



# Drinking Water State Revolving Fund

## Planning Document Minimum Requirements for Water Meter Projects

- Sufficient illustrative and descriptive detail of the project to identify project location and existing and proposed service areas.
- Description of the major components of the proposed project.
- The need or justification for the project and its environmental and economic impacts and benefits.
- Description of the existing water system and its performance.
- Discussion of any problems with the existing water system associated with water quality, public health hazards, low system pressure, inadequate capacity, or any other problems. Verify with most current FDEP Sanitary Survey Report.
- A projection of population and water demand (minimum 20-years) and present and historic water usage.
- A description of the O&M program and the capacity (both managerial and technical) of the existing water system.
- A cost comparison of at least two or three alternatives.
- Discussion of the various factors that affect the decision-making process that led to the “selected project alternative” and the rationale for selecting that alternative.
- A description of the recommended project, estimated capital costs, estimated operation and maintenance costs, and repair and replacement costs.
- A project cost breakdown of selected alternative; the total cost should reflect the data used in the cost comparison.
  - If this project involves multiple phases, include the capital costs for each phase and the total project costs.
- Documentation (i.e., copies of the Public Notice and meeting minutes) of the public meeting held to explain the project and the financial impacts to affected parties, including discussion on the opportunity for the public to participate in evaluating project alternatives.
- A completed and signed business plan (see online to download the form), including 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).
- A schedule for implementing the proposed project.
- Adopting resolution or other action establishing a commitment to implement the planning recommendations. Public meeting must be held before the resolution.
- Verification that construction permit are not required by the regulatory agency for the installation of water meters only.