



**Florida Department of Environmental Protection**

**FACILITY PLAN REVIEW CHECKLIST**  
**For Clean Water and Drinking Water Projects**

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- 1) This checklist is used to evaluate the completeness of planning documents. The questions below are used to verify that the planning requirements of rules 62-503 and 62-552, F.A.C. have been met. Complete the questions by checking the appropriate response or providing the requested information.

**SECTION I. GENERAL**

2) Project Number: \_\_\_\_\_

3) Name of Sponsor \_\_\_\_\_

4) Type of Planning Document  
 Drinking Water,  Non-Point Source,  Stormwater,  Wastewater

- 5) List below the title, date and author of all major reports, sources of information, documents, and correspondence that comprise the complete planning document. These documents may be referenced by section or page number on the “source” line in subsequent questions.

- 6) Briefly describe the major components of the proposed project.

- 7) Is there sufficient illustrative detail of the local area to identify the project location to include service area, city, and county boundary and location maps?

Yes,  No

Sources/Comments:

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- 8) Does the planning document include a description of the existing and recommended facilities, a detailed estimate of capital costs, a detailed estimate of operation and maintenance costs, a map delineating proposed and existing service areas, and a detailed estimate of repair and replacement costs, if applicable?

Yes,  No

Sources/Comments:

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- 9) What is the need or justification for the project and what are the environmental and economic impacts and benefits of the project? Describe any problems with the current system.

- 10) Is there a description of the O&M program and the capacity (both managerial and technical) of the existing and proposed system?  Yes,  No,  N/A

Sources/Comments:

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- 11) Is the project sponsor seeking interest rate reductions based on specifics of the project? List the interest rate reductions requested, if any.

Yes,  No,  N/A

Sources/Comments:

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**Drinking Water projects only:**

- 12) Is a projection of population and water demand (minimum 20-years) and present and historic usage provided?  Yes,  No,  N/A

Sources/Comments:

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**Wastewater projects only:**

- 13) For projects that include new collection areas, is the number of existing septic tanks to be eliminated documented?  Yes,  No,  N/A

If so, how many? \_\_\_\_\_

Sources/Comments:

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- 14) For reuse projects, is the quantity of water to be conserved provided?  Yes,  No,  N/A  
If so, how much annually? \_\_\_\_\_

Sources/Comments:

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**SECTION II. COST COMPARISON AND SELECTED ALTERNATIVE**

- 1) Is a detailed cost comparison of at least three alternatives documented using life cycle costs?

Yes,  No,  N/A

Sources/Comments:

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- 2) Do the planning documents discuss the various factors that affect the decision-making process that led to the “selected alternative” and was a rationale for selecting that alternative given.  Yes,  No,  N/A

Sources/Comments:

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- 3) In the alternative analysis, is a detailed project cost breakdown given and does the total cost reflect the data used in the cost comparison?  Yes,  No,  N/A

Sources/Comments:

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- 4) In the alternative analysis, was the useful life identified for each major component in the project and used in the life cycle cost analysis given in Section II. 1 and was the average useful life of the project calculated?  Yes,  No,  N/A  
Sources/Comments:

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If yes, has the Useful Life Certification been submitted?  Yes,  No,  N/A  
Sources/Comments:

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- 5) If this project involves multiple phases, are the capital costs for each phase and the total project costs presented?  Yes,  No,  N/A  
Sources/Comments:

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- 6) Does the analysis given in Section II 1) include the expected operation and maintenance costs, and changes to the technical and managerial costs needed to implement the proposed alternatives, and repair/replacement costs if applicable?  Yes,  No,  N/A  
Sources/Comments:

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### **SECTION III. COST AND EFFECTIVENESS ANALYSIS (CW Projects Only)**

- 1) Did the planning document include a cost and effectiveness analysis of the processes, materials, techniques, and technologies for carrying out the proposed project?  
 Yes,  No,  N/A  
Sources/Comments:

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- 2) Does the selected alternative maximize the potential for water and energy efficiency by considering the cost of constructing, operating and maintaining, and replacing the project or activity, as necessary?  Yes,  No,  N/A  
Sources/Comments:

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If not, has a certification been provided by the project sponsor that states a cost and effectiveness analysis has been conducted for the project?  Yes,  No,  N/A  
Sources/Comments:

## **SECTION IV. ENVIRONMENTAL REVIEW**

An environmental review is required for each project to be funded. This review includes the preparation and publication of an Environmental Information Document (EID) by DEP staff.

