

OKLAHOMA FUNDING AGENCY COORDINATING TEAM

**CHECKLIST FOR
ENVIRONMENTAL INFORMATION
DOCUMENT/ENVIRONMENTAL
REPORT
FOR
WATER and WASTEWATER
PROJECTS**

ENDORSED BY:

**OKLAHOMA WATER RESOURCES BOARD
OKLAHOMA CITY AREA INDIAN HEALTH SERVICE
USDA - RURAL DEVELOPMENT - OKLAHOMA
OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY
OKLAHOMA RURAL WATER ASSOCIATION
OKLAHOMA DEPARTMENT OF COMMERCE
COMMUNITIES UNLIMITED INC.**

Revised: June 28, 2017

Executive Summary

The attached "Checklist for the Preparation of the Environmental Information Document/Environmental Report" (EID/EnvR) has been developed to facilitate funding agency compliance with the National Environmental Policy Act (NEPA) for proposed water and wastewater projects in Oklahoma. The applicants for funding of these types of projects will be required to submit an EID/EnvR to the appropriate funding agency(s) unless the proposed project meets the criteria for being excluded from an environmental review as discussed below. For projects with multiple agency funding, each agency will need a copy of the EID/EnvR. Upon final acceptance of the EID/EnvR the agencies will notify the applicant of the acceptance of the EID/EnvR and of further agency-specific requirements to conclude the environmental review process.

The state and federal agencies which provide funding for water and wastewater projects in Oklahoma have agreed to accept the attached checklist to assist in the preparation of the EID/EnvR. It is important for the EID/EnvR to follow the format as shown in the checklist. This will facilitate agency review and acceptance of the EID/EnvR.

Please note that only projects which will utilize funds that have a federal identity require the completion of an EID/EnvR. Those funding sources are as follows:

1. USDA Rural Development Loan and Grant Programs for Water and Wastewater (RD)
2. Department of Commerce Community Development Block Grants (CDBG)
3. Oklahoma Water Resources Board Clean Water State Revolving Fund (CWSRF)
4. Department of Environmental Quality Drinking Water State Revolving Fund (DWSRF)
5. Indian Health Service (IHS)

National Environmental Policy Act

NEPA establishes the basic charter for the protection of the environment. The goals of NEPA have been extended through executive orders and additional environmental laws and regulations since the initial inception of NEPA. In order to achieve the goals, NEPA set up a tiered approach to environmental compliance. Supporting documentation for environmental compliance with NEPA is as follows:

Categorical Exclusions

Certain types of projects may not require the completion of an EID/EnvR. Generally, these types of projects would not cumulatively over time, or in conjunction with other projects, have a significant effect on the quality of the human environment.

Categorical Exclusions must be approved by the funding agencies, based upon the information provided to the agency by the applicant. It is extremely important for the applicant to contact the agency in the early planning stages to determine if the proposed project will fit the criteria for a Categorical Exclusion. Each agency has its own required documentation for Categorical Exclusions.

Environmental Information Document/Environmental Report

The EID/EnvR describes the proposed project and its relationship to the environment and should supplement the Engineering Report. However, each document should be a standalone document. For example:

Section I - Engineering Report

Section II - Environmental Information Document/Environmental Report

The agencies will use the EID/EnvR to assess project compliance with NEPA. Upon acceptance of the EID/EnvR the applicant will be notified of any additional information needed to conclude the environmental review process. Each funding agency has their own process to follow after accepting the EID/EnvR. Generally, this involves the agency taking the EID/EnvR and completing an Environmental Assessment. At the point of completion of the assessment, the agency will issue the "Finding of No Significant Environmental Impact" (FONSI). The issuance of the FONSI most generally would involve public notification as directed by each agency.

Environmental Impact Statement

If, through the environmental review process, it is determined that the proposed project will have a significant impact on the environment, and cannot be resolved by the completion of an EID/EnvR, then an Environmental Impact Statement will need to be completed. Alternatives to mitigate the impacts to affected environmental resources will need to be further examined. Additional consultation will need to occur with other federal and state agencies that have jurisdiction over specific environmental resources.

Prior to beginning the environmental review process, please contact the proposed funding agency/agencies.

USDA RD Offices

Atoka (580) 889-6668
Chandler (405) 258-1405
Woodward (580) 256-3375
Muskogee (918) 682-8831
Hobart (580) 726-3347
Vinita (918) 256-7863

IHS, NEPA Coordinator 405-951-3705

CDBG – Department of Commerce 405-815-5356

CWSRF – OWRB Financial Assistance 405-530-8800

DWSRF – DEQ Water Quality 405-702-8100

ORWA – 405-672-8925

Communities Unlimited Inc. – 479-443-2700

EID/EvR Checklist

I. PROJECT SCOPE.

- Name of project and description.
- Potential funding sources.

II. PROJECT PLANNING AREA.

A. Location, maps, photographs, and sketches.

- Provide a map showing legal and natural boundaries of entire service area. Include north arrow, latitude and longitude and section, township and range.
- Include a map showing new service areas or annexed areas.

B. Growth areas and population trends.

- Describe the population projections within the project planning area and/or concentrated growth areas for the defined design period (must be based on recognized sources).

C. Current and projected water use data/wastewater flow projections.

- Describe present water consumption.
- Provide projected maximum daily demands and peak hourly flow.
- Include a summary of the current and projected water use data.
- Current volume and strength of sewer flows shall be provided.

D. Environmental concerns in the service area.

- Describe major environmental concerns in the service area.

E. Community engagement.

- Describe community engagement in the project planning process.

