For Special Appropriation Grants from Congress
We strongly advise you to complete the environmental review process before beginning construction.

We need the following information to process your grant request. To save time, please do the following:

- Answer every question,
- Include all supporting documentation,
- Provide well-researched answers,
- Use "Not Applicable" for questions rather than leave an answer blank.

Please Note: the most common cause of delay with these projects is incomplete documentation pertaining to Items 9a and 9b in the following document.

Return completed and signed document and supporting documentation to:
Ken Westlake
Chief, NEPA Implementation Section (Mail Code E-19J)
Office of Enforcement and Compliance Assurance
U.S. Environmental Protection Agency
77 West Jackson Boulevard
Chicago, IL 60604

1. Project Title and Description

2. Project Sponsor/Local Sponsor (Contact Name, Address, Telephone no., Fax, email)

3. Project Location Description and Project Plans
Include the following information:

□ Map(s) showing existing structures, potential location(s) of new or upgraded structure(s), area(s) that will be disturbed by the project, including construction staging area(s). Provide a scale bar, north arrow, legend, and Township, Range, and Section of the site location on each map.
□ Label and describe existing land type(s)/land use(s) showing potentially-impacted environment(s) and site feature(s) (e.g., public/private property, developed or landscaped areas, roads, historic properties, wetlands, forested areas, rivers, streams, 100-year floodplain, prime farmland, wild and scenic rivers, protected areas, above and below ground utilities, U.S. EPA designated sole source aquifer areas, etc).
□ Digital photographs of unique features (e.g., wetlands, vegetation, historic properties, etc.). On the map include position of photographer for each picture. Label each photo to indicate direction of view.

4a. Project Need What need does the project address?
Will this project resolve a local problem or emergency? ___Yes ___No
Is this project being pursued in response to a compliance order? ___Yes ___No

4b. Alternatives Have other alternatives to resolve the problem been considered? Briefly describe alternatives including the "no action" alternative and reason(s) for selecting the proposed alternative.

4c. Project Funding Will this project be funded by other state or federal agencies? ___Yes ___No
If environmental reviews are required by these other agencies, have they been started?
___Yes ___No
Briefly describe additional funding sources and applicable environmental reviews.

5a. Construction Timing Has project construction begun? ___Yes ___No
If yes, describe activities and percent of project completed. Please provide a construction schedule.

5b. Project Phases Is the proposed project a new project? ___Yes ___No
Is the proposed project part of a larger project? ____Yes ____No
If the proposed project is one phase of a larger project, describe duration and purpose of larger project.

6. Project Magnitude Data
6a. Population Data Current population of the entire community:_____ [1]
Expected population of the community 20 years from now:_____
Will the proposed project service the entire population increase? ___Yes ___No
If not, discuss what measures might be necessary at a later date to accommodate the expected increase in population.

6b. Footprint of New Construction Does the project entail building on new footprint? ___Yes ___No
Will the project involve only functional replacement of equipment or construction of new ancillary facilities adjacent to existing facilities? ___Yes ___No
If yes, describe modifications to existing facility.

6c. Area of Affect Total project acreage to be disturbed and/or linear feet of pipeline to be lain:_____
Number of residential units affected:_____
Commercial, industrial or institutional buildings affected (total sq. ft.):_____

[1] 2000 census data is available from the U.S. Census Bureau at http://www.census.gov.

7. Land Cover Types Estimate the project site acreage of each of the following land types before and after project construction:

	Before	After
Floodplains		
Wetlands		
Wooded/Forest		
Brush/Grassland		
Cropland/Farmland		
Lawn/Landscaping		
Impervious surfaces		
Other (describe)		
TOTAL		

If Before and After totals are different, explain why.

8. Permits List below any permits that will be needed to implement the project. Next to each permit, indicate if the applicable permit has been secured and list contact name and telephone number for each permitting agency.

Check with local, state, and federal agencies to determine necessary permits.

Local -

State –

Federal –

9. Impacts to Human and Natural Resources
Please consider long-term and short-term impacts when answering Questions 9a – 9m.

