|  |
| --- |
| **Submittal Checklist for Engineering Reports/Environmental Information Documents**(Last updated: May 2017) |
| *This checklist must accompany the initial submittal of all Engineering Reports/Environmental Information Documents. If your submittal does not contain this checklist, the Project Manager will not start review until it is received.* |
| **A. Number of Reports Submitted** |
| Number of Copies Submitted: [ ]  2 copies [ ]  4 copies (FONSIs only) [ ]  Other:       |
|  |
| **B. Contact Information** |
| ***Owner Information*** |
| *Is the contact person (Elected Official or Authorized Representative) different from the application?* [ ]  Yes [ ]  No |
| **First Name** | **Last Name** | **Suffix** | **Position** | [ ]  Elected Official |
|       |       |       |       | [ ]  Authorized Representative |
| **Mailing Address 1** | **Mailing Address 2** | **City** | **State** | **Zip Code** |
|       |       |       |       |       |
| **E-Mail Address** | **Phone Number** | **Extension (if applicable)** |
|       |       |       |
| ***Consultant Information*** |
| *Is the contact person different from the application?* [ ]  Yes [ ]  No |
| **Firm Name** | **First Name** | **Last Name** | **Suffix** |
|       |       |       |       |
|  **Mailing Address 1**  | **Mailing Address 2** | **City** | **State** | **Zip Code** |
|       |       |       |       |       |
| **E-Mail Address** | **Phone Number** | **Extension (if applicable)** |
|       |       |       |
| ***Environmental Information Document Contact Information*** |
| *Did a separate firm prepare the Environmental Information Document?* [ ]  Yes [ ]  No |
| *If Yes, complete the information below. If No, then continue to Part C (Project Information).* |
| **Firm Name** | **First Name** | **Last Name** | **Suffix** |
|       |       |       |       |
| **Mailing Address 1** | **Mailing Address 2** | **City** | **State** | **Zip Code** |
|       |       |       |       |       |
| **E-Mail Address** | **Phone Number** | **Extension (if applicable)** |
|       |       |       |
|  |
| **C. Project Information** |
| **Project Name**      |
| ***Project Type*** |
| *Check all that apply in terms of project type. Note that for the CDBG-I program, projects in both wastewater and water may be checked.* |
| [ ]  Wastewater Treatment Plant Equipment Repair and Replacement[ ]  Wastewater Treatment Plant Expansion[ ]  Collection System Rehabilitation and Replacement[ ]  Collection System Expansion[ ]  Reclaimed Water[ ]  Stormwater Best Management Practices[ ]  Stream/Buffer/Wetland Restoration[ ]  Rainwater Harvesting | [ ]  Water Treatment Plant Equipment Repair and Replacement[ ]  Water Treatment Plant Expansion[ ]  Water Line Rehabilitation and Replacement[ ]  Water Storage Repair/Replacement/Expansion[ ]  Water Source Development |

|  |
| --- |
| **D. Environmental Information** |
| *Check the box for the appropriate final information document required for the project and based upon the minor construction activities listed in Appendix A of the guidance (CWSRF, DWSRF, WW-SRP, and DW-SRP only), and any discussion with Division staff. Note: Under the CDBG-I program, the Responsible Entity will be in charge of the environmental review process. The Consultant should check which environmental document the Responsible Entity is preparing.* |
| ***Final Environmental Document*** |
| [ ]  Certificate of Exemption (CDBG-I only)[ ]  Categorical Exclusion Subject to §58.5 (CDBG-I only)[ ]  Categorical Exclusion (CWSRF and DWSRF only)[ ]  Approval Only (WW-SRP and DW-SRP) | [ ]  Categorical Exclusion Not Subject to §58.5 (CDBG-I only)[ ]  Finding of No Significant Impact (all funding programs)[ ]  Record of Decision (all funding programs) |
| *Check the box(es) for the river basin(s) where the project is found. This information is used for programmatic reporting purposes.* |
| [ ]  Broad[ ]  Cape Fear[ ]  Catawba[ ]  Chowan[ ]  French Broad[ ]  Hiwassee[ ]  Little Tennessee[ ]  Lumber[ ]  Neuse | [ ]  New[ ]  Pasquotank[ ]  Roanoke[ ]  Savannah[ ]  Tar-Pamlico[ ]  Watauga[ ]  White Oak[ ]  Yadkin |
|  |
| **E. Funding Information** |
| ***Estimated Project Cost*** |
| Provide the estimated Project Cost:       |
| ***Funding Source(s)*** |
| *Check the box(es) for each source of funding, including those outside of the Division. Place the amount(s) in the appropriate column.* |
| [ ]  CWSRF[ ]  DWSRF[ ]  CDBG-I[ ]  WW-SRP[ ]  DW-SRP | $      $      $      $      $       | [ ]  North Carolina Rural Center[ ]  USDA Grant/Loan[ ]  Bonds[ ]  Local Funds[ ]  Bank Loans[ ]  Other, Specify:       | $      $      $      $      $      $       |
|  |
| **F. Signature** |
| This submittal checklist has been completed and is, to the best of my knowledge, accurate. |
| Signature: |
| Date: |