STATE OF IDAHO
DEPARTMENT OF ENVIRONMENTAL QUALITY

WASTEWATER PLANNING GRANT

FACILITY PLAN OUTLINE AND CHECKLIST

GENERAL INFORMATION

Name of Wastewater System	
Wastewater System Number	Date
Name of Project	

INTRODUCTION

	The introduction should include the following:
☐	A discussion of the purpose and need of the project and a brief description of the plan of study.
☐	A discussion of the report organization (table of contents, figures, and tables can be included).

EXISTING CONDITIONS

	The report should adequately describe existing conditions for the proposed project area:
☐	Are the boundaries of the planning areas identified?
☐	Are the existing environmental conditions in the planning area described? Include the following topics (include maps, site plans, schematics, tables, and letters from consulted agencies as needed):
☐	• Physiography, Topography, Geology, and Soils
☐	• Surface and Ground Water Hydrology
☐	• Fauna, Flora, and Natural Communities
☐	• Housing, Industrial, and Commercial Development
☐	• Cultural Resources (including tribal consultation)
☐	• Utility Use
☐	• Floodplains/Wetlands
☐	• Wild/Scenic Rivers

☐	• Existing Drinking Water Systems in Proposed Project Area
☐	• Public Health Considerations
☐	• Prime Agricultural Land Protection (Include maps)
☐	• Proximity to Sole Source Aquifer
☐	• Land Use and Development
☐	• Environmental Justice
☐	Are existing collection and treatment facilities described? Topics that should be discussed in the section include:
☐	• Treatment facility description, condition, and operation/maintenance considerations
☐	• Sewer system description, condition, and operation/maintenance considerations
☐	• Wastewater flows at existing facilities
☐	• Wasteload allocation and NPDES permit limits
☐	• Sewer use/user charge ordinance
☐	• Infiltration/inflow conditions
☐	• Any violations of the Clean Water Act and the Idaho Water Quality Standards and Wastewater Treatment Requirements (IDAPA 58.01.02)
☐	• User charges and operation and maintenance budget
☐	• List and status of defects or deficiencies
☐	• Other information as seems appropriate

FUTURE CONDITIONS

	The report should discuss the following topics relating to future conditions. Maps, site plans, figures, and tables can be used to complete this section.
☐	Future growth (20-year population projection)
☐	Forecast of flows and wasteload (20-year period)
☐	Wastewater facilities needed for a 20-year period
☐	Future conditions without the proposed project(s)
☐	Land use plans for the area served by existing and future sewer facilities

DEVELOPMENT AND INITIAL SCREENING OF ALTERNATIVES

	Topics related to development and screening of alternatives that should be included in the engineering report include:
☐	Description of problems/deficiencies with the existing wastewater system to be corrected by the project.
☐	Development of alternatives
☐	“No Action” alternative
☐	Optimum operation of existing facilities
☐	Regionalization

☐	How unsewered areas in and around the community will be dealt with
☐	Conventional collection systems
☐	Alternative conveyance systems
☐	Evaluation of sewer alignments
☐	Wastewater management options:
☐	• Conventional technologies
☐	• Innovative and alternative technologies
☐	• Low-cost alternatives for smaller communities
☐	• Municipal treatment wastes from industrial and federal facilities
☐	• Staged construction
☐	• Multiple purpose projects
☐	• Other technologies

FINAL SCREENING OF PRINCIPAL ALTERNATIVES AND PLAN ADOPTION

	Final screening of alternatives and plan adoption should include the following areas of evaluation:
☐	Evaluation of costs:
☐	• Present worth analysis
☐	• Capital costs and financing plan
☐	• Operation and maintenance costs
☐	• Salvage value
☐	• Reliability of alternatives
☐	• Implementability
☐	• Cost escalation factors for energy use
☐	• Comparison of costs of alternatives
☐	Final Public Input

SELECTED PLAN DESCRIPTION AND IMPLEMENTATION ARRANGEMENTS

	This section should include activities that normally follow selection of the best alternative. As a minimum this section should include:
☐	Justification and description of selected plan.
☐	Preliminary design of selected plan (include maps and site plans). Include computer model of flows.
☐	Cost estimates for the selected plan including monthly charges. What will be the added cost to the customer?
☐	Environmental impacts of the selected plan. An Environmental Information Document (EID) must be prepared for the project. The environmental impacts of most wastewater projects will be minimal and can be covered under a Categorical Exclusion. However, in those cases where more substantive environmental issues are identified, a more thorough review will be necessary.

☐	Any of the following elements for implementation that are applicable need to be included:
☐	• Intermunicipal service agreements
☐	• Financing arrangements
☐	• Operation and maintenance requirements
☐	• Project Schedule
☐	• Certification of operator(s)

APPENDICES

	Any of the following items that are applicable need to be appended to the engineering report.
☐	Relevant engineering data.
☐	User charge ordinance and latest operations and maintenance budget.
☐	Environmental information document and decision notice (FONSI, Categorical Exclusion)
☐	Additional maps, charts, figures, and tables as needed.
☐	Mailing list and correspondence relevant to the facility plan and environmental document (such as letters and documented contacts from agencies regarding impacts on fauna and flora, wetlands, floodplains).
☐	Public participation information.
☐	List of documents consulted.
☐	Water quality test results.
☐	Infiltration/inflow analysis results