

Steps To Complete a Community Wastewater Project

1. Assess the level of need for a project.
 - A) Discuss the possibility of a project with residents, local organizations, etc.
 - B) Determine history of the problems and level of resident interest.
 - C) Review records/gather data to document problems.
 - D) Hold public meetings.

2. Identify likely funding sources for the project.
 - A) Perform an income survey to see if the community qualifies for grant assistance from state and federal agencies.
 - B) Discuss the project with state and federal funding agencies (Indiana Office of Community and Rural Affairs, Indiana Finance Authority SRF, Indiana Department of Environmental Management, Rural Development); bring community to Environmental Infrastructure Working Group.
 - C) Consider local funding options. For example, COIT, CAGIT, or CEDIT, community foundations, low-interest loans from local banks, community fund raisers, economic development commissions, and county government.

3. Conduct a preliminary engineering study – the outcome of which is a preliminary engineering report (PER) – to determine the most practical way to solve the wastewater problems.
 - A) Locate funding to finance the study (study costs can range from \$5,000 - \$30,000, depending on size of community and availability of funds).
 - B) Apply for planning grant/loan (if the community is unincorporated, applications are usually submitted by the county commissioners).
 - C) Choose an engineering company:
 - i) Appoint/select a committee of local residents to review qualifications
 - ii) Send out a request for qualifications
 - iii) Select 2-4 firms to interview
 - iv) Conduct interviews and select best firm
 - v) Negotiate a contract with the selected firm; if unable to reach an agreement, the committee may decide to begin negotiations with the next-best firm.
 - D) Outline options the committee would like the engineering company to include in study. Sign a contract (if the community is unincorporated, contracts are usually signed by the county commissioners).
 - E) Assist the engineer as needed with PER, which usually takes 3-6 months to complete. Until the PER is completed, it is not possible to estimate the monthly sewer bill.
 - F) Submit the PER to the community for approval, then to the Indiana Department of Environmental Management or Rural Development, depending on the source of funding.

4. Apply for construction grants/loans as identified in step #2. This step can include procuring a grant administrator, conducting an environmental or historic review, and evaluating the need to obtain easements.

5. Oversee construction of project and ongoing activities necessary to comply with funding requirements.