



Florida Department of Environmental Protection

FACILITY PLAN REVIEW CHECKLIST

- 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, Nonpoint 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:

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

Yes, No

Sources/Comments:

- 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 system? Yes, No, N/A

Sources/Comments:

- 11) Is the project sponsor seeking interest rate reductions based on specifics of the project?

Yes, No, N/A

Sources/Comments:

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:

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:

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

Sources/Comments:

SECTION II. COST COMPARISON AND SELECTED ALTERNATIVE

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

Yes, No, N/A

Sources/Comments:

- 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:

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

Sources/Comments:

- 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)? Yes, No, N/A

Sources/Comments:

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

Sources/Comments:

- 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:

- 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:

- 7) For the selected alternative, have all of the industrial control systems being or proposed to be used by the project identified? (An “industrial control system” is an information system used to control industrial processes such as manufacturing, product handling, production, and distribution. ICSs include supervisory control and data acquisition systems, used to control geographically dispersed assets, as well as distributed control systems and smaller control systems using programmable logic controllers to control localized processes.)

Yes, No, N/A

Sources/Comments:

If yes, has the CyberSecurity Certification been submitted? Yes, No, N/A

Sources/Comments:

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:

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

Sources/Comments:

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 FCEN was issued, 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, or
- 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) If a FFONSI was issued, what finding of no significant impact criteria(s) have been met?
- 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: _____

- 4) 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 the comments been issued and resolved? Yes
- Date of Comments: _____
- Sources/Comments: _____
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- 5) Have any comments been received for the published EID? Yes, No, N/A
- If yes, have the comments been issued and 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 resolved? Yes
Date of Comments: _____
Sources/Comments: _____

8) Does the planning document provide justification 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: _____

9) Does the planning document provide justification 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: _____

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: _____

11) Has the project received state clearinghouse review and approval? Yes, No, N/A
If yes, date of approval: _____
Sources/Comments: _____

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: _____

SECTION V. FEDERAL FLOOD RISK MANAGEMENT STANDARD

1) Does the planning document determine if the proposed project is a “substantial improvement” (i.e., the project is worth more than 50% of the market value or replacement cost of the facility). Yes, No, N/A
If the project is not a substantial improvement, then skip the remainder of Section V.
Sources/Comments: _____

2) Does the planning document provide maps/and or justification to determine if the project is in a floodplain? Yes, No, N/A

If yes, what method was used to make this determination?

The 0.2-percent-annual-chance flood elevation (also known as the 500-year flood elevation).

Freeboard Value Approach using the Base Flood Elevation (or 1-percent-annual-chance flood determined using best available data) and an additional height of 2' for non-critical or 3' for critical actions to calculate the freeboard value.

Climate-informed Science Approach using the best available, actionable hydrologic and hydrologic data and methods that integrate current and future changes in flooding based on climate science and other factors or changes affecting flood risk to determine the vertical flood elevation and corresponding horizontal floodplain in a manner appropriate to policies, practices, criticality, and consequences.

Sources/Comments:

3) Does the planning document determine if moving the project out of the 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 goto 4)

Sources/Comments:

4) Does the planning document identify the utility assets that are vulnerable to flooding? Each utility asset of the project should obtain the following information a) elevation, b) flooding consequences based on replacement costs, c) impact of failure to utility operations, and the priority need for mitigation (from low, moderate, to high). Yes, No, N/A

Sources/Comments:

5) Does the planning document identify and evaluate the mitigation measures to prevent damage to each utility asset with the intent to prevent disruptions to critical operations?

Yes, No, N/A

Sources/Comments:

6) Does the planning document discuss the various factors that affect the decision-making process that led to the selection and implementation into the project scope/design of the mitigative options chosen to prevent damage to each utility asset with the intention to prevent disruptions to critical operations?

Yes, No, N/A

Sources/Comments:

- 7) Has a notice been given to allow the involve the public in the decision-making process for the selected floodplain mitigation actions? Yes

Date of Publication: _____

- 8) Have any comments been received for the floodplain mitigation actions? Yes

If yes, have the comments been issued and resolved? Yes

Date of Comments: _____

Sources/Comments: _____

SECTION V. 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 Notice and minutes of the public meeting been provided and was the 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 all 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 VI. 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:

- 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:

- 4) For Clean Water projects, has a Fiscal Sustainability Plan or 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

- 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 VII. 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:

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

Sources/Comments:

- 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:

SECTION VIII. 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 IX. 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 X. 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 determination made what percentage of the project is categorically green? Yes, No, N/A
Categorically Green Percentage: _____
Sources/Comments: _____

SECTION XI. 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 _____