

Drinking Water SRF Planning Requirements

Section 62-552.700(4), F.A.C. covers the planning requirements for the State Revolving Loan Program. The loan or grant applicant must provide the following planning documentation:

Planning Document

- Executive Summary
- Environmental Effects/Benefits
- Development of Alternatives and selection of a Preferred Alternative
- Public Participation Process
- Financial Feasibility
- Schedule
- Adopting Resolution

Executive Summary

- Project Description, including identification of planning and service areas.
- Need or Justification for Project.
- Project Location Map. This map must clearly show the precise location of the proposed project. Roadways must be legibly labeled.

Environmental Effects

- Discuss environmental benefits associated with the proposed project.
- Will the proposed project have any significant adverse effects upon flora, fauna, threatened or endangered plant or animal species, surface water bodies, prime agricultural lands, wetlands, or undisturbed areas?
- Provide a list of endangered/threatened plant and animal species (obtain from U.S. Fish and Wildlife Service) for the project area.
- Will the proposed project have any significant adverse human health or environmental effects on minority or low-income communities?
- What investigations/site visits were performed to determine the environmental effects of the proposed project? This should be accomplished by a qualified individual. Submit any reports or findings.

Development of Alternatives and selection of a Preferred Alternative

- Describe existing and recommended facilities
- A cost comparison of at least three feasible alternatives (alternatives may include the cost of a “no action” alternative).
- Provide detailed cost estimate of preferred alternative.

Public Participation Process

- Hold public meeting to explain the project, including alternatives considered and cost and impact on user charges; and enable public participation in evaluating project alternatives.
- Meet local requirements for advertising the public meeting.
- Provide minutes of public meeting and include a copy of the advertisement.

Financial Feasibility

- Identify revenues to be dedicated to repaying the loan.
- Existing/Proposed User Charge System
- Complete the Business Plan.

Schedule

- Schedule for implementing the recommended facilities

Adopting Resolution

- Specific Authorization to implement the planning recommendations.

State Clearinghouse (SCH) Review

- Submit one hard copy (signed and sealed by a P.E. registered in the State of Florida) of the planning document along with a CD (containing a compiled version in PDF format) to the Bureau of Water Facilities Funding for uploading to DEP’s website (www.dep.state.fl.us/water/wff). The SCH will then distribute the plan electronically.
- SCH review process takes 6 to 8 weeks

Department Actions

The Department reviews the planning documents and works with project sponsors to ensure that planning requirements are met. In addition, Department staff will be responsible for the following actions.

Environmental Review

- DEP performs an environmental review for all projects. The environmental review establishes the environmental significance of a proposed project and establishes the Department's intention to make funding available for the project.
- For each project, the DEP publishes a Florida Environmental Information Document (FEID) in the Florida Administrative Weekly.

Acceptance of Planning Documents

- Upon completion of all planning requirements, the Department will issue a letter accepting the planning document.

Other Planning Related Issues

To get on the fundable portion of the priority list requires the following readiness-to-proceed requirements.

- Completion of the planning requirements as described above.
- Department acceptance of biddable plans and specifications.
- Certification of availability of all projects sites necessary for the purpose of construction, operation, and maintenance over the useful life of the facilities.
- Permit (as-required) or notice of intent to issue permit.

The planning document shall be signed and sealed by a professional engineer registered in the State of Florida. The approval process is estimated to take approximately 3 months once a complete document has been submitted by the sponsor's engineer.

Projects are subject to removal from the fundable portion of the priority list if the loan application is not submitted within 120 days of placement on the fundable portion of the priority list and are also subject to removal if the loan agreement has not been executed within 210 days of being placed on the fundable portion of the priority list. Loans are awarded on a "first come, first serve" basis.