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

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Suffix</th>
<th>Position</th>
<th>Elected Official</th>
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#### Consultant Information

Is the contact person different from the application? □ Yes □ No

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#### 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).

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### C. Project Information

#### Project Name

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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: