

**Small Community Engineering Assistance Program
Facility Plan Guidance Checklist**

SCEAP-funded Facility Plans must be accompanied by a completed checklist

The Small Community Engineering Assistance Program (SCEAP) is intended to provide a small community with all of the information necessary to plan a project to upgrade its facility or implement an Inflow and Infiltration Program. This checklist is intended to ensure Facility Plans that are funded through the SCEAP program include all of the appropriate information communities need to make decisions about project implementation and prepare funding applications.

Community Name: _____ **Engineer/Firm:** _____

Date: _____ **Engineer's Email:** _____

Demographics	Included	Comments
Community Population	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Population Trend	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Median Household Income (2010 Census)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Median Household Income (ACS) https://www.census.gov/programs-surveys/acs/	Yes <input type="checkbox"/> No <input type="checkbox"/>	
LMI % (2015 Census)	Yes <input type="checkbox"/> No <input type="checkbox"/>	

System Financials	Included	Comments
Current User Charge <i>note if different rates for in-city and out-of-city limits</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Number of Residential Connections	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Number of Industrial Connections	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Number of Commercial Connections	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Total Connections	Yes <input type="checkbox"/> No <input type="checkbox"/>	
User Charge Discussion <i>Include if there are different rate structures</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Sewer Revenues	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Sewer Expenses	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Net Revenues	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Combined System	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Current O/M Expenses	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Annual repayments for previous loans and date of maturity (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Bond Capacity <i>If the bond capacity is insufficient for the project, include the anticipated date for the bond election.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Proposed Alternative Information	Included	Comments
Recommended Proposed Alternative(s)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Increased O/M Expenses	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Total Projected Cost of Upgrades	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Proposed User Charge for Upgrade(s) <i>include proposed rates for in-city and out-of-city limits</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Proposed Project Schedule	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Funding Information	Included	Comments
The facility plan must compare multiple financial assistance resources, and must include Clean Water State Revolving Fund. <i>(see example below)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Document whether the project is eligible for a Clean Water State Revolving Fund Grant. <i>(Eligibility can be determined using this tool: https://dnr.mo.gov/env/wpp/srf/docs/srf-grant-eligibility-evaluation.xlsx)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Document whether the project is eligible for a Community Development Block Grant. <i>(Eligibility is based on LMI ≥ 51% per 2015 census)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Funding scenarios presented should be realistic, and include at least one funding option that is all loan/no grant.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
The proposed alternative is the most cost feasible solution.	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Funding Comparison Example

Item	SRF Loan Only	Private Loan Source	Other Loan Source
Loan Amount	\$5,000,000	\$5,000,000	\$5,000,000
Annual Interest Rate	2%	5.5%	3.5%
Grant	\$0	\$0	\$0
Loan Period	20 years	20 years	35 years
Payments/year	12	12	12
Monthly Payment	\$25,294.17	\$34,394.37	\$20,664.53
Number of Payments	240	240	420
Total Interest	\$1,070,600	\$3,254,647.69	\$3,679,103
Total Loan Cost	\$6,070,600	\$8,254,647.69	\$8,679,103

*The funding examples shown above are for informational purposes only and do not include any applicable fees.

General Engineering Review Items <i>Please reference: https://dnr.mo.gov/forms/780-2041-f.pdf for a more detailed list of what may be required for SRF.</i>	Included	Comments
The recommended alternative's scope will address all issues presented in the permit (e.g. ammonia, disinfection, etc.) and inspections (e.g. SSOs, equipment issues, etc.).	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Alternatives evaluated must include regionalization and no-discharge land application.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Alternatives evaluated should include operational changes that could bring the system into compliance without upgrades, such as batch-discharging if appropriate.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the proposed alternative a new or developing technology?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the proposed alternative trigger an anti-degradation review?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
The facility plan must be prepared in accordance with 10 CSR 20-8.110.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
What is the expected useful life of the project? https://dnr.mo.gov/env/wpp/srf/docs/Copyofcwsrfusefullifecalculator.web.xlsx	(years)	
Loan terms in the funding scenarios presented must match/not exceed the useful life of the project.	Yes <input type="checkbox"/> No <input type="checkbox"/>	