

## **Drinking 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 drinking 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 Drinking Water System Certificate of Approval, Corps of Engineers 404 permits, and land/easement or water rights acquisition and schedule identifying project milestones.

#### **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.

### **NOTICE OF PUBLIC HEARING**

for the

### **WATER PROJECT**

The {city, town, district} is seeking \$XXX,XXX 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 Drinking Water State Revolving Fund (SRF) Program. The Drinking Water SRF loan terms are \_\_\_% for \_\_\_ years, and the Board of Water and Natural Resources may forgive all or 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.

The public hearing will be held at {location} on {date} at {time}.

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**

### **Water Distribution Replacement**

- A narrative description of the system to include age, present condition, problems occurring within the system; and known water loss;
- 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
- Alternatives to consider: no-action, trenchless technology, and open trench construction.

### **New Water Distribution Lines**

- Discussion of the capacity of the existing infrastructure and water supply source to accommodate the new demands;
- A map or maps of the project area that shows 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 water demand;
- Discussion of the direct and indirect/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.

### **Water Treatment**

- Narrative describing the existing facility and a map of its location;
- All data, records, and technical information used for the basis of the design;
- Evidence of sufficient water rights to provide water for the design capacity; and
- Alternatives to consider: no-action, appropriate treatment technologies, and regionalization or consolidation of systems, which must include formal proposals or correspondence from regional water system(s) stating ability and willingness to provide service and details and costs associated with the regional water system's proposal.

### **Water Storage**

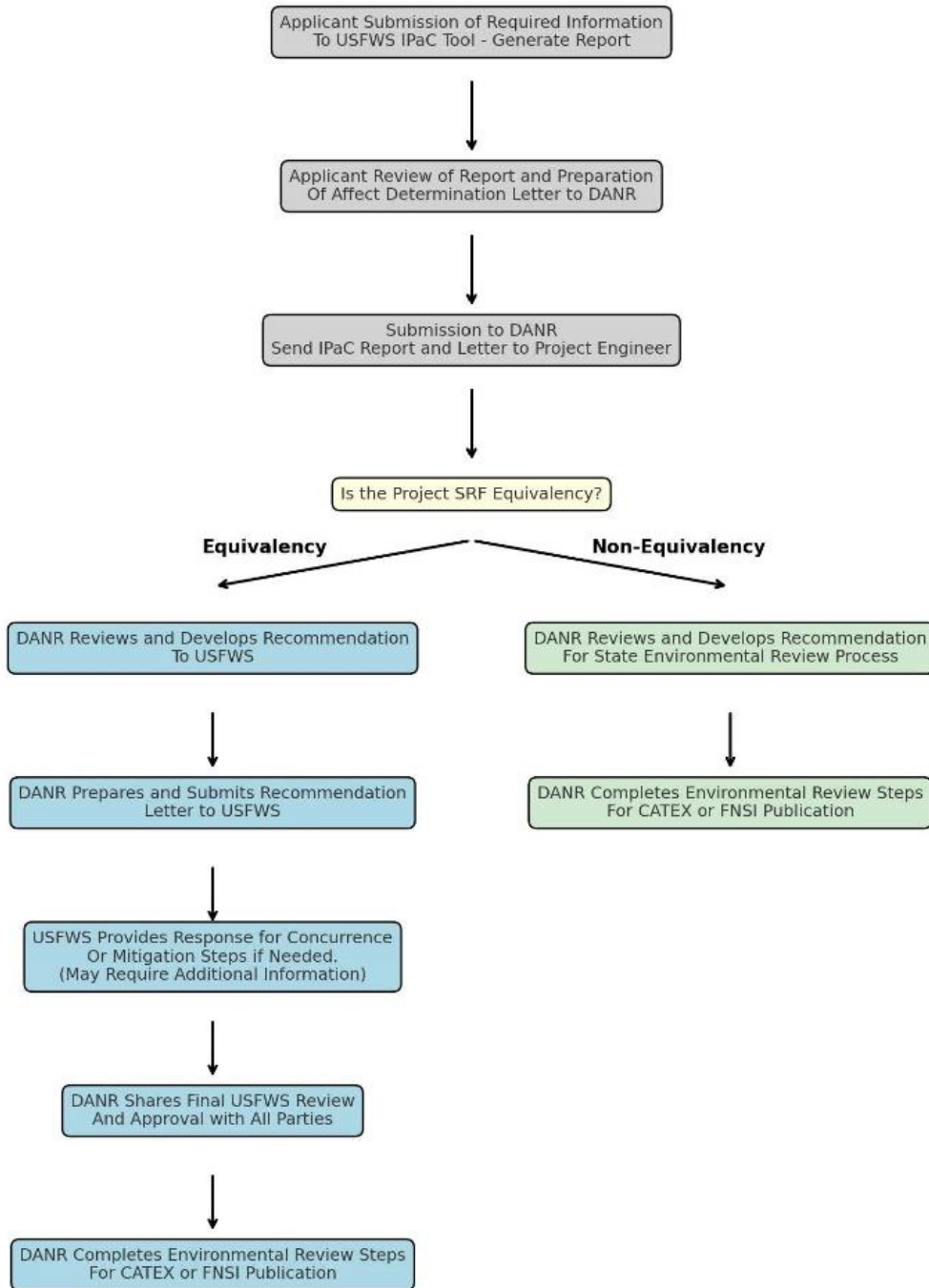
- Narrative describing existing water storage facilities, including the age of each facility;
- Discussion of future plans of any water storage facility that may be considered a historic property (50 years old or older);

- Historical water use records for average and peak conditions;
- Projected average and peak water use;
- A map or maps of the project area that shows the following:
  - Location of proposed project;
  - Wetlands;
  - Any historic properties identified within the project area; and
  - Floodplains if the project involves a booster station;
- Alternatives to consider: no-action.

### **Water Supply**

- Narrative identifying existing water source;
- Historical water use records for average and peak conditions;
- Projected average and peak water use;
- Discussion of how any potential contaminant source was taken into consideration during the site selection process, and if appropriate, how the risk posed by those potential contaminant sources to the new water source are to be mitigated (information regarding potential contaminant sources regulated by this department may be obtained from the DANR Water Quality Program's Source Water Coordinator);
- Discussion of the existing treatment facility's capacity to treat additional water;
- Discussion of the compatibility of the new source and the existing treatment system to meet Safe Drinking Water Act requirements;
- A map or maps of the project area that shows the following:
  - Project location;
  - Wetlands;
  - Any historic properties identified within the project area; and
  - Floodplains;
- Evidence of legal right to use and develop the water source; and
- Alternatives to consider: no-action and regionalization or consolidation of systems, which must include formal proposals or correspondence from regional water system(s) stating ability and willingness to provide service and details and costs associated with the regional water system's proposals.

## 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