

## **Clean Water Facilities Plan Document**

The facilities plan describes the need for the project based on present conditions and future needs, evaluates the costs and adequacies of alternatives, identifies potential environmental impacts, and provides justification for the selected alternative.

The following summarizes the minimum information expected in the clean water facilities plan. The information is provided in two sections. The first section is that information required in all facilities plans. The second section provides more detail based on the project type.

### **INFORMATION REQUIRED FOR ALL FACILITIES PLANS**

#### **Project Executive Summary**

Provide a detailed narrative describing the selected project alternative. Be specific, providing the feet or miles of pipe to be constructed, replaced or repaired; treatment process being utilized; capacity of storage tanks; cubic yards of sediment removal; feet of shoreline stabilization; and so forth. Identify the preferred method of construction or project completion, an itemized break-out of estimated costs, the area to be affected by the project, maps showing locations of services and extent of construction, anticipated operation and maintenance (O&M) cost changes resulting from the project, anticipated rate affects caused by any proposed borrowing or changes to O&M expenses.

#### **Project Development**

Discussion of existing conditions and need for proposed project;  
Discussion of compliance issues; and  
Map showing project area in relation to the community.

#### **Alternative Development and Selection**

- A narrative discussion of appropriate alternatives to include the no action alternative;
- Unit cost breakdowns and present worth or uniform annual cost evaluations for each feasible alternative;
- Narrative discussion justifying the alternative selected;
- Proposed financing of selected alternative and the impact to user fees;
- Discussion of further activities or requirements needed for project development, i.e. conditional use permits, soil borings or groundwater investigations, New Surface Water Discharge Permits, Corps of Engineers 404 permits, and land/easement acquisition and schedule identifying project milestones.

#### **Cost Effectiveness Analysis**

The Water Resources Reform and Development Act of 2014 requires Clean Water State Revolving Fund recipients to conduct a cost effectiveness analysis. The Act requires that a cost effectiveness analysis involve, at a minimum:

- The study and evaluation of the cost and effectiveness of the processes, materials, techniques, and technologies for carrying out the proposed project or activity for which assistance is sought under this title; and
- The selection, to the maximum extent practicable, of a project or activity that maximizes the potential for efficient water use, reuse, recapture, and conservation, and energy conservation, taking into account --
  - The cost of constructing the project or activity;
  - The cost of operating and maintaining the project or activity over the life of the project or activity; and
  - The cost of replacing the project or activity.

### **Environmental Considerations**

The facilities plan is the basis for preparing the required environmental review. The public and several review agencies are involved in the preparation of the environmental review. Because the process is time-consuming, it is advised to initiate the process prior to submitting the application.

The following agencies must be given the opportunity to comment on the proposed project. It is the responsibility of the project sponsor or its consultant, unless otherwise designated, to supply these agencies with a brief project description and map of the project area. The final facilities plan must include each agency's response.

#### **United States Department of Interior:**

Solicitations for comments must utilize the USFWS online [iPaC tool](#) and then submit information to DANR for review and concurrence. Projects selected for SRF equivalency requirements will be submitted by DANR to USFWS for further review and concurrence. See attached Appendix A information for further details.

#### **South Dakota Dept. of Game, Fish and Parks:**

Solicitations for comments must utilize the SDGFP [Environmental Review Tool](#) and then submit the information to DANR for review and concurrence.

#### **United States Department of Agriculture:**

Solicitations for comments should be sent to the below address for review and concurrence.

Natural Resources Conservation Service  
200 Fourth Street SW  
Huron, SD 57350-2475  
Attn: State Soil Scientist

### **United States Army Corps of Engineers, Omaha District:**

Solicitations for comments should be sent to this e-mail address [pdletter-planning@usace.army.mil](mailto:pdletter-planning@usace.army.mil). The USACE has informed DANR that if a response to the consultation e-mail is not received within 30-days they have determined to have no comment. The original e-mail submission and any comments, if received, need to be provided to DANR.

### **State Historical Preservation Office:**

Solicitations for comments regarding cultural resources effects must be submitted to DANR. DANR will make a determination on the effect the project may have on cultural resources. This determination of effect will be forwarded to SHPO, which will then have 30 days to provide comments or concurrence. See attached Appendix B information for further details.

### **In addition, the following shall be addressed in the environment section.**

- Narrative discussion of environmental impacts; and
- Approved mitigation plans for addressing any adverse effects identified by the review agencies.

### **Public Participation**

The facilities planning process requires public participation. The applicant must hold a public hearing to discuss the project, the proposed financing and subsequent effects on the system users. A "Notice of Public Hearing" must be published in an appropriate legal newspaper at least 10 days prior to the hearing. A copy of the affidavit of publication must be submitted as part of the final Facilities Plan. Other notification methods may be used with prior approval by the department. A sample Notice can be found below.

At minimum, the following items shall be addressed at the public hearing:

- The need for the project;
- All alternatives that were evaluated, including the cost of each;
- A description of the proposed project;
- The proposed financing for the project;
- The amount of SRF loan expected to be borrowed;
- The revenue source pledged for repayment;
- The interest rate and term of the loan; and
- The effect of the proposed financing on user rates.

Minutes must be kept at the public hearing and should include a summary of the comments received on the proposed project and a narrative discussion of steps taken to resolve issues identified in the public hearing. A copy of the minutes must be submitted as part of the final Facilities Plan.

Example Notice:

<p style="text-align: center;"><b>NOTICE OF PUBLIC HEARING</b> for the _____ <b>WATER PROJECT</b></p> <p>The {city, town, district} is seeking \$_____ of funding from the Board of Water and Natural Resources for {briefly describe project}. The funds could be either a grant from the state Consolidated Water Facilities Construction Program or a loan from the Clean Water State Revolving Fund (SRF) Program. The Clean Water SRF loan terms are ____% for ____ years, and the Board of Water and Natural Resources may forgive a portion of loan principal. The amount, source of funds, and terms will be determined by the Board of Water and Natural Resources when the application is presented at a scheduled board meeting. The purpose of the public hearing is to discuss the proposed project, the proposed financing, and the source of repayment for the loan. The public is invited to attend and comment on the project.</p> <p>The public hearing will be held at {location} on {date} at {time}.</p>
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After a complete facility plan is received, the department will issue an environmental review to the applicant to publish in a local newspaper. The Board of Water and Natural Resources will not close a loan until after publication of the environmental review.

### **INFORMATION REQUIRED BASED ON PROJECT TYPE**

#### **Rehabilitation of Existing Wastewater Collection or Storm Water Systems**

- A narrative description of the system to include age, present condition, problems occurring within the system, and known infiltration/inflow (I/I);
- A map or maps of the project area that shows the following:
  - Existing and proposed pipe type and size;
  - Any historic properties identified within the project area; and
  - Floodplains if the project involves a lift station;
- Alternatives to consider: no-action, trenchless technology, and open trench construction: and
- If I/I studies have been undertaken, the following items must be included:
  - A detailed explanation of the methods used to determine the locations and extent of I/I; and
  - A summary of the findings to include specific areas discovered to have I/I and the extent of I/I in each area.

#### **New Wastewater Collection Lines or Interceptor or Storm Sewers**

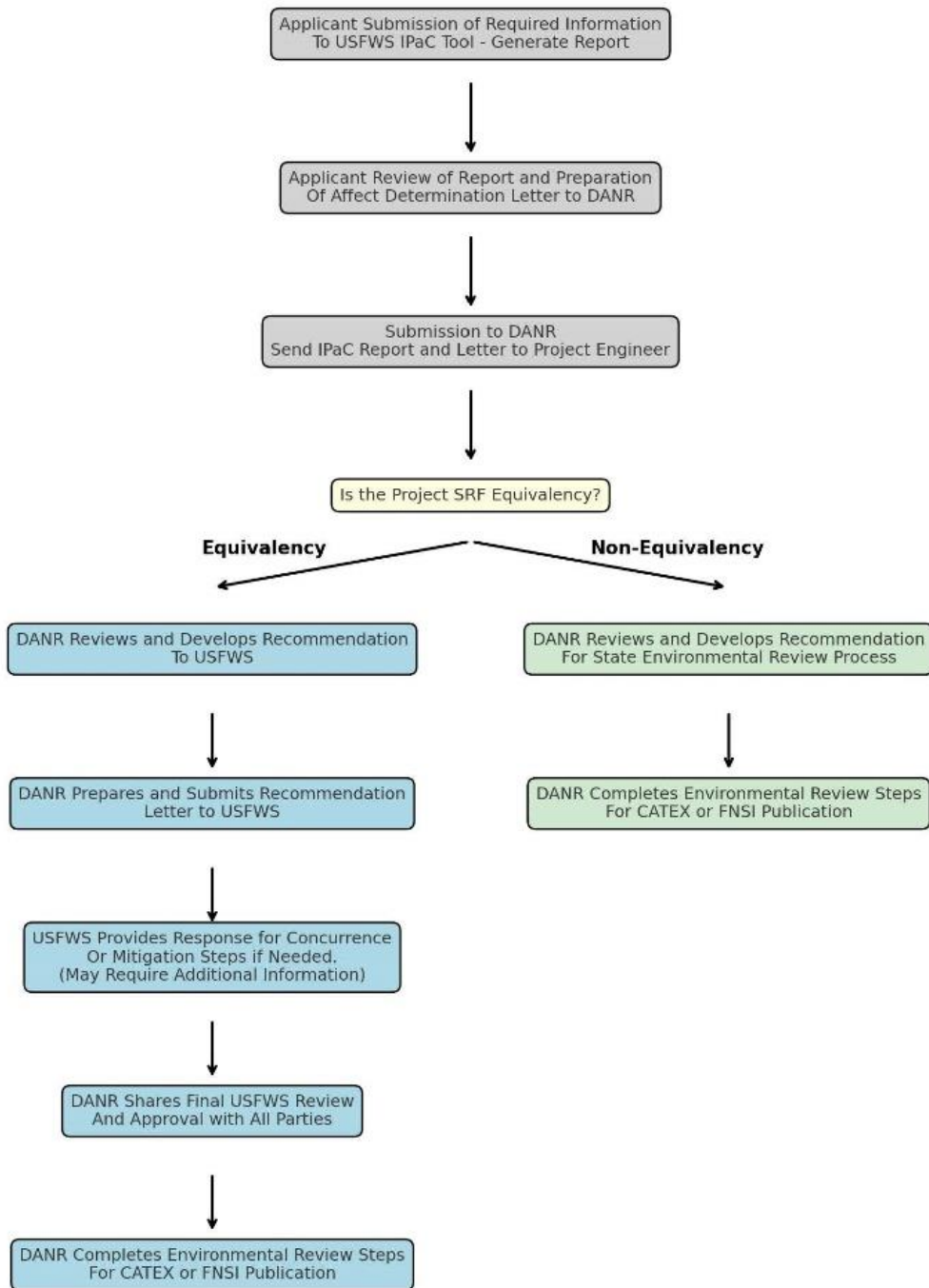
- Discussion of the ability of the existing wastewater infrastructure (treatment facilities, lift stations, and downstream mains) to accommodate the new flows;

- A map or maps of the project area that show the following:
  - Proposed project route;
  - Wetlands;
  - Any historic properties identified within the project area; and
  - Floodplains;
- Discussion of the ability of the existing infrastructure to accommodate the new flows;
- Discussion of the indirect and cumulative impacts that will result from the project, with emphasis on wetlands, historic properties, endangered species habitat, and floodplain development within the area of impact, and mitigation efforts to address any identified impacts; and
- Alternatives to consider: no-action.

### **Wastewater Treatment**

- Narrative describing the existing facility and a map of its location;
- Evidence of consultation from the DANR Water Quality program regarding potential stream reclassifications, change in permit conditions, or other items that may result in increased treatment requirements;
- All data, records, and technical information used for the basis of the design;
- Design calculations for each feasible alternative (this may be omitted for extensive mechanical treatment options);
- A map or maps for each alternative that show the following:
  - Wetlands;
  - Any historic properties identified within the project area;
  - Floodplains;
  - Airports;
  - All residences, commercial or business development, and water supplies within one-half mile of proposed lagoon, artificial wetland, or land application systems; and
  - Projects involving effluent irrigation or land application of bio-solids will require additional siting information.
- Supplemental information regarding the construction features and static water levels for each well located within one-fourth mile of proposed lagoon or artificial wetland, or land application systems and information regarding water use for each well located within 1,000 feet of proposed lagoon or artificial wetland, or land application systems;
- Alternatives to consider: no-action, collection rehabilitation where excessive I/I is identified, and various treatment technologies to include total retention and discharging lagoons systems, artificial wetlands, and mechanical treatment, where appropriate.

## APPENDIX A: US Fish & Wildlife Process



**SRF Non-Equivalency USFWS Process:**

1. Submission by applicant (or designee) of required project level information in USFWS IPaC tool <https://ipac.ecosphere.fws.gov/>. This will provide project level information based on USFWS records regarding potential endangered species and other natural resources. The information provided from the IPaC tool report and the information utilized in the submission must be kept in the project files and submitted to DANR.
2. The applicant (or designee) must review the USFWS IPaC tool documentation and prepare a letter to DANR. The letter must indicate the submitters determination of affect based on review of the information.
  - a. If no affect, clearly state this.
  - b. If a potential affect not likely to adversely affect, explain the specific potential impacts and the reason for them or mitigation measures proposed.
  - c. If an adverse affect, explain the specific impacts anticipated, mitigation proposed, or information on possible take of species. Further discussion and consultation with USFWS may adjust proposed measures.
3. Submission of information from steps 1 and 2 to DANR project engineer for review.
4. DANR will review provided information, request further clarification, if needed, and develop our recommendation for final determination as required for the State Environmental Review Process for SRF projects. If mitigation is necessary, that will be documented.
5. DANR will complete further environmental review steps and process to allow the completion and publication of a CATEX or FNSI.

**SRF Equivalency Project USFWS Process:**

Projects selected as SRF equivalency will be informed of this at or near the time of application submission. This only applies to a portion of all projects funded with SRF dollars. In addition to certain environmental review steps, Equivalency projects must also comply with BABA material procurement and for CWSRF federal Architecture/Engineering services procurement requirements.

1. Submission by applicant (or designee) of required project level information in USFWS IPaC tool <https://ipac.ecosphere.fws.gov/>. This will provide project level information based on USFWS records regarding potential endangered species and other natural resources. The information provided from the IPaC tool report and the information utilized in the submission must be kept in the project files and submitted to DANR.
2. The applicant (or designee) must review the USFWS IPaC tool documentation and prepare a letter to DANR. The letter must indicate the submitters determination of affect based on review of the information.
  - a. If no affect, clearly state this.
  - b. If a potential affect not likely to adversely affect, explain the specific potential impacts and the reason for them or mitigation measures proposed.

- c. If an adverse affect, explain the specific impacts anticipated, mitigation proposed, or information on possible take of species. Further discussion and consultation with USFWS may adjust proposed measures.
3. Submission of information from steps 1 and 2 to DANR project engineer for review.
4. DANR will review provided information, request further clarification, if needed, and develop our recommendation to USFWS as the designated federal agency for SRF projects.
5. DANR will prepare and submit a determination of affect recommendation letter to USFWS. Supporting information in steps 1 and 2 will also be provided.
6. USFWS will provide documentation concurring with DANR's recommendation of affect and mitigation steps, if necessary.
  - a. USFWS may request further information and consultation measures, if necessary. This will be determined on an individual project basis.
7. DANR will provide a copy of the final USFWS review and approval documentation to all parties for project files.
8. DANR will complete further environmental review steps and process to allow the completion and publication of a CATEX or FNSI.



## APPENDIX B: SHPO Process

Information to submit for cultural resources effects review:

- Completed Cultural Resources Effects Assessment Summary form (next page);
  - Please be detailed in project descriptions and if any eligible or potential eligible properties are listed the method for avoidance or eliminating impacts should be clearly described. This is especially important for railroad grades which are considered eligible.
- Database search of CRGrid, the database search is available at <https://apps.sd.gov/DE71SHPOCRGRID/>; and
- Archaeological survey for any project, or a portion of a project, where construction will occur in an undisturbed area, which includes pasture and tilled crop land.

**CULTURAL RESOURCES EFFECTS ASSESSMENT SUMMARY**

Applicant \_\_\_\_\_ Project Contact \_\_\_\_\_  
Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Legal Location of Project \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_ Project No. \_\_\_\_\_

Project Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For projects that involve new construction on vacant land please include information as to what previously occupied the site and whether that site has any known historic or archaeological significance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe below or attach information supporting the determination of effect.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A map showing the project location is required.** Drawings or photographs may also be helpful.

Please indicate the effect the project will have on cultural resources based on the review performed:

\_\_\_\_\_ No Historic Properties Affected: There are no historic properties present, or the undertaking will not affect any properties eligible for or listed in the National Register of Historic Preservation.

\_\_\_\_\_ No Adverse Effect: This property is listed in or eligible for the National Register of Historic Places. This project will have no adverse effect upon the historic significance of the property because the proposed undertaking meets the Secretary of the Interior’s Standards for the Treatment of Historic Properties.

\_\_\_\_\_ Adverse Effect: This property is listed in or eligible for eligible for the National Register of Historic Places. This project will have an adverse effect upon the historic significance of the property. (Attach proposed mitigation measures that may minimize the adverse effect.)

Prepared by: \_\_\_\_\_ Date \_\_\_\_\_

**DETERMINATION OF EFFECTS**

I have reviewed the project description and the information provided concerning historical and cultural effects of this project. Based on that review, the Department of Agriculture and Natural Resources concurs with the applicant's determination of the effects that the construction of this project will have on historical or cultural resources. Additionally, if historical or cultural resources are discovered during project construction, the contractor is required to cease construction and notify the State Historical Preservation Officer.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
SD Department of Agriculture and Natural Resources