Long-term impacts could be, but are not limited to, land type or land use conversion, etc.
Short-term impacts could be, but are not limited to, surface water runoff, construction noise, erosion, sedimentation, temporary loss of vegetative cover, wildlife disturbance, construction-associated vibration, air pollution, etc.

9a. Historic Properties Have you initiated the process with the State Historic Preservation Office (SHPO)? ___Yes ___No If not, we recommend following through with this step as soon as possible.

Will the project have the potential to affect resources listed in or eligible for listing in the National Register of Historic Places? ___Yes ___No

If the project has the potential to affect historic properties, provide the following:

- digital photographs of each historic property,
- identify and label each resource(s) on a map that shows the proposed project and the proposed Area of Potential Effect,
- describe potential impacts (e.g., removal, noise, visual, etc.),
- describe any measures that have been taken to first avoid and then minimize impacts,
- describe the proposed compensation measures that will be taken for any unavoidable impacts.

If you have determined that historic properties will not be impacted, explain how this conclusion was reached.

Has SHPO concurrence been received? ___Yes ___No
Include a copy of all correspondence.

9b. Threatened, Endangered and/or Sensitive Species To obtain information regarding the existence of Federally- and state-listed species or critical habitat within the proposed project area, follow the directions below to access the U.S. Fish and Wildlife Service (U.S. FWS) website and the applicable state Department of Natural Resources (DNR) website where your project is located.

Provide the following:

- website search results,
- communication with state wildlife agencies, and
- digital photographs of the project area and adjacent natural habitat (e.g., vegetated area or waterbody outside of, but adjacent to or near, the project area) should be included with this Document. Digital photographs should be labeled, and the project map should be marked with the position of the photographer for each picture.
- measures taken to first avoid or minimize adverse impacts. Describe any best management practices to be used during project construction (e.g., seasonal construction restrictions).

Federally-listed species

The **U.S. FWS** website can be accessed at:
http://www.fws.gov/midwest/Endangered/section7/s7process/index.html
to determine if federally-listed threatened or endangered species or critical habitat is present in the county(s) where the proposed project will be built. Website Contents contains the following pertinent sections:
* Step-by-step instructions for the Section 7(a)(2) consultation process;
* Species distribution and critical habitat lists by county;
* Species basic life history information; useful tool to evaluate whether the project area contains suitable habitat.

Print and submit the county list and pertinent life history information. Following review of this information, US EPA will make a determination regarding the likelihood of effect and whether additional documentation and consultation with the US FWS is necessary.

State-listed species

The following section contains instructions for how to perform the website search by state. Include a copy of all correspondence with the state wildlife agency, including a copy of the initial request submitted to the DNR.

For the Illinois Department of Natural Resources

Access the IDNR website at www.dnr.state.il.us. Access the EcoCat heading (lower left portion of page) and follow the links to General Information. Applicant should select request to initiate consultation (Question 1); government action will be performance (construction) (Question 2). If applicant is completing EcoCat request, applicant should supply contact information under Applicant and Contact Information for Question 5; if consultant is completing EcoCat request, applicant's information should be supplied under Applicant and Contact Information and consultant's contact information should be supplied under Contact Information for Question 5. Project information including an address or description of location (e.g., 1000' north of Main Street), county, and at least one Township, Range, and

Section of some part of the project area must be supplied. This information will allow applicant to pan over the map to select the entire project area. When the entire project area is shown, selecting the EcoCat button will draw rough project boundaries for submission. A termination report will be generated by the IDNR when consultation is complete.

For the Michigan Department of Natural Resources
Access the MDNR website at www.michigan.gov/dnr. Accessing the Wildlife and Habitat heading (left portion of page), follow the links to Endangered and Nongame and Protection of Threatened Species. Under the heading: Working With Endangered Species, follow the links to Endangered Species Assessment, and complete the Assessment Process. Termination correspondence will be generated by the MDNR when consultation is complete.

