

## PPL Submission Checklist

**(THIS FORM IS FOR YOUR ASSISTANCE ONLY. DO NOT  
SUBMIT IT TO THE MINNESOTA DEPARTMENT OF HEALTH)**

1. In the submission describe the following:
  - a. System description
  - b. Need for improvements
  - c. Alternatives (with cost estimate)
  - d. Alternative selected and why
  - e. General cost breakdown for proposed solution
  - f. Project schedule
  - g. Map (for distribution system projects)
2. Include cover letter, signed by water system or community official.
3. Systems serving >1,000 population must have implemented a water supply plan approved by the [Minnesota Department of Natural Resources \(www.dnr.state.mn.us/\)](http://www.dnr.state.mn.us/).
4. Submit proposal. Electronic submittals are preferred. If submitting via mail, two copies of the proposal are needed.
5. Send the submission early enough so it will be received by the Department of Health by the first Friday in May deadline.

Minnesota Department of Health  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-4700  
[todd.johnson@state.mn.us](mailto:todd.johnson@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

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*To obtain this information in a different format, call: 651-201-4700.*