

Evaluation Checklist for Water & Sewer Utility Business Plans

Community: _____

Project Number: _____

Part 1: The Plan in General

	Yes	No	N/A	<i>Comments/Page # for reference:</i>
1.1. Was the BP prepared with the help/insight of more than one person in the community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2. Does the BP detail how the wider community was consulted in the development of proposed new/improved services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3. Is the BP free of major grammatical, spelling, and formatting errors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4. Are key assumptions reasonable, clearly defined, and substantiated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Part 2: Current Conditions and Future Plans

	Yes	No	N/A	<i>Comments/Page # for reference:</i>
2.1. Is there an accurate and understandable overview of the community and its current sanitation services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2. Is there an accurate and understandable description of the utility's current management structure, ownership, and legal authority to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3. Is there an organizational chart that is consistent with local ordinances/bylaws, and with current practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4. Are there reasonable population projections (i.e. those based on statistical trends, input from demographers, <i>and</i> local assumptions about the future)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5. Is there a clear description of the <i>planned</i> level of sanitation service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6. Are the number of homes currently served and the number that will be served by future phases identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.7. Does the utility demonstrate the stability in staffing and management to ensure roles identified in the BP are carried out successfully?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.8. Are operator certification levels required for the planned service identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.9. Is there evidence the operator(s) have that certification, or will be able to obtain it as needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.10. Does the BP explain what other training staff will need and how it will be provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.11. Does the utility appear able (legally and practically) to enforce the collection policy it needs to ensure success?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.12. Is an up-to-date and cited annual median household income (MHI) provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2.13. Does the BP explain how critical spare parts will be obtained when necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Part 3: Check the Math

	Yes	No	N/A	Comments/Page # for reference:
3.1. Do all calculations add up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2. Are line-item estimates for revenues and expenses consistent throughout the BP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3. Do revenue estimates include local contributions (subsidies)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Are those subsidies clearly identified in the BP, with an estimated amount from each source?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Is the reliability of revenue for those subsidies justified?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4. Do residential annual user fees exceed 4% of the MHI?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>If so, is there an explanation of how user fees are nonetheless reasonable?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.5. If commercial user fees are included as a revenue source, are the commercial users and their rates identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.6. Is there a collection rate that was calculated in a meaningful way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.7. Do projected collection rates exceed current collection rates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.8. Is there a statement that an engineer has determined the estimated costs for operation and R&R to be reasonable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.9. If reviewing a plan that's over three years old, do originally identified costs <i>still</i> seem reasonable (i.e. those for fuel, heat, travel, wages, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.10. Are any large outstanding debts of the utility identified and included in the calculations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.11. At a minimum, do revenues exceed O&M + R&R?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please provide clarifying comments for NO or N/A answers where applicable:
