



# State Revolving Fund

## Administrative Checklist for Wastewater Collection and Treatment Projects

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.**

### Section A

\_\_\_\_\_ Planning Projects, Submit Certification Request (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** (7077.0281, subp. 1)

### Section B

\_\_\_\_\_ Design Projects, Submit Certification Request. (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.** (7077.0281, subp. 1)

### Section C

\_\_\_\_\_ Facilities Plan Submittal (7077.0272)  
\_\_\_\_\_ Facilities Plan supplemental information submittal (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.  
\_\_\_\_\_ **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.**

\_\_\_\_\_ Plans and Specifications Submittal. (7077.0274)

\_\_\_\_\_ Additional submittals. (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.

\_\_\_\_\_ Essential Project Components: \_\_\_\_\_ % (7077.0281, Subp. 3a.)

\_\_\_\_\_ **MPCA Plans and Specifications Approval.**

\_\_\_\_\_ Construction project certification submittals received. (7077.0280, subp. 4)

\_\_\_\_\_ Submit a Certification of Enactment of Sewer Use/Sewer Rate Ordinance form.

\_\_\_\_\_ (ISTS only) Submit a certification that municipality has enacted and enforces an ordinance that adopts Minn. R. ch. 7080, prohibits discharge from nonresidential structures, and establishes a maintenance plan.

\_\_\_\_\_ **MPCA Certification of Construction Project to PFA.** (7077.0281, subp. 3)

\_\_\_\_\_ Submit evidence of certified operator. (60 days prior to initiation of operation.) (7077.0286)

\_\_\_\_\_ Submit an O&M Manual or O&M Manual certificate of completion form.

\_\_\_\_\_ (60 days prior to initiation of operation.) (7077.0286)

\_\_\_\_\_ **MPCA completes Prefinal Inspection.** (7077.0286, subp. 2)

\_\_\_\_\_ **MPCA approves Initiation of Operation.** (Start of one-year performance period) (7077.0286)

\_\_\_\_\_ **MPCA completes Final Inspection.** (7077.0286, subp. 4)

\_\_\_\_\_ One-year performance certification documents submittal. (7077.0288)

\_\_\_\_\_ 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 Notification of satisfactory performance to PFA.** (7077.0290)