For the Minnesota Department of Natural Resources
Access the MnDNR website at www.dnr.state.mn.us for the request form. From the MnDNR webpage, access Divisions & Offices (left side of page); under Divisions, access Ecological Resources; on Division of Ecological Resources page, access Natural Heritage and Nongame Research under Nongame Wildlife and Rare Resources column; on Natural Heritage and Nongame Research Program page access Natural Heritage Information System (lower half of page); on Natural Heritage Information System page access NHIS Data Request Form under Data Request (bottom of page). The Request Form should be submitted to the MnDNR with an adequate map(s) and supporting information which adequately depicts the project area(s). Termination correspondence will be generated by the MnDNR when consultation is complete.

For the Wisconsin Department of Natural Resources
Access the WDNR website at //dnr.wi.gov/org/land/er for the request form. Under the Endangered Resources Review & Planning heading (left portion of page), access the Endangered Resources Review sub-heading (left portion of page), and click on Endangered Resources Review Request Form. The request form is found under Natural Heritage Inventory (NHI) Endangered Resources Review Request (1700-047). The Request Form found at subheading 1700-047 can be faxed or mailed to the WDNR complete a project description, map, and photographs illustrating habitat which will be impacted. A response will be generated by the WDNR within 4-6 weeks.

9c. Recreation Will the project impact designated parks, recreation areas or trails? ___Yes ___No
If yes, indicate how these resources will be impacted and mitigation measures which could be taken to reduce impact. Include digital photographs of these resources, if present.

9d. Farmlands Will the project impact prime or unique farmlands or land within an agricultural preserve as defined by the Department of Agriculture Natural Resources Conservation Service? ___Yes ___No
If yes, indicate which parcels will be impacted. Include a completed version of NRCS Form AD-1006.

9e. Visual Impacts Will the project impact scenic views or vistas during construction or operation? ___Yes ___No
If yes, indicate which scenic views or vistas will be impacted. Include digital photographs of these resources, if present.
Will the project create adverse visual impacts during construction or operation (e.g., glare from intense lights, lights visible in wilderness areas, large visible plumes from cooling towers or exhaust stacks, etc.)? ___Yes ___No
If yes, describe the source, duration, quantity, etc. and minimization and/or mitigation measures which could be taken.

9f. Habitat Will the project impact vegetation within the project area? ___Yes ___No
If yes, describe type of habitat, acreage, type and size (e.g., diameter breast height) of trees, shrubs, etc. that will be impacted. Include digital photographs of any impacted vegetation.

Will impacted vegetation be replanted? ___Yes ___No
Indicate which species will be used to mitigate impacts to vegetation. We strongly suggest the use of native species. Discuss maintenance protocols and measures of success which will be employed to ensure successful mitigation.

Will the project have the potential to affect animal species (e.g., common mammals, birds, amphibians) other than threatened, endangered or sensitive species?___Yes ___No
If any of these animal species will be impacted, identify the species and how they could be impacted by the project.

9g. Environmental Justice Does the project area have a proportion of the population, greater than the State's average, who are members of racial/ethnic minority categories or who have incomes less than twice the State's official poverty level?[2] ___Yes ___No
Provide applicable demographic data for the area affected by the project.

9h. Relocations Will people or businesses be relocated as a result of this project?
___Yes ___No
If yes, describe the extent and nature of the relocations. Many relocation-related impacts and activities are covered by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (as amended) and would apply to any project utilizing federal grants.
Have members of the community expressed concern about relocations?
___Yes ___No
If yes, describe how these concerns will be resolved.

9i. Public Feedback Will the project result in positive or negative changes in local perceptions of health or safety, economic development or project costs? ___Yes ___No
Has the community expressed concern about any aspect of the project? ___Yes ___No
If yes, how were those concerns expressed (e.g., editorials, public meetings, other state agency's environmental documents, etc.)?
If yes to either of the above questions, explain plans and changes and describe measures to minimize or avoid adverse impacts.

9j. Service Rates Will the project cause an increase in residents' monthly service rates? ___Yes ___No
If yes, provide an estimate of average current rate and increase (in $) which includes annual operation and management costs, etc.

