Small Community Planning Grant
Application Instructions

Application Cover Page (page 1)

Applicant. Give the name of the sponsoring entity requesting funds.

Address. Give the mailing address of the sponsoring entity requesting funds.

Phone Number. Give the phone number of the sponsoring entity requesting funds.

Service Area Population. Provide the population of the proposed area to be served by the water distribution or wastewater collection system.

Description. Give a brief narrative describing the need or problem to be addressed in the engineering report.

Applicant Certification. This section is to be read and dated by an official of the sponsoring entity who has been authorized by resolution of the governing body to submit the application.

Professional Contacts (page 2)

Application Prepared By: Identify the entity, the individual that helped prepare the application, and the other contact information requested in case questions arise about the application.

Consulting Engineering Firm: Identify the engineering firm retained by the sponsor, the engineer’s name, and the other contact information requested in case questions arise about the application.

Engineer Certification of Services. The engineer selected by the sponsor to complete the small community planning grant report must read, agree to and sign the certification document, and provide the required report completion date.

Note: Below is outline for the engineering reports.

Engineering Report Outline (Water)

I. Discussion of the problem
II. Existing and future conditions
   A. Project need and planning area identification
   B. Existing water usage
C. Evaluation of distribution, storage, and treatment systems
D. Compliance issues
E. Future conditions
   1. Population and land use projections
   2. Forecasts of water usage
   3. Water conservation measures

III. Development and screening of alternatives
   A. Development of alternatives
   B. Optimum operation of existing facilities
   C. Regionalization

IV. Evaluation of principal alternatives and plan adoption
   A. Alternative evaluation
      1. No action
      2. Regionalization or consolidation of facilities
      3. Viable treatment technologies
      4. Trenchless technology vs. conventional trenching
      5. New facilities vs. upgrade of existing facilities
   B. Evaluation of monetary costs
      1. Total project cost
      2. Operation and maintenance costs
      3. Present worth or equivalent uniform annual cost analysis
   C. Demonstration of financial capability
   D. Capital financing plan
   E. Environmental evaluation
   F. Comparison of alternatives

V. Selected plan, description and implementation arrangements
   A. Justification and description of selected plan
   B. Design of selected plan
   C. Cost estimates for the selected plan
   D. Environmental impacts of selected plan
   E. Arrangements for implementation
      1. Inter-municipal service agreements
      2. Operation and maintenance requirements
      3. Permits required (conditional use, 404, etc.)
   F. Land acquisition
      1. General acquisition
      2. Acquisition method
      3. Land costs
Engineering Report Outline (Wastewater)

I. Discussion of the problem

II. Existing and Future Conditions
   A. Project Need and Planning Area Identification
   B. Existing Wastewater Flows and Treatment Systems
   C. Effluent Limitations
   D. Infiltration and Inflow (I/I)
      1. Cost Effective Analysis for System with Excessive I/I
      2. Sewer Use Ordinance and Sewer Maintenance Program
   E. Future Conditions
      1. Population and Land Use Projections
      2. Forecasts of Flows and Waste loads
      3. Flow Reduction

III. Development and Screening of Alternatives
   A. Development of Alternatives
   B. Optimum Operation of Existing Facilities
   C. Regionalization
   D. Unsewered Areas
   E. Conventional Collection System
   F. Alternative Collection Systems
   G. Treatment Systems
   H. Municipal Treatment of Industrial and Federal Facilities Wastes

IV. Evaluation of Principal Alternatives and Plan Adoption
   A. Alternative Evaluation
   B. Evaluation of Monetary Costs
   C. Demonstration of Financial Capability
   D. Capital Financing Plan
   E. Environmental Evaluation
   F. Evaluation of Recreational Opportunities
   G. Comparison of Alternatives

V. Selected Plan, Description and Implementation Arrangements
   A. Justification and Description of Selected Plan
   B. Design of Selected Plan
   C. Cost Estimates for the Selected Plan
   D. Environmental Impacts of Selected Plan
   E. Arrangements for Implementation
      1. Inter-municipal Service Agreements
      2. Operation and Maintenance Requirements
3. Pre-treatment Program
4. Permits Required (conditional use, 404, etc.)

F. Land Acquisition
   1. General Acquisition
   2. Acquisition Method
   3. Land Costs