Administrative Checklist for Wastewater Collection and Treatment Projects

State Revolving Fund
Minnesota Rules 7077

Municipality Name: ____________________________ MPCA Engineer: ____________________________
Project Number: ____________________________ Consulting Engineer: ____________________________

Submit PPL request forms (7077.0115) Total Points: ____________________________

NOTE: Complete Section A for a Planning Project, Section B for a Design Project, or Section C for a Construction Project. Enter the date (dd/mm/year) submitted or completed on the line.

Section A

Planning Projects, Submit Certification Request (Minn. R. 7077.0280, subp. 2)

Submit a description of scope of work and costs leading to an approved facilities plan.

Submit a schedule of completion of the facilities plan form.

(ISTS only) Submit a copy of draft ordinance that adopts Minn. R. ch. 7080.

MPCA Certification of Planning Project to PFA (Minn. R. 7077.0281, subp. 1)

Section B

Design Projects, Submit Certification Request. (Minn. R. 7077.0280, subp. 2).

Submit a schedule for completion of plans and specs.

(ISTS only) Submit a copy of draft ordinance that adopts Minn. R. ch. 7080.

MPCA Certification of Design Project to PFA. (Minn. R. 7077.0281, subp. 1)

Section C

Facilities Plan Submittal (7077.0272)

Facilities Plan supplemental information submittal (Minn. R. 7077.0272, subp. 2a.)

Submit SERP Mailing List form.

Submit a summary of the information presented at a Public hearing.

Submit formal resolution of adoption.

Submit a list of ordinances or intermunicipal agreements needed to complete project.

Submit signed treatment agreements with any significant industrial users (SIU).

Submit an EIW (or EAW if appropriate) form.

Submit Cost and Effectiveness Form [FWPCA Sec. 602(b)(13)]

MPCA Facilities Plan Preliminary Approval

PFA places project on IUP.

MPCA Completion of Environmental Review process. (ES or EAW?)

MPCA Issues Permit. (NPDES, SDS, or Sewer Extension?)

MPCA Facilities Plan Final Approval.

www.pca.state.mn.us • 651-296-6300 • 800-657-3864 • TTY 651-282-5332 or 800-657-3864 • Available in alternative formats
wq-wwtp2-37 • 2/13/15 • Page 1 of 2
Plans and Specifications Submittal. (Minn. R. 7077.0274)

Additional submittals. (Minn. R. 7077.0274, subp. 3)

Submit Project schedule form.
Submit a certification that full-time inspection will be performed.
Submit a certification that monthly written construction reports will be submitted.
Submit a copy of any finalized and executed intermunicipal agreements.

MPCA Plans and Specifications Approval.

Construction project certification submittals received. (Minn. R. 7077.0280, subp. 4)
Submit a Certification of Enactment of Sewer Use/Sewer Rate Ordinance form.
Submit evidence of certified operator. (60 days prior to initiation of operation.) (Minn. R. 7077.0286)
Submit an O&M Manual or O&M Manual certificate of completion form.
Submit a One-year Certification form.
Submit one copy of as-built plan and specifications on microfiche.
Submit a revised O&M manual or revised O&M Manual certificate of completion form.
Submit a Documentation of Sufficient Funds (are being collected) form.
If necessary, submit a corrective action report.

MPCA Certification of Construction Project to PFA. (Minn. R. 7077.0281, subp. 3)

MPCA completes Prefinal Inspection. (Minn. R. 7077.0286, subp. 2)
MPCA approves Initiation of Operation. (Start of one-year performance period) (Minn. R. 7077.0286)
MPCA completes Final Inspection. (Minn. R. 7077.0286, subp. 4)

One-year performance certification documents submittal. (Minn. R. 7077.0288)

MPCA Notification of satisfactory performance to PFA. (Minn. R. 7077.0290)