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| **Submittal Checklist for Engineering Reports/Environmental Information Documents**(Last updated: December 2022) |
| *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. Submittal** (Project Engineer may request a hard copy if needed for ease of review) |
| Mode of submission: [ ]  Email DWI Project Engineer [ ]  Upload to the link provided by the DWI Project Engineer |
|  |
| **B. Contact Information** |
| **Owner/ Recipient*:***       |
| *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*** *(SRF and CDBG funded projects only)* |
| *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:      DWI Project No.(s):      PWSID No. (for Drinking Water projects):       |
| ***Project Type*** |
| *Check all that apply in terms of project type.*  |
|  | [ ]  Drinking Water[ ]  Wastewater[ ]  Stormwater  |

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| **D. Environmental Information (**for SRF and CDBG funded projects only**)** |
| *Check the box for the appropriate final information document required for the project and based upon the activities listed in Appendix A of the guidance or 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 (SRF only) | [ ]  Categorical Exclusion Not Subject to §58.5 (CDBG-I only)[ ]  Finding of No Significant Impact[ ]  Record of Decision |
| *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:***       |
| ***Funding Source(s)*** |
| ***Funding Secured (amount should equal total of the funding sources listed below):*** |
| *Check the box(es) for each secured source of funding, including those outside of the Division. Place the amount(s) in the appropriate column.*  |
| [ ]  Total amount financed by DWI  | $      $      $      $      $      $      $       | [ ]  North Carolina Rural Center[ ]  USDA Grant/Loan[ ]  Bonds[ ]  Local Funds[ ]  Bank Loans[ ]  Other, Specify:       | $      $      $      $      $      $       |
| Plan of action if secured funding is less than the project cost:       |
|  |
| **F. Signature** |
| This submittal checklist has been completed and is, to the best of my knowledge, accurate. |
| Signature: |
| Date: |