Project Initiation Meeting Checklist and Sample Agenda

DNR Pre-Meeting Activities

- [ ] 1. Assign project manager (PM) and establish a DNR project tracking number once notification of a wastewater project is received from the Owner or their consulting engineer (hereafter referred to as AE).
- [ ] 2. Schedule project initiation meeting and location.
- [ ] 3. Send Project Initiation Meeting Agenda and Scope of Study Checklist to the Owner, AE, DNR field office, and other interested parties.
- [ ] 4. Transmit DNR's electronic records of plant monitoring data to the AE.

Meeting Agenda

- [ ] 5. Record project contacts for Owner, AE, DNR, and others, with names, mailing addresses, phone, fax, and e-mail addresses.
- [ ] 6. Additional project information should be presented by the DNR: field office inspection reports, compliance schedules, facility compliance reports, etc.
- [ ] 7. Discuss the proposed design flows and organic loadings as presented by the AE.
- [ ] 8. Discuss current and future needs for added capacity.
- [ ] 9. Discuss anticipated financing arrangements, including Planning and Design loan availability and plans for Clean Water State Revolving Fund construction loan or other financing program applications.

  SRF loan interest rates…
    a. are re-calculated each quarter based on a publicly available reference rate called BVAL to ensure the program is responsive to the market and can maintain a low-cost, long-term, perpetual funding source for all eligible projects. More information about BVAL is available from the [Municipal Securities Rulemaking Board (MSRB)](#).
    b. will always provide a substantial subsidy compared to borrowers' market borrowing costs.
    c. will be locked for 90 days on the later of 1) the date a complete bid package is received (as determined by DNR staff), or 2) the date of final environmental review clearance.
    d. are published at www.iowasrf.com and updated on the first business day of each January, April, July, and October.

  Any questions regarding loans or loan interest rates may be directed to Iowa Finance Authority: (800) 432-7230 or waterquality@iowafinance.com.

  Public Bidding Law Compliance
  "The SRF Program requires borrowers to comply with the Iowa Construction Bidding Procedures Act (Ch. 26 Public Construction Bidding). Prior to acceptance of an SRF Construction Loan Application, borrowers will be asked to provide an **opinion of legal counsel certifying compliance with Iowa public bidding laws**, to the extent applicable (for projects that award construction contracts after October 1, 2023)".

  SRF Links for more information
  - Brief CWSRF program overview: [About Us | Iowa State Revolving Fund (iowasrf.com)](#)
  - Planning and design loan information: [Planning & Design Loans | Iowa State Revolving Fund (iowasrf.com)](#)
  - Construction loan information: [Clean Water Loan Program | Iowa State Revolving Fund (iowasrf.com)](#)
  - SRF requirements (Environmental Review, Davis-Bacon, Use of American Iron and Steel, Municipal Advisor, Cost and Effectiveness: [Documents and Guides | Iowa State Revolving Fund (iowasrf.com)](#)

☐ 10. Provide overview of DNR Design Standards, Chapter 14 Reliability Criteria (unit process & power source) and New Process Evaluation Procedures, DNR Design Schedules and Project Management Procedures.

☐ 11. Discuss siting considerations:
- Probable location of facilities
- Receiving Stream and Classification
- Discharge Point Alternatives
- State Historic Preservation
- DNR Site Separation Criteria
- Flood Plain Permits
- Section 404 Requirements - Wetlands
- Important Farmlands
- Geotechnical Investigations and Coordination
- Land Acquisition - Federal requirements

☐ 12. Discuss on-going rule and policy changes which may impact the Waste Load Allocation or any other important design criteria.

☐ 13. Discuss Antidegradation implementation procedures and alternatives analysis.

☐ 14. Establish Scope of Study for preparation of a Facility Plan.

☐ 15. Discuss DNR Air Quality permitting requirements for emergency generators, if applicable (877-AIR-IOWA).

☐ 16. Discuss potential changes in operator certification requirements resulting from increases in design loadings and/or types of treatment (567 IAC 81).

☐ 17. Develop Project Schedule for Milestones.
- Preliminary Project Submittal by the AE with Design Flows and Organic Loadings
- Preliminary Concurrence with Design Flows and Organic Loadings
- If needed, issuance of a current Waste Load Allocation (WLA)
- Submit Antidegradation Alternatives Analysis (Exhibit 9A: Preliminary Review of Antidegradation Alternatives Analysis), if applicable
- *Submit Exhibit 5: SRF Environmental Review Checklist and consult with SRF Environmental Review Specialist on possible Categorical Exclusion
- *Schedule public hearing on Environmental Review
- Submittal of a complete Facility Plan, including required Design Schedules
- Procedures for applying for a CWSRF construction loan
- Submittal of application for an NPDES permit
- Preliminary Siting Approval for New or Expanded Wastewater Treatment Facilities
- *Completion of Environmental Information Document (EID) by SRF Environmental Review Specialist
- *Issuance of the Finding of No Significant Impact (FNSI)
- Facility Plan approval
- Design Conference
- 60 Percent Preliminary Plan and Specification Submittal
- Final Plan and Specification Submittal (*with Exhibit 12A: SRF Required Front-End Documents)
- Start Construction
- Completion of Construction

*May only be required for projects financed through CWSRF or other funding programs

DNR Post-Meeting Activity

☐ 18. Prepare meeting minutes summary and distribute to Owner, AE, DNR field office, central office sewage and project files, and others