[2] Demographic data needed to calculate population proportions is readily available from the U.S. Census Bureau at http://www.census.gov.

9k. Infrastructure and Public Services Will new or expanded utilities, roads, other infrastructure or public services be required to serve the project? ___Yes ___No
If yes, describe additional services needed, expected impacts, and possible mitigation.

9l. Construction Disturbance Will the project generate odors, dust, noise or vibrations during construction or during operation? ___Yes ___No
Will the project generate silt or stormwater runoff changes during construction or during operation? ___Yes ___No
If yes, describe source(s), characteristics, duration, and any proposed measures to mitigate adverse impacts, including best management practices. Also identify locations of nearby sensitive receptors (e.g., hospital, school, etc.) and estimate impacts on them. Discuss potential impacts on human health or quality of life.

10. Physical Impacts to Aquatic Resources
Please consider the project's long-term and short-term impacts on aquatic resources (e.g., waterbodies or wetlands) when answering Questions 10a – 10e.

Long-term impacts could be dredging, filling, vegetation cutting/removal, stream diversion, placement of outfall structure, diking, and impoundment, etc.
Short-term impacts could be surface water runoff, erosion, sedimentation, temporary loss of vegetative cover, wildlife disturbance, etc.

10a. Surface Water Impacts Any surface waters present (e.g., a lake, pond, stream or drainage ditch)? ___Yes ___No
Identify the State's "designated use" for each waterbody and identify whether each waterbody is meeting its designated use. If not, what are the reasons the impaired waterbody is not meeting its designated use.

10b. Wetland Direct Impacts Any wetlands present in project area?__Yes __No__Not Sure
If your project area is not completely covered by impervious surface, there is uncertainty regarding whether wetlands exist. Please review the National Wetland Inventory or the Wisconsin Wetland Inventory maps[3] and consult with the appropriate wetlands personnel (e.g., Army Corps of Engineers and/or appropriate state agency[4]). If this information is inconclusive, a consultant may need to complete a wetland determination. Forward all information (e.g., telephone conversations, digital photographs, applicable section of National Wetland Inventory or the Wisconsin Wetland Inventory maps, etc.) to our office for review. *If wetlands will be filled or dredged, attach a wetland delineation report prepared in accordance with the U.S. Army Corps of Engineers 1987 Wetland Delineation Manual.*

If you answered yes to 10a or 10b, please identify the water or wetland resource and how it will be affected. Also, describe measures taken to avoid, minimize, and mitigate negative impacts.

10c. **Indirect Impacts** Will any surface waters or wetlands be impacted via surface water runoff, construction or maintenance activities, other pollutants, etc.? ___Yes ___No
If yes, identify the water or wetland resource and how it will be affected. Also, describe alternatives considered and measures taken to avoid, minimize or mitigate negative impacts.

10d. Potential Stormwater Runoff Impacts In order to assess stormwater runoff impacts, give the acreage to be graded or excavated and the cubic yards of soil to be moved:
acres:_____ cubic yards:
Describe the following:

- any steep slopes or highly-erodible soil types and identify them on the site map,
- any erosion and sedimentation best management practices to be used during and after project construction to prevent runoff impacting receiving waters,
- permanent controls to manage or treat runoff, and
- any stormwater pollution prevention plans in place in the project area.

[3]Wetlands locations can be determined using the National Wetland Inventory (http://wetlandsfws.er.usgs.gov/) or the Wisconsin Wetland Inventory (http://www.dnr.state.wi.us/org/water/fhp/wetlands/mapping.shtml).

[4]In Illinois, contact the Department of Natural Resources; in Michigan, contact the Michigan Department of Environmental Quality; in Minnesota, contact the Minnesota Pollution Control Agency; in Wisconsin, contact the Department of Natural Resources.

10e. Wellhead Protection Area Impacts Any wellhead protection areas located in project area? ___Yes ___No

11.Water-related Special Features

11a. Special Surface Water Feature Impacts Does any part of the project involve a Coastal Zone Management area, a delineated 100-year flood plain, or a state or federally designated wild or scenic river segment? ___Yes ___No
If yes, has the appropriate permit been obtained?

