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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**