Submittal Checklist for Engineering Report/Environmental Information Document (Original Submittal)

(Revised: 9/5/2012)

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				
Project Name:				
Report Type: Engineering Report/Environmental Information Document Amendment Check the box for the appropriate revision. Number of Copies Submitted: 6 (DMCA, CE, or approval required) 19 (FONSI only) Other (EIS Only) Number (if other):				
B. Owner Information				
Owner Name:				
Contact First Name:	**Contact Last Name:**		**Contact Suffix:**	**Contact Position:**
Address 1:			**Address 2:**	
City:	**State:**	**Zip Code:**	**Phone Number:**	**E-mail Address:**
C. Architect/Engineer Information				
Firm Name:				
Contact First Name:	**Contact Last Name:**			**Contact Suffix:**
Address 1:			**Address 2:**	
City:	**State:**	**Zip Code:**	**Phone Number:**	**E-mail Address:**
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:				
Contact First Name:	**Contact Last Name:**			**Contact Suffix:**
Address 1:			**Address 2:**	
City:	**State:**	**Zip Code:**	**Phone Number:**	**E-mail Address:**

Submittal Checklist for Engineering Report/Environmental Information Document

(continued)

E. Project Information

Project Description

Briefly describe the project.

Project Type (check all that apply).

Wastewater Treatment Plant Construction/ Expansion/Modification
Collection System Expansion
Wastewater Treatment Plant Equipment Repair & Replacement
Collection System Rehabilitation & Replacement
Reclaimed Water System
Stormwater Best Management Practices
Stream/Wetland/Buffer Restoration
Energy Efficiency for Wastewater Infrastructure
Rainwater Harvesting

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

Watershed Impairment

Yes No
(Check if your project encompasses an area where impaired streams exist.

Does this project specifically address this impairment?
Yes No

If you checked Yes, list the stream(s) impaired.
1.
2.
3.
4.

Submittal Checklist for Engineering Report/Environmental Information Document

(continued)

G. Financial Information

Estimated Project Cost: $

Other Funding Source(s)

(Check all boxes related to the applicable funding sources for this project. Other CG&L sources may be checked if used. Beside each checked box, list the funding amount for each source.

CWSRF – Base Program	$
CWSRF – Principal Forgiveness	$
CWSRF – Green Project Reserve	$
STAG	$
SEL	$
SRL	$
Clean Water Management Trust Fund	$
North Carolina Rural Center	$
USDA Grant/Loan	$
Bonds	$
Local Funds	$
Bank Loans	$
Other (list):	$

H. Engineering Report/Environmental Information Document

Engineering Report

If your submittal is an ER/EID, complete this part only and sign in Part K. If your submittal is not an ER/EID, skip to Part I. 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†
- Present Worth Analysis
- Alternatives Analysis†
- Revenue and User Fee Analysis (if applicable)
- Appendices

†Under the currently available 2005 guidance the Alternatives Description and Alternatives Analysis are considered to be one under the heading Alternatives Analysis.

Environmental Information Document

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.

- Existing Environment
- Environmental Consequences
- Discussion of Secondary and Cumulative Impacts
- Mitigative Measures
- Environmental Justice
- Project Location Map
- Appendices

I. Engineering Report Amendment

Complete this part *only* if you are submitting an ER amendment. Then sign Part K. 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

J. Additional Information
(Provide any additional information that the Facilities Information may need to be made aware of during reviews. Example: Deadlines related to other funding.)

K. Signature	
(Sign after completing form.)	
This submittal checklist has been completed and is, to the best of my knowledge, accurate.	
Signature:	**Date:**

For FEU Use Only	
Received by:	Date Received: