

The following is a list of planning requirements for CWSRF approval of the planning document or facilities plan. The basis for these requirements is Rule 62-503.700(2) or Rule 62-505.751, F.A.C.

General

- Sufficient illustrative detail of the local area to:
 - Identify where the project or activity is located.
 - Confirm the service area census tracts
- A description of the existing and recommended facilities, estimated capital costs, estimated operation and maintenance costs, and repair and replacement costs, if applicable.
- The need or justification for the project.
- The environmental and economic impacts and benefits of the project.
- For projects that include new collection areas, state the number of existing septic tanks to be eliminated.
- For reuse projects, provide the quantity of water to be conserved provided.
- Planning document signed and sealed by a professional engineer.

Cost Comparison and Selected Alternative

- A cost comparison of at least three alternatives – no action is an alternative.
- A discussion of the various factors that affected the decision-making process that lead to the “selected alternative” and a rationale for selecting that alternative.
- A project cost breakdown with the total cost reflective of the data used in the cost comparison.

Cost and Effectiveness Analysis

- A cost and effectiveness analysis of the processes, materials, techniques, and technologies for carrying out the proposed project.
- 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? If not, please provide explanation.

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.

- A list of threatened, endangered, proposed, and candidate species and designated critical habitats that may be present in the project area (may be obtained from U.S. Fish & Wildlife Service).
- A discussion of 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.
- A discussion of any significant adverse human health or environmental effects on minority or low-income communities.
- List any significant adverse environmental effects and what project features will mitigate such effects.

Public Participation

- Evidence that a public meeting was held to explain the proposed project, the capital cost and the long term financial impact on the customers, including a discussion whether the public participated in evaluating the project alternatives.
- Copies of the public meeting Notice that was provided at least 14 days in advance of the meeting (or greater as required by local rules) and the minutes of that public meeting,

Financial Feasibility

- A completed capital financing plan worksheet signed by the chief financial officer or the authorized representative.
- 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 Fiscal Sustainability Plan or Asset Management Plan or certification that a fiscal sustainability plan was developed and is being implemented.

Project Implementation

- List any proposed service agreements or local contracts necessary to implement the selected alternative and describe the status of each agreement or contract.
- List any DEP permits needed to implement the selected alternative and the status of the permit(s).