoices identified in the SDWLP disbursement request.
2. Reimburse an internal municipal account from which eligible project costs were paid. This reimbursement must adhere to current U.S. Treasury Regulations.
3. Disburse payments to the bank or financial institution for projects that are being refinanced.

Execution of the FAA creates a binding obligation in all respects. Any negotiation of terms and conditions or determinations must occur prior to adoption of the Municipal Obligation Resolution and execution of the enclosed FAA document.

The Project Manager Summary Page (Exhibit F of the FAA) further explains certain assumptions and decisions affecting preparation of your FAA.

Please contact your project manager, Blythe Cassidy, at 608-640-0509, for assistance with execution of the FAA, Request for Disbursement (Form 8700-215), or other SDWLP documents.

Thank you for your interest in the Safe Drinking Water Loan Program.

Sincerely,

Becky Scott, Section Manager  
Environmental Loans Section  
Bureau of Community Financial Assistance

Electronic Copies: Robert Hannes - DNR NE/Green Bay  
Capital Finance Office - DOA/10

**ATTACHMENT #1**

Safe Drinking Water Loan Program Project No. 5191-19  
City of Manitowoc  
BIL SFY25 LSL Program-- Census Tracts 5 & 7  
Financial Assistance Agreement – Closing Schedule

**By July 7, 2025:**

- Department of Natural Resources (DNR) project manager distributes Financial Assistance Agreement (FAA) to Department of Administration (DOA) for review.

**By July 14, 2025:**

- Department of Natural Resources (DNR) project manager distributes documents to the City of Manitowoc.

**On July 21, 2025:**

- Municipality holds properly noticed meeting at which time:
  1. Principal Forgiveness Resolution is adopted.
  2. DNR FAA (printed single sided) is signed by municipal officials.

*NOTE: Most documents must be signed by Highest Elected Official & Clerk/Secretary and some documents must have municipal seal applied. **Do not sign any Exhibits.***

**By July 22, 2025, VIA OVERNIGHT DELIVERY:**

- Municipality scans FAA signature page and sends via e-mail to Jessica Fandrich and Blythe Cassidy.

**August 13, 2025:**

- Loan Closing Day.

**ATTACHMENT #2**

Safe Drinking Water Loan Program Project No. 5191-19  
City of Manitowoc  
BIL SFY25 LSL Program-- Census Tracts 5 & 7  
Financial Assistance Agreement Summary  
Distribution Sheet

**LOAN INFO**

Total Project Amount: \$5,210,029

Principal Forgiveness Amount: \$5,178,944

Internal Funds: \$31,085.00

Pledge: N/A    Lien Priority: N/A

Federal Equivalency Project: ☒ Yes    ☐ No

Composite Interest Rate: 0.250%    Loan Term: 20 Years

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**DOCUMENT INFO**

Date of Municipal Obligation Resolution – July 21, 2025

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**CLOSING INFO**

Refinancing: None    Date of Refinancing: N/A

Estimated First Disbursement: TBD

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**MUNICIPAL INFO**

Municipal ID: 36251

Plans and Specifications: N/A

Substantial Completion Date: September 30, 2026

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**DISTRIBUTION****Department of Natural Resources**

Blythe Cassidy  
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Madison WI 53707-7921  
608-640-0509  
blythe.cassidy@wisconsin.gov

**Department of Administration**

Jessica Fandrich  
State of Wisconsin DOA Capital Finance Office  
101 East Wilson Street, 10th Floor  
PO Box 7864  
Madison WI 53707-7864  
608-267-2734  
jessica.fandrich1@wisconsin.gov

**Municipality**

Robert Michaelson  
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