11b. Sole Source Aquifer Impacts Is the project located within a U.S. EPA designated sole source aquifer? ___Yes ___No
If yes, describe potential impacts to the aquifer resulting from construction and/or operation of the project.

12. Drinking Water Infrastructure (Complete this section only if your project is related to drinking water infrastructure)
Capacity of existing treatment facility:_____
Capacity of proposed treatment facility:_____
Number of existing users: (residential, commercial, industrial, institutional) _____
Number of proposed users after project is implemented: (residential, commercial, industrial, institutional)_____

12a. Water Well Impacts Will the project involve installation of any water wells? ___Yes ___No
If yes, are other private water wells located in the area? ___Yes ___No
If yes, have the appropriate construction and use permits been obtained from the state agency?
Provide the location of existing and a new well(s) on a map, depth to groundwater, duration and quantity of water to be extracted, and potential affects to the public water supply.

12b. Well Abandonment Will any existing water well(s) be abandoned? ___Yes ___No
If yes, discuss best management practices used to abandon an existing well(s).

12c. Public Water Supplies Will the project include withdrawals from or changes to any public water supply or ground or surface water? ___Yes ___No
Name the drinking water source(s) (e.g., river, wells, reservoir, etc.).

12d. Water Withdrawal Reporting Reporting annual amounts of water withdrawn from a lake or river to state agencies? ___Yes ___No
If so, which agency will receive the report?

12e. Water Use Efficiency Will management tools and/or ordinances be used to increase water efficiency? ___Yes ___No
If yes, describe which tools will be used.

13. Sanitary Wastewater Infrastructure (Complete this section only if your project is related to sanitary wastewater infrastructure)
Capacity of existing treatment facility:_____
Capacity of proposed treatment facility:_____
Number of existing users: (residential, commercial, industrial, institutional) _____
Number of proposed users after project is implemented: (residential, commercial, industrial, institutional)_____
Will the proposed action take place in a sewered community? ___Yes ___No

13a. Sanitary Wastewater Composition Quantify all sanitary, storm, municipal and industrial wastewater. Describe composition of all sources of municipal and industrial wastewater to be treated at the facility. Describe any significant industrial sources.

13b. Wastewater Treatment Methods Describe existing wastewater treatment methods and upgrades that would be part of the proposed project.

13c. Effluent Discharge Points Identify receiving waters, including major downstream water bodies.[5] Will the action result in the creation of a new discharge to surface or ground waters? __Yes __No
Will the action result in the relocation of existing discharge to surface or ground waters? __Yes __No
If yes, indicate location of new discharge on project map.

Will the action result in an increase in the volume of discharge to receiving waters? ___Yes ___No
If yes, indicate increase in volume of discharge.

Will the action result in a change in the concentration of pollutants to receiving waters? ___Yes ___No
If yes, indicate which pollutant load(s) is expected to increase.

13d. Combined Sewer Overflow Plans Is the proposed project part of a long-term control plan or other combined sewer overflow (CSO) control plan? ___Yes ___No
If yes, has the State approved/certified the control plan or issued an enforcement document (e.g., NPDES permit, administrative order or consent decree which includes a schedule for implementation of the approved CSO plan) ? ___Yes ___No

13e. Sludge Disposal Describe the type and amounts of sludge. Identify method and location of disposal.

13f. Water Use Efficiency Will management tools and/or ordinances be used to increase water efficiency? ___Yes ___No
If yes, describe which tools will be used.

[5]Data needed to determine environmental information about your watershed is available from the U.S. EPA at http://www.epa.gov/surf/.

14. Solid and Hazardous Wastes and Storage Tanks

14a. Construction/Demolition Waste Describe types, amounts, and compositions of solid, special or hazardous wastes, including waste produced during construction/demolition. Identify method and location of disposal. Discuss the disposal of environmentally-sensitive materials (e.g., water towers covered in lead paint, asbestos, PCBs, etc.)?

