

## **Elements of Project Planning**

**for projects funded through the Water Pollution Control Loan Fund (WPCLF)**

All applications for design and/or construction projects should include satisfactory, up-to-date planning documentation. Project planning documentation should contain the following information, where applicable:

### **Introduction and Purpose**

Describe the proposed project and discuss why the project is needed. Be sure to include any existing compliance issues or future permitting concerns.

### **Existing Situation**

Describe the type/condition/limitations of existing wastewater systems. Include capacity and inflow/infiltration analysis, if applicable.

Describe existing service area and population served.

Include a map of existing systems/service areas, if applicable

### **Future Conditions**

Describe other related projects anticipated for implementation over the next twenty years.

Describe the projected service area and the projected population to be served.

### **Alternatives**

Describe the project alternatives considered. Along with a cost comparison, the description should include all other relevant technical, managerial, financial, operational, and local factors that will be part of the decision-making process. Where environmental resources (streams, wetlands, woodlots, etc.) may be present, explain how avoidance of impacts to such resources was included in the evaluation of alternatives. **Discuss potential regionalization alternatives, if applicable.**

### **Selected Alternative**

Identify the basis for choosing the selected alternative (lowest cost, operational efficiency, fewest environmental impacts, etc.), thereby demonstrating that it is a cost-effective alternative. Describe the selected alternative in sufficient detail, including the following:

- Provide an engineering description of the facilities to be constructed, including a basic layout, sizing of treatment units, and intended capacity of the treatment facilities.
- Describe how this project will address current compliance issues, if applicable.
- Demonstrate how the proposed facility will be sized for current needs with an appropriate allowance for future growth.
- Include a map of the project area, indicating where construction will occur.

### **Preliminary Estimate**

Provide a preliminary estimate of the proposed project's costs and the associated impact on local user rates. If a rate increase is needed to support the project, an estimate of the increase should be included.

### **Public Participation**

Provide information regarding public participation for the project, to date, such as minutes from council meetings, public meeting information, or newspaper articles. Describe any planned public participation activities, particularly for projects that may be controversial.

**Environmental Issues**

Describe the project area's major resources (streams, wetlands, forests, historic structures, etc.) and possible impacts of the project implementation on these resources. Describe how impacts to these resources can be avoided or minimized. List any other review agencies that have been contacted for input and the response received, if any.

Identify construction-related impacts (noise, dust, traffic disruption, sediment runoff, etc.) specific to the type of work proposed and discuss applicable best management practices to address them.

**Funding**

Describe all anticipated sources of funding for the project.

**Questions?** If you have questions or would like additional project planning guidance, please contact Ohio EPA, Division of Environmental and Financial Assistance (DEFA), Environmental Planning Unit.