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 Not Subject to §58.5 (CDBG-I only)
☐ Categorical Exclusion Subject to §58.5 (CDBG-I only)	☐ Finding of No Significant Impact (all funding programs)
☐ Categorical Exclusion (CWSRF and DWSRF only)	☐ Record of Decision (all funding programs)
☐ Approval Only (WW-SRP and DW-SRP)	

Check the box(es) for the river basin(s) where the project is found. This information is used for programmatic reporting purposes.

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

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	$	☐ North Carolina Rural Center	$
☐ DWSRF	$	☐ USDA Grant/Loan	$
☐ CDBG-I	$	☐ Bonds	$
☐ WW-SRP	$	☐ Local Funds	$
☐ DW-SRP	$	☐ Bank Loans	$
		☐ Other, Specify:	$

F. Signature

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

Signature:

Date: