



Drinking Water Facility Plan Review Checklist

The basis for this checklist is Section 62-552.700 F.A.C. of the DW Rule. The questions below are used to verify that the planning requirements of the rule have been met. Complete the questions by checking the appropriate response and providing the requested information.

SECTION I - GENERAL

- 1) Project Sponsor: DW _____ - _____
Is this a review of an amended facilities plan? Yes No Date of original FP: _____
- 2) 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/Comment line in subsequent questions.
- 3) Is there sufficient illustrative/descriptive detail of the project to identify project location and existing and proposed service areas (with map of service area/city/county boundaries)? Yes No
Source/Comment:
- 4) Is a description of the existing water system and its performance provided? Yes No
Source/Comment:
- 5) Briefly describe the major components of the proposed project.
- 6) Provide justification/need for project, list environmental and economic impacts, and give benefits of the project.
- 7) Are there any problems with the existing water system regarding water quality, public health, system pressure, capacity, or other problems? Yes No (review recent DW sanitary survey)
Source/Comment:

- 8) Is a projection of population and water demand (minimum 20-years) and present and historic water usage given? Yes No
Source/Comment:
- 9) Is there a description of the O&M program and the managerial & technical capacity of the existing water system? Yes No (also view the business plan for a managerial/technical summary)
Source/Comment:
- 10) List any interest rate adjustments [per 62-552.300(6)(c), F.A.C.] that the project sponsor may qualify.
Source/Comment:

SECTION II - COST COMPARISON AND SELECTED ALTERNATIVE

- 1) Do the planning documents discuss the factors affecting the decision-making process that led to the "selected alternative" with a comprehensive rationale for the selection? Yes No
Source/Comment:
- 2) Is a cost comparison of at least three alternatives documented? Yes No
Source/Comment:
- 3) Is a project cost breakdown given for each alternative with a total cost that reflects the project data used in the cost comparison? Yes No
Source/Comment:
- 4) Does the planning document include a description of the selected/recommended alternative and associated appurtenances, the estimated capital costs, the estimated operation/maintenance costs, and the repair/replacement costs (if applicable)? Yes No
Source/Comment:
- 5) If this project involves more than one phase, are detailed capital costs and total project costs presented for each phase? Yes No N/A
Source/Comment:

SECTION III - 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 FDEP staff.

- 1) Check below the type of EID issued for this project and provide the publication date.
 FFONSI FCEN FEIS/FROD FRAN Publication Date: _____
- 2) If a FCEN was issued, check the below categorical exclusion criterion that applies. N/A
 Rehabilitation of existing facilities or replacement of structures, wells, water mains, or equipment.

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-way 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.

- 3) Does the planning document include a list from the U.S. Fish & Wildlife Service of threatened, endangered, proposed, and candidate species and their designated critical habitats that may be present in the project area? Yes No N/A

Source/Comment:

- 4) Does the project require U.S. Fish & Wildlife review; and, if so, have comments been issued?
Yes No N/A

Source/Comment:

- 5) Will the proposed project have any significant adverse effects upon flora/fauna, threatened/endangered plant/animal species, surface water bodies, groundwater, prime agricultural lands, wetlands, undisturbed natural areas, archaeological/historical sites, floodplains, or air quality? Yes No

Source/Comment:

- 6) Will the proposed project have any significant adverse human health/environmental impact on minority/low-income communities? Yes No

Source/Comment:

- 7) List any significant adverse environmental impacts and what project components will mitigate such impacts? N/A

Source/Comment:

- 8) Has the project received a State Clearinghouse review/approval? Yes No

Source/Comment: <https://floridadep.gov/oip/oip/content/clearinghouse>

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

Source/Comment:

SECTION IV - PUBLIC PARTICIPATION

1) Was a public meeting held to explain details of the project and its financial impact to affected parties; and was the public able to participate in evaluating project alternatives? Yes No
Source/Comment:

2) Date of Public Meeting: _____

3) Have copies of the public notice and public meeting minutes been provided? Yes No
Source/Comment:

SECTION V - FINANCIAL FEASIBILITY

1) Did the project sponsor provide a completed financial business plan (including technical/managerial sections) signed by the chief financial officer or the authorized representative? Yes No
Source/Comment:

2) Do the planning documents include a proposed system of charges/rates/fees and other collections that generate revenues to be dedicated to loan repayment (e.g. user charge rates)? Yes No
Source/Comment:

3) Does the financial information demonstrate the project sponsor's ability to repay the loan including a 1.15 coverage factor and sufficient collateral if other than a government agency? Yes No
Source/Comment:

SECTION VI - SCHEDULE

1) Do the planning documents include a schedule to implement the proposed project? Yes No
Source/Comment:

2) 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
Source/Comment: N/A

SECTION VII - PROJECT AUTHORIZATION

1) Do the planning documents include an adopted resolution or other action establishing a commitment to implement the planning recommendations, and was the public meeting held before the resolution was adopted? Yes No Date of resolution/action: _____
Source/Comment:

SECTION VIII - IMPLEMENTATION

- 1) Is there anything about the proposed project that appears questionable from an engineering, environmental or financial perspective; and therefore, requires resolution? Yes No
Source/Comment:

- 2) List any proposed service agreements or local contracts (e.g. county, city, private entity) necessary to implement the selected alternative. Describe the status of each agreement/contract. N/A
Source/Comment:

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

- 4) Does the project require approval by the Public Service Commission for a rate increase or expansion of the service area? Yes No N/A
Source/Comment:

SECTION IX - PLANNING DOCUMENT COMPLETION

- 1) Is the planning document signed and sealed by a professional engineer? Yes No
- 2) Has the FEID been mailed to the appropriate parties? Yes No
- 3) Have the following action/approval/acceptance dates been entered into the SRF database?
 - State Clearinghouse: Yes No
 - Financial Business Plan: Yes No
 - Public Meeting Date: Yes No
 - Adopted Resolution/ Action Date: Yes No
 - EID Publication Date: Yes No
 - Facilities Plan Acceptance Date: Yes No
 - FDEP District Office: Yes No
 - FDEP Source/Drinking Water Program: Yes No N/A
 - U. S. Fish & Wildlife: Yes No N/A
 - USDA Natural Resources Conservation: Yes No N/A
 - Corps of Engineers: Yes No N/A
- 4) Is the planning document approval letter included with this checklist? Yes No

ACCEPTANCE:

Project Manager: _____

_____ **Effective Date**

Program Administrator: _____