14b. Groundwater Protection Measures Identify any toxic or hazardous materials to be used or present at the site and identify measures to be used to prevent groundwater contamination.

14c. Storage Tanks Indicate the number, location, size, and use of any above- or below-ground tanks to store petroleum products or other materials, except water, to be installed as part of the proposed project. If yes, has the appropriate permit been obtained for underground tanks?

14d. Previous Contamination Identify any potential environmental hazards located on the site due to past site uses (e.g., soil contamination or proximity to nearby hazardous liquid or gas pipelines). If the proposed project extends outside existing facility footprint, determine if known Superfund sites are located near the proposed project and list them here.[6]

15. Soils and Geologic Conditions

15a. Soil Types Describe the project area's soil types and provide a mapping of them, giving NRCS classifications, if known. Discuss soil granularity and potential for groundwater contamination from wastes or chemicals spread or spilled onto the soils. Assess the potential for contamination of drinking water wells from such contamination. Discuss any measures to prevent such contamination.

[6]Data regarding Superfund sites is available from the U.S. EPA at http://www.epa.gov/superfund/sites/.

15b. Special Geologic Features Describe any of the following geologic site hazards to groundwater and also identify them on the site map: sinkholes, shallow limestone formations, karst conditions, cave systems or earthquake prone areas. Describe measures to avoid or minimize environmental problems due to any of these geologic features.

16. Traffic Will construction of this project involve rerouting or controlling traffic? ___Yes ___No
If yes, describe traffic changes and how long traffic will be disrupted.

17. Air Quality
17a. Air Quality of Project Area Is the project in a maintenance or non-attainment area for any priority air pollutant (e.g., 8-hr. Ozone, PM 2.5, etc.) under the federal Clean Air Act?
___Yes ___No
If yes, describe the impact the project will have on ambient air quality.

17b. Construction-related air emissions Estimate the project's effect on air quality during construction. Discuss the effect of construction equipment and possible mitigation involving that equipment.

17c. Stationary source air emissions Describe the type, sources, quantities, and compositions of any emissions from stationary sources of air emissions (e.g., boilers, exhaust stacks or fugitive dust sources). Include any hazardous air pollutants and any greenhouse gases and ozone-depleting chemicals. Describe any proposed pollution prevention techniques and proposed air pollution control devices. Describe the impacts to air quality.

18. Materials Recycling and Voluntary Measures Will the project generate materials which can be recycled (e.g., construction and demolition materials, hazardous waste)? ___Yes ___No
If yes, which materials will be recycled? U.S. EPA has reference information concerning materials recycling and green building initiatives; contact the U.S. EPA for this information.

19. Land Use

19a. Project Area Land Use Describe current and recent past land use and development on the site and on adjacent lands. Discuss project compatibility with adjacent and nearby land uses.

19b. Land Use Plans Does an adopted land use plan/economic development plan or zoning ordinances exist for the project area? ___Yes ___No If yes, include a copy with this Document.
Is the proposed project consistent with the adopted land use plan? ___Yes ___No
If not, describe how any conflicts will be resolved.

19c. Neighborhood Continuity Will the project result in changes in established links between neighborhoods? ___Yes ___No
Will the project result in changes in family networks, business networks or other social networks? ___Yes ___No
If yes to any of the above questions, describe measures to minimize or avoid adverse impacts.

20. Other Potential Impacts If the project may cause any adverse impacts not addressed by Items 1 through 19, identify and discuss them here, along with any proposed mitigation.

21. Cumulative Impacts Considering resources that your project will impact, identify any past, present or reasonably foreseeable future projects which impact these same resources. This answer will provide important contextual information.

CERTIFICATION[7]

I hereby certify that the information contained in this document is accurate and complete to the best of my knowledge, and that this document describes the complete project. There are no other projects, stages or components other than those described in this document, which are related to the project as connected actions or phased actions.

Signature _____ Date _____

Title _____

[7] **Signed Environmental Information Document will be made available for public notice, as part of the project records.**