

## Submittal Checklist for Engineering Report/Environmental Information Document

(Revised: 1/14/10)

This checklist must accompany each submittal that you make to the Facilities Evaluation Unit (FEU). If your submittal does not include this checklist, then the project will be returned to you. Unless otherwise instructed, complete all sections.

### A. Basic Information

Version Submittal:	Original	First Revision	Second Revision	Third Revision	Fourth Revision
	Amendment		SSES		
Check the box for the appropriate revision.					
Number of Copies Submitted:	6 (DMCA, CE, approval only)		19 (FONSI only)		
	Other (Revisions, EIS, Amendments, SSES)		Number (if other):		

If the submittal is for a revision, then the applicant may skip Parts B through G *unless* any of the information has changed.

### B. Owner Information

**Owner Name:**

<b>Contact First Name:</b>	<b>Contact Last Name:</b>	<b>Contact Suffix:</b>	<b>Contact Position:</b>	
<b>Address 1:</b>			<b>Address 2:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>Phone Number:</b>	<b>E-mail Address:</b>

### C. Architect/Engineer Information

**Firm Name:**

<b>Contact First Name:</b>	<b>Contact Last Name:</b>		<b>Contact Suffix:</b>	
<b>Address 1:</b>			<b>Address 2:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>Phone Number:</b>	<b>E-mail Address:</b>

### D. Environmental Information Document Information

Did a separate firm draft the Environmental Information Document (EID)?    Yes    No  
 If No, please skip this section and continue to Part E.

**Firm Name:**

<b>Contact First Name:</b>	<b>Contact Last Name:</b>		<b>Contact Suffix:</b>	
<b>Address 1:</b>			<b>Address 2:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>Phone Number:</b>	<b>E-mail Address:</b>

## Submittal Checklist for Engineering Report/Environmental Information Document

(continued)

### E. Project Information

#### Project Description

Briefly describe the project.

#### Project Type (check all that apply).

Decentralized Systems Gravity Sewer Construction/Expansion/ Rehabilitation Pump Station/Force Main Construction/Expansion/ Rehabilitation Reclaimed Water System Spray Irrigation Construction	Spray Irrigation Expansion Stormwater Control Stream Restoration Water Conservation WWTP Equipment Replacement/Upgrade WWTP Expansion WWTP Construction
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**County:** (List the County in which the project is located.):

### F. Environmental Information

#### Environmental Documentation

(Check the type of environmental document required.)

CE (STAG Projects Only)	DMCA (SRF Projects Only)	FONSI
Approval (SRL, SEL, SRG, Amendment, SSES projects only)		ROD

#### River Basins

(Check all that apply)

Broad Cape Fear Catawba Chowan French Broad Hiwassee Little Tennessee Lumber Neuse	New Pasquotank Roanoke Savannah Tar-Pamlico Watauga White Oak Yadkin
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#### Watershed Impairment

Yes	No	If you checked Yes, list the stream(s) impaired.
(Check if your project encompasses an area where impaired streams exist.)		1.
		2.
		3.
		4.
Does this project specifically address this impairment?		
Yes	No	

## Submittal Checklist for Engineering Report/Environmental Information Document

(continued)

<b>G. Financial Information</b>			
<b>Estimated Project Cost:</b> \$			
<b>Primary Funding Source</b>			
(Select the <i>primary</i> funding source from Construction Grants and Loans.)			
State Revolving Fund (SRF)	\$	State Revolving Loan (SRL)	\$
State and Tribal Assistance Grant (STAG)	\$	State Revolving Grant (SRG)	\$
State Emergency Loan (SEL)	\$	Other:	\$
<b>Other Funding Source(s)</b>			
(Check all boxes for other funding sources. Other CG&L sources may be checked if used. Beside each checked box, list the funding amount for each source.)			
SRF	\$		
STAG	\$		
SEL	\$		
SRL	\$		
SRG	\$		
Clean Water Management Trust Fund	\$		
North Carolina Rural Center	\$		
USDA Grant	\$		
Rural Water Association	\$		
Bonds	\$		
Local Funds	\$		
Bank Loans	\$		
Other (list):	\$		

<b>H. Engineering Report/Environmental Information Document</b>	
<b>Engineering Report</b>	
If your submittal is an ER/EID, complete this part only and sign in Part L. If your submittal is not an ER/EID, skip to Part I or J. Check the boxes only after you have ensured that your Engineering Report contains the following. If parts are missing, including a PE seal on the report, it will be returned without a review.	
PE Seal Front Matter (Table of Contents, List of Figures, List of Tables, List of Appendices) Executive Summary Project Description Current Situation	Future Situation Alternatives Description <sup>†</sup> Present Worth Analysis Alternatives Analysis <sup>†</sup> Revenue and User Fee Analysis (if applicable) Appendices
<sup>†</sup> Under the currently available 2005 guidance the Alternatives Description and Alternatives Analysis are considered to be one under the heading Alternatives Analysis.	
<b>Environmental Information Document</b>	
Check the boxes only after you have ensured that your Environmental Information Document contains the following. If parts are missing, it will be returned without an environmental review.	
Project Description Purpose and Need Existing Environment	Mitigative Measures Environmental Justice Project Location Map

## Submittal Checklist for Engineering Report/Environmental Information Document

(continued)

<b>Environmental Information Document (continued)</b>	
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Environmental Consequences Discussion of Secondary and Cumulative Impacts	Appendices
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<b>I. Engineering Report Amendment</b>	
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Complete this part *only* if you are submitting an ER amendment. Then sign Part L. Check the boxes only after you have ensured that your Engineering Amendment contains the following. If parts are missing, it will be returned to you without a review.

PE Seal and signature Summary, Conclusion and Recommendation Project Description Justification	Cost Effectiveness User Fee Analysis Environmental Corridor
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<b>J. Sanitary Sewer Evaluation Surveys (SSES)</b>	
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Complete this part *only* if you are submitting a SSES. Then sign Part L. Check the boxes only after you have ensured that your SSES contains the following. If parts are missing, it will be returned to you without a review.

Summary, Conclusion, and Recommendations History Current Situation Rehabilitation	User Charges and Eligibility Environmental Assessment Public Participation.
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<b>K. Additional Information</b>	
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(Provide any additional information that the Facilities Information may need to be made aware of during reviews. Example: Deadlines related to other funding.)

<b>L. Signature</b>	
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(Sign after completing form.)

This submittal checklist has been completed and is, to the best of my knowledge, accurate.

<b>Signature:</b>	<b>Date:</b>
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<b>For FEU Use Only</b>	
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Date Received:	Received by:
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