Instructions for Completing Part B: Streamlined Engineering Report

1. Before completing this section, read through it in its entirety.

2. Complete Question 1 of the checklist. Download and complete only the tables that apply to your project type. For wastewater treatment infrastructure projects, complete only Tables WW-1 through WW-12. For non-point source/stormwater projects, complete only Tables NPS-1 through NPS-6. For energy or water efficiency projects complete only Tables EE-1 through EE-6. Include the submittal checklist below with your application.

3. Once you have completed this section, the Owner and Engineer must sign the **certification page**, which is downloadable as a separate file. ***The Engineer responsible for the preparation of the streamlined Engineering Report must sign and seal the certification page.***

4. Include all attachments required for Part B as shown below. For items related to the Integrated Priority Ranking System, *submit only those that are applicable*. Use the submittal checklist to ensure that you have the appropriate information.

5. The project information you must include with your application is listed below.

- **Integrated Priority Ranking System Documentation**
  - Records of Sanitary Sewer Overflows (SSOs)
  - Notices of Violation (NOVs) issued for NPDES or non-discharge systems
  - Letters from your county health department or DEH correspondence documenting failing septic systems
  - Verification that collection system/pump stations/force mains are older than 30 years
  - Copy of Special Order by Consent (SOC)
  - NOVs or groundwater monitoring data
  - NOVs, corrective action plan, and/or Comprehensive Site Assessment (CSA)
  - Map of potable well locations

- **Wastewater Projects**
  - Source for service area population (if applicable)
  - Printouts of worksheets used for ER calculations
  - Infiltration (Table WW-3)
    - WWTP flow records for 3 months
    - Water billing records for same 3 months
  - Inflow (Table WW-4)
    - WWTP flow records for 5 dry-weather days preceding rain events specified for residential, commercial, and industrial flow
    - Records of peak industrial flow
  - Current Flows (Table WW-5)
    - Water billing records for the population in the service area for residential, commercial, and industrial flows
    - Letters showing flow commitments
  - Future Flows (Table WW-6)

        - Letters of Intent for planned industrial flows
    - User Fees and Revenue Generation Analysis
        - Copies of sheets showing current user rate structure in addition to Section 4 of the funding application (Part A) (Tables WW-10 and WW-11).

- **Non-Point Source Discharge & Stormwater**
    - Project Calculation Excel worksheets

- **Energy Efficiency Projects**
    - Project Calculation Excel worksheets

5. Once you have completed the tables in this part that are appropriate for your project as well as Parts C and D, read and sign the Project Certification. The Owner must read and sign. The engineer preparing this part must sign and seal the Project Certification. If a different person prepared the Environmental Information Document (Part D), then that person must sign the Environmental Documentation section of the certification. ***Note: We will deem unsigned Project Certification pages incomplete and will return the entire application package to you.***

Submittal Checklist for the Streamlined Engineering Report

1. What type of project is your project?

   ☐ Wastewater Project
   ☐ Nonpoint Source Discharge/Stormwater project
   ☐ Energy Efficiency Project

2. Is your project a green project as discussed in the Ranking System guidance?

   ☐ Yes
   ☐ No

3. Do you have the following? Check each box, or, if Not Applicable, check the box beside N/A.

   ☐ Type of project checked in Question 1?
   ☐ Question 2 checked Yes or No?
   ☐ Signed Project Certification pages?

   Integrated Priority Ranking System Documentation

   ☐ ☐ N/A Records of SSOs
   ☐ ☐ N/A NOVs issued for NPDES or non-discharge systems
   ☐ ☐ N/A Letters from your county health department or DEH correspondence documenting failing septic systems
   ☐ ☐ N/A Verification that collection system/pump stations/force mains are older than 30 years
   ☐ ☐ N/A Copy of SOC
   ☐ ☐ N/A NOVs or groundwater monitoring data
   ☐ ☐ N/A NOVs, corrective action plan, and/or CSA
   ☐ ☐ N/A Map of Potable well locations

   Wastewater Projects

   ☐ Tables WW-1 through WW-13 completed
   ☐ Printout of project calculation worksheets
   ☐ ☐ N/A Source of information used to determine service area population
   ☐ WWTP flow records for 3 months
   ☐ Water billing records for 3 months
   ☐ WWTP flow records for 5-day dry-weather days preceding rain events with residential, commercial, and industrial flows specified
   ☐ Records of peak industrial flow
   ☐ Water billing records for the population in the service area for residential, commercial, and industrial flows

- ☐ Letters showing flow commitments
- ☐ Letters of Intent for planned industrial flows
- ☐ Copies of sheets showing current user rate structures

Nonpoint Source Discharge/Stormwater Projects

- ☐ Tables NPS-1 through NPS-7 completed
- ☐ Printout of project calculation worksheets

Energy or Water Efficiency Projects

- ☐ Tables EE-1 through EE-7 completed
- ☐ Printout of project calculation worksheets

PROJECT CERTIFICATION

Applicant's Certification

I, _____ attest that this
(type or print signing authority name.) *(title)*

application for _____ has been reviewed by me and is
(project name)

accurate and complete to the best of my knowledge. I understand that if all required parts of this application are not completed and that if all required supporting information and attachments are not included, this application will be returned to me as incomplete. I further certify that the applicant or any affiliate has not been convicted of an environmental crime, has not abandoned a wastewater facility without proper closure, does not have an outstanding civil penalty where all appeals have been exhausted or abandoned, are compliant with any active compliance schedule, and do not have any overdue annual fees under Rule 2T .0105. **Note**: In accordance with NC General Statutes 142-215.6A and 143-215.6B, any person who knowingly makes any false statement, representation, or certification in any application package shall be guilty of a Class 2 misdemeanor, which may include a fine not to exceed $10,000 as well as civil penalties up to $25,000 per violation.

Signature: _____ Date: _____

Professional Engineer's Certification

I, _____
(Type or print name of Engineer Contact.)

attest that the Engineering Report for _____
(Type or print project owner name.)

has been reviewed by me and is accurate, complete, and consistent with the information supplied in the Engineering Report and all supporting documentation to the best of my knowledge. Although other professionals may have developed certain portions of this submittal package, inclusion of these materials under my signature and seal certifies that I have reviewed this material and have judged it to be consistent to the proposed design. **Note**: In accordance with NC General Statutes 142-215.6A and 143-215.6B, any person who knowingly makes any false statement, representation, or certification in any application package shall be guilty of a Class 2 misdemeanor, which may include a fine not to exceed $10,000 as well as civil penalties up to $25,000 per violation.

North Carolina Professional Engineer's seal, signature, and date

Environmental Document Preparer's Certification

I, _____

(Type or print name of Environmental Consultant Contact.)

attest that the Environmental Information document for _____

(Type or print project owner name.)

has been reviewed by me and is accurate, complete, and consistent with the information supplied in the Environmental Information Document and all supporting documentation to the best of my knowledge. Although other professionals may have developed certain portions of this submittal package, inclusion of these materials under my signature certifies that I have reviewed this material and have judged it to be consistent to the proposed design. **Note**: In accordance with NC General Statutes 142-215.6A and 143-215.6B, any person who knowingly makes any false statement, representation, or certification in any application package shall be guilty of a Class 2 misdemeanor, which may include a fine not to exceed $10,000 as well as civil penalties up to $25,000 per violation.

Signature: _____ _____ Date: _____