- 1) Select below the type of EID issued and provide the date of publication?  
 FCEN,  FFONSI,  FEIS/FROD,  FRAN      Date of Publication: \_\_\_\_\_
  
- 2) If a FFONSI was issued, what finding of no significant impact criteria(s) have been met? Check below all criteria that apply.  
 N/A.  
 New or relocated discharges to surface or ground water.  
 Will result in the substantial increase in the volume or the loading of pollutant to the receiving water.  
 Will provide capacity to serve a population 30% greater than the existing population.  
 Not supported by the state, or other regional growth plan or strategy.  
 Directly or indirectly involve or relate to upgrading or extending infrastructure systems primarily for the purposes of future development.  
 Other: \_\_\_\_\_
  
- 3) If a FFONSI was issued, has the project been sent to FDEP and/or Dept. of Agriculture for review?  Yes,  No,  N/A  
If yes, have agency comments been received and resolved?  Yes  
Date of Comments: \_\_\_\_\_  
Sources/Comments: \_\_\_\_\_  
\_\_\_\_\_
  
- 4) If an FCEN was issued, check below what categorical exclusion(s) criteria have been met?  
 N/A  
Clean Water Projects  
 Rehabilitation of existing water pollution control system components or replacement of structures, materials or equipment.  
 Water pollution control systems that do not change the existing discharge point or permitted pollutant concentration limits and that do not involve acquisition of undisturbed land.  
 Water pollution control systems that serve less than 10,000 people in unsewered communities that involve self-contained individual or cluster systems providing both treatment and disposal of wastewater that will take place near the buildings from which the wastewater is to be discharged.

- Water pollution control systems in areas where streets have been established, underground utilities installed, or building sites excavated.
- Treatment plant upgrades that are solely to enable public access reuse.

Drinking Water Projects

- Rehabilitation of existing facilities or replacement of structures, wells, waterlines.
- Facilities that will not result in more than a 50% increase of existing public water system capacity and there is no acquisition of land other than easements and rights-of-ways where streets have been established, underground utilities installed, building sites excavated, or where such lands have otherwise been disturbed from their natural condition.
- Facilities for the disinfection of public water supplies.
- Back-up supply wells where, after disinfection, existing water quality meets drinking water standards and there is no acquisition of land.
- Facilities that will result solely in the provision of adequate public water system pressure.

5) Have any public comments been received because of the published EID?  Yes,  No,  N/A  
 If yes, have the comments been resolved?  Yes  
 Date of Comments: \_\_\_\_\_  
 Sources/Comments: \_\_\_\_\_

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6) Does the planning document include a list (obtained from U.S. Fish & Wildlife Service) of threatened, endangered, proposed, and candidate species and designated critical habitats that may be present in the project area?  
 Yes,  No,  N/A  
 Sources/Comments: \_\_\_\_\_

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7) Has the proposed project been sent to U.S. Fish & Wildlife Service for review and comments?  Yes,  No,  N/A  
 Sources/Comments: \_\_\_\_\_

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If yes, has the U.S. Fish & Wildlife Service issued comments and have they been resolved?  Yes  
 Date of Comments: \_\_\_\_\_  
 Sources/Comments: \_\_\_\_\_

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8) Does the planning document provide justification and supporting documentation that the proposed project will not have any significant adverse effects upon flora, fauna, threatened or endangered plant or animal species, surface water bodies, prime agricultural lands, wetlands, or undisturbed natural areas?  Yes,  No,  N/A

Sources/Comments:

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9) Does the planning document provide justification and supporting documentation that the proposed project will not have any significant adverse human health or environmental effects on minority or low-income communities?  Yes,  No,  N/A

Sources/Comments:

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10) Will the proposed project introduce any significant adverse environmental effects?  
 Yes,  No,  N/A

If yes, what project features will mitigate such effects?

Sources/Comments:

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11) Has the project received State Clearinghouse review and approval?  Yes,  No,  N/A  
If yes, date of approval: \_\_\_\_\_

Sources/Comments:

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**Drinking Water projects only:**

12) If the project involves source water protection or capacity development, has the FDEP Source and Drinking Water Program approval been obtained?  Yes,  No,  N/A

Sources/Comments:

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**SECTION V. FLOODPLAIN MANAGEMENT – EXECUTIVE ORDER 11988**

- 1) Does the planning document provide flood maps and sufficient supporting documentation to determine if the project is in a 100 year floodplain?  Yes,  No,  N/A  
Sources/Comments: \_\_\_\_\_
- 2) Does the planning document determine if relocating the project out of the 100 year floodplain is a viable option?  Yes,  No,  N/A  
If yes, and this new location is the selected alternative for the project, then skip the remainder of section V.  
If no, then go to 4)  
Sources/Comments: \_\_\_\_\_
- 3) Does the planning document identify the proposed utility assets that are vulnerable to flooding? For each utility asset identified the following information should be provided: a) elevation, b) flooding consequences based on replacement costs, c) impact of failure to utility operations, and d) priority need for mitigation (from low, moderate, to high).  Yes,  No,  N/A  
Sources/Comments: \_\_\_\_\_
- 4) Does the planning document identify and evaluate the mitigation measures to prevent damage to each proposed utility asset with the intent to prevent disruptions to critical operations?  Yes,  No,  N/A  
Sources/Comments: \_\_\_\_\_
- 5) Does the planning document discuss the various factors that affect the decision-making process that led to the selection and implementation of the mitigative measures chosen to prevent damage to each proposed utility asset with the intention to prevent disruptions to critical operations?  Yes,  No,  N/A  
Sources/Comments: \_\_\_\_\_
- 6) Has a public notice been issued to allow public involvement in the decision-making process for the selected floodplain mitigation actions?  Yes  
Date of Publication: \_\_\_\_\_

- 7) Have any public comments been received for the floodplain mitigation actions?  Yes  
If yes, have the comments been resolved?  Yes  
Date of Comments: \_\_\_\_\_  
Sources/Comments: \_\_\_\_\_

## **SECTION VI. PUBLIC PARTICIPATION**

- 1) Was a public meeting held to explain the proposed project, the capital cost, and the long-term financial impact on the customers; and was the public able to participate in evaluating project alternatives?  Yes,  No,  N/A  
Sources/Comments: \_\_\_\_\_
- 2) Date of Public Meeting: \_\_\_\_\_
- 3) Have copies of the public notice and minutes of the public meeting been provided and was the public notice published in accordance with the local requirements, or 14 days, whichever is greater?  
 Yes,  No,  N/A  
Sources/Comments: \_\_\_\_\_
- 4) Did the public meeting address each of the following items?  
 Alternative analysis and selection.  
 Environmental impact.  
 Monetary cost to the public/user  
 Floodplain mitigative actions (if applicable)
- Yes,  No,  N/A  
Sources/Comments: \_\_\_\_\_

## **SECTION VII. FINANCIAL FEASIBILITY**

- 1) Does the financial information demonstrate the ability to repay the loan including the 1.15 coverage factor?  Yes,  No,  N/A  
Sources/Comments: \_\_\_\_\_

- 2) Does the planning document include a capital financing plan for clean water projects and/or a business plan for drinking water projects signed by the chief financial officer or the authorized representative?  Yes,  No,  N/A

Sources/Comments:

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- 3) Does the planning document include the proposed system of charges, rates, fees, and other collections that will generate the revenues to be dedicated to loan repayment (e.g. user charge rates)?  Yes,  No,  N/A

Sources/Comments:

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- 4) For Clean Water projects, has a Fiscal Sustainability Plan or an Asset Management Plan been developed?  Yes,  No,  N/A

If yes, which plan?  Fiscal Sustainability Plan,  Asset Management Plan

- 5) If not, has a certification been provided by the project sponsor that states a fiscal sustainability plan will be developed and implemented, and the plan will be provided for review before the project's final disbursement?  Yes,  No,  N/A

**Clean Water projects only:**

- 6) For Clean Water projects competing for grants or principal forgiveness, are the proposed projects listed in the updated Asset Management Plan and are these projects top priority in the plan and have been addressed with the regulatory district?

Yes,  No,  N/A

**SECTION VIII. UPDATED REQUEST FOR INCLUSION**

- 1) Does the planning document include an updated request for inclusion that includes an updated schedule and project costs?  Yes,  No,  N/A

Sources/Comments:

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- 2) Are there sufficiently detailed maps of the local area to confirm the service area census tracts?  Yes,  No,  N/A

Sources/Comments:

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- 3) If the planning period exceeds 5 years, has project phasing been considered; and if so, has an implementation schedule been presented for each phase of the planning period?

Yes,  No,  N/A

If no Source/Comment:

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**SECTION IX. PROJECT AUTHORIZATION**

- 1) Does the planning document include an adopting resolution or other action establishing a commitment to implement the planning recommendations?  Yes,  No,  N/A

Date of adopting resolution: \_\_\_\_\_

Sources/Comments:

\_\_\_\_\_

**SECTION X. PROJECT IMPLEMENTATION**

- 1) Is there anything about the proposed project that appears questionable from an engineering, environmental or financial perspective and therefore requires resolution?

No,  N/A

Sources/Comments:

\_\_\_\_\_

- 2) List any proposed service agreements or local contracts necessary to implement the selected alternative. Also describe the status of each agreement or contract.  N/A

Sources/Comments:

\_\_\_\_\_

- 3) List any DEP permits (other than a construction permit) needed to implement the selected plan.  N/A

Sources/Comments:

\_\_\_\_\_

**SECTION XI. GREEN PROJECT DESIGNATION**

- 1) Is this project to be listed as “Green” project?  Yes,  No,  N/A

- 2) If yes, does the planning document include documentation of how the project is categorically green and include the percentage of the project that is categorically green?

Yes,  No,  N/A

Categorically Green Percentage: \_\_\_\_\_

Sources/Comments:

\_\_\_\_\_

**SECTION XII. PLANNING DOCUMENT COMPLETION**

- 1) Is the planning document signed and sealed by a professional engineer?  Yes
  
- 2) Have all of the planning related approval dates been entered into the database?
  - Clearinghouse Approval  Yes
  - U. S. Fish & Wildlife Acceptance  Yes
  - Capital Financing/Business Plan Acceptance  Yes
  - Date of Public Meeting  Yes
  - Date of Adopting Resolution  Yes
  - EID Publication Date  Yes
  - Facilities Plan Acceptance Date  Yes
  
- 3) Is the planning document approval letter included with this checklist?  Yes
  
- 4) Have all of the planning related approval dates been entered into the database?  Yes

**ACCEPTANCE**

**Project Manager** \_\_\_\_\_

\_\_\_\_\_ **Effective Date**

**Program Administrator** \_\_\_\_\_