The basis for this checklist is Section 62-552.700 F.A.C. of the 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 or providing the requested information.

**SECTION I. GENERAL**

1) Project Number and Sponsor

Is this an amended facilities plan review? Yes  No

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” line in subsequent questions.

3) Is there sufficient illustrative and descriptive detail of the project to identify project location and existing and proposed service areas? Yes  No

Sources/Comments:

4) Is a description of the existing water system and its performance provided? Yes  No

Sources/Comments:

5) Briefly describe the major components of the proposed project.

6) What is the need or justification for the project and what are the environmental and economic impacts and benefits of the project?

7) Are there 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) Yes  No

Sources/Comments:

8) Is a projection of population and water demand (minimum 20-years) and present and historic water usage given? Yes  No

Sources/Comments:

9) Is there a description of the O&M program and the capacity (both managerial and technical) of the existing water system? Yes  No

Sources/Comments:

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

Yes  No  N/A

Sources/Comments:

**SECTION II COST COMPARISON AND SELECTED ALTERNATIVE**

1) 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

Sources/Comments:

2) Is a cost comparison of at least three alternatives documented? Yes  No

Sources/Comments:

3) Is a project cost breakdown given and does the total cost reflect the data used in the cost comparison? Yes  No

Sources/Comments:

4) Does the planning document include a description of the recommended facilities, estimated capital costs, estimated operation and maintenance costs, and repair and replacement costs, if applicable? Yes  No

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:

**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) What type EID was issued and what was the date of publication?

FFONSI  FCEN  FEIS/FROD  FRAN  Amended  Date:

2) If a FCEN was issued, what categorical exclusion criterion has been met? N/A

Rehabilitation of existing facilities or replacement of structures, wells, waterlines, 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 (obtained from the 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:

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

Source/Comments

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

Sources/Comments:

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

Sources/Comments:

7) List any significant adverse environmental effects and what project features will mitigate such effects? N/A

Sources/Comment:

8) Has the project received State Clearinghouse review and approval or has a DEP permit, or permits, been issued for the entire project? Yes  No

Source/Comments:

9) 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

Source/Comments:

**SECTION IV PUBLIC PARTICIPATION**

1) Was a public meeting held to explain the project and the financial impacts to affected parties; and was the public able to participate in evaluating project alternatives? Yes  No

Sources/Comments:

2) Date of Public Meeting

3) Have copies of the Public Notice and minutes of the public meeting been provided?

Yes  No

Sources/Comments:

**SECTION V FINANCIAL FEASIBILITY**

1) Do the planning documents include completed capital financing or business plan worksheets signed by the chief financial officer or the authorized representative? Yes  No

Sources/Comments:

2) Do the planning documents 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

Sources/Comments:

3) Does the financial information demonstrate the ability to repay the loan including the coverage factor? Yes  No

Sources/Comments:

**SECTION VI SCHEDULE**

1) Do the planning documents include a schedule for implementing the proposed project?

Yes  No

Sources/Comments:

2) For planning periods exceeding 5 years, has project phasing been considered; and if so, has a schedule been presented for each phase of the planning period? Yes  No

Sources/Comments:

**SECTION VII PROJECT AUTHORIZATION**

Do the planning documents include an adopting resolution or other action establishing a commitment to implement the planning recommendations, and was the public meeting held before the adopting resolution? Yes  No

Sources/Comments:

**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

Sources/Comments:

2) List any proposed service agreements or local contracts necessary to implement the selected alternative (i.e. county, city, private entity). 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:

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

Sources/Comments:

**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 planning related approval/acceptance dates been entered into the SRF database?

State Clearinghouse 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

FDEP Source and Drinking Water Program Yes  No  N/A

FDEP District Office Yes  No  N/A

Capital Financing Plan (Business Plan) Yes  No  N/A

Date of Public Meeting Yes  No  N/A

Date of Adopting Resolution Yes  No  N/A

EID Publication Date Yes  No  N/A

Facilities Plan Acceptance Date Yes  No  N/A

4) Is the planning document approval letter included with this checklist?

Yes  No

**ACCEPTANCE**

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

**Effective Date**

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