III. EXISTING FACILITIES AND NEED FOR PROJECT.

A. Location and layout.

- Provide site plan.
- Provide schematic layout of existing facilities.

B. Condition of existing facilities.

- Discuss existing water source quantity and quality.
- Distribution Lines: discuss adequacy and suitability for continued use, and compliance with DEQ requirements (consent orders, etc.).

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Pump stations and storage: discuss adequacy and suitability for continued use, and compliance with DEQ requirements (consent orders, etc.).

Treatment facilities: discuss adequacy and suitability for continued use, and compliance with DEQ requirements (consent orders, etc.).

C. Health and safety.

Discuss concerns expressed by regulatory agencies, and relevant correspondence included.

Include reference to applicable agency regulation(s) for example Notice of Violation, consent Orders, etc.

Handicap accessibility (for federally funded projects): Provide a description of the accessibility of the office or other public spaces. Any deficiencies should be addressed in the proposed project.

Security: Provide determination of necessary security improvements as defined by the system's vulnerability assessment. Note: The information contained in the EID/EvR should only describe the construction necessary to enhance the water system's security. It should not provide any specific information regarding inadequacies.

D. System O&M.

Provide description of concerns (indicate those with greatest impact).

Describe investigation of water losses and/or infiltration and leakage.

Discuss inefficient design(s).

Discuss O&M problem elimination prior to adding additional capacity.

E. Growth Capacity.

Describe growth capacity necessary to meet needs during planning period.

30% growth or greater will require additional documentation.

Determine facilities needed to meet future growth.

Design for phased construction.

Provide number of new customers committed to project.

F. Sanitary sewer system availability.

Describe existing sewer system & treatment at plant, if affected by proposed project.

Describe effect of proposed project on existing sewer system.

IV. ALTERNATIVES CONSIDERED.

A. Summary of alternatives considered.

Proposed alternative.

Other alternatives.

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No Action alternative.

B. Alternative development process discussed.

- Follow FACT Environmental Effects Matrix in Appendix A.
- Discuss reasons for omitting any alternatives.

C. System mapping.

- Include location and mapping of existing and proposed facilities. Include north arrow, latitude and longitude and section, township and range.

V. ENVIRONMENTAL IMPACTS OF SELECTED ALTERNATIVE.

Provide copies of all requests and response letters.

A. Formally classified land.

- Request for review letter sent to National Park Service, Forest Service, and Fish and Wildlife Service.
- National Park Service review letter.
- Forest Service review letter.
- Fish and Wildlife Service review letter, coordinate with funding agency.

B. Important farmland.

- Request for review letter sent to NRCS.
- NRCS review letter with AD-1006, "Farmland Conversion Impact Rating," or NRCS-CPA-106, "Farmland Conversion Impact Rating for Corridor Type Projects".
- NRCS Web Soil Survey Important Farmland Map with project marked.
- Letter/email returning completed AD-1006 to NRCS.

C. Floodplains.

- Request for review letter sent to FEMA.
- Request for review letter sent to Local County Floodplain Administrators.
- FEMA maps with project marked, relative to the 100 and 500-year floodplain.
- Request for review letter sent to US Army Corps of Engineers, Water Management Branch.

D. Wetlands.

- Request for review letter sent to US Army Corps of Engineers, Regulatory Branch.

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- National wetland inventory map with project marked.
- Wetlands delineation according to Army Corps of Engineers standards.

E. Historic properties.

Section 106 Consultation with SHPO

- Letter or form initiating consultation with the SHPO and the state archeologist.
- Letter of response from SHPO to consultation request (if not a concurrence letter).
- Archaeological survey report (if necessary).
- SHPO and the state archeologist concurrence letter.

F. Native American historic consultation.

Consultation with Native American Tribe(s) and Nation(s)

- Applicant tribal notification and invitation for tribal engagement.
- Agency invitation for tribal consultation (if sent in addition to above).
- THPO/tribal officer consultation response letter.
- THPO/tribal official concurrence letter.
- Use TDAT for a list of consulting tribes within the project area.

G. Biological resources.

- Request for review letter sent to expert Agency(ies).
- Request for review letter sent Department of Environmental Quality.
- Department of Environmental Quality review letter.
- Complete FWS IPAC report on the USFWS website, consult funding agency if necessary. See link in guidelines.
- Section 7 finding letter (*Rural Development projects only*).
- Geological survey review letter (*Rural Development projects only*).
- Forest Service review letter.

H. Water quality, air quality, transportation, noise, scenic rivers, etc.

- Request for review letter sent to expert Agency(ies) listed in Appendix B & C.
- State Environmental Agency review letter(s) (if more than one State Environmental Agency is contacted).
- EPA review letter, if in Sole Source Aquifer area.
- Agency letter Wild & Scenic River (FWS, NPS and GRDA).
- Department of Environmental Quality review letter.

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I. Socio-economic issues.

- Environmental Justice Maps, see link in guidelines.

J. Environmental due diligence.

- Phase I Environmental Site Assessment.
- Phase II Environmental Site Assessment.
- Certificate of Decontamination.

K. Local governmental review.

- Request for review letter to local Council of Government (COG).
- If proposed project is in the USACE boundaries of a USACE lake, then request for review letter to the USACE lake office.

L. Effects on environmental resources of selected alternative.

- Direct effects.
- Indirect effects.
- Cumulative effects.

VI. CORRESPONDENCE AND PUBLIC PARTICIPATION.

- Public participation as required by funding agency. See Guidelines for specific guidance.

VII. SUMMARY OF MITIGATION MEASURES.

- List adverse effects found and mitigation measures to address adverse effects.