State Environmental Review Process Information Packet Coversheet

To be completed by Clean Water State Revolving Fund (CWSRF) Applicants and Recipients and sent to Ecology's Project Manager and Environmental Review Coordinator

Applicant/Recipient and Project Information	
Applicant/Recipient (Organization):	
Loan number (if known):	
Project Title:	
Project Contact Person:	Telephone:
Address:	
Email:	
Brief Project Description:	

Please submit all documentation listed below with this form to Ecology's Project Manager and Environmental Review Coordinator for review and approval.

Check the boxes below to indicate that the SERP packet includes documentation for the items listed. Provide comments for additional information when needed.

1. State Environmental Policy Act (SEPA), National Environmental Policy Act (NEPA) review or Tribal Environmental Policy Act[1] (TEPA) documentation included:

   a. Project description includes the entire area of effect. ☐
   b. Project description includes all phases, stages, and elements of the project. ☐
   c. Resource impacts accurately described. ☐
   d. SEPA checklist or TEPA/NEPA document. ☐
   e. The signed SEPA determination or TEPA/NEPA finding. ☐

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[1] Tribes are not subject to SEPA. Please submit a NEPA document or Tribal equivalent (TEPA). For assistance, see NEPA/TEPA Guide for American Indian and Alaska Native Communities, 2000. Mittelstaedt, G. Suagee, D. and L. H. Nelson.

f. Documentation that the lead agency solicited public comments during SEPA, NEPA or the TEPA process (affidavit of publication or similar). ☐

g. Attach comments received during the SEPA/NEPA/TEPA process ☐

h. If you are applying for a SEPA exemption, contact your Ecology Environmental Review Coordinator and request the SEPA certification form. ☐

i. If you are applying for a NEPA categorical exclusion, contact your Ecology Environmental Review Coordinator and request the NEPA Record of Environmental Consideration form. Tribes may also apply for NEPA categorical exclusions. ☐

Additional Information for Ecology:

2. The Clean Water Act State Revolving Fund requires additional public outreach and community engagement beyond SEPA/NEPA/TEPA - even if for exempt projects. Provide documentation on how you met the following requirements. Tip: Start outreach during the project *Planning Phase* when reviewing alternatives.

a. Provide your public/legal advertisement of the meeting. ☐

b. Provide information on ways you advertised public meetings or opportunities to provide input to the community. ☐

c. For any in-person or virtual meetings, provide Ecology with a documented history of what occurred at the meeting (record, transcripts, agenda, minutes). ☐

- Copy of any presentation ☐

- Documentation on how you discussed the reasonable alternatives to the audience. ☐

- Documentation on how you explained the potential environmental, social and economic impacts of reasonable alternatives, and why the preferred alternative was chosen. ☐

d. Documentation that the public meeting covered the rate payer (when applicable) impacts of the project. ☐

e. Documentation that the public had an opportunity to comment on the proposal. ☐

If you need this document in a format for the visually impaired, call the Water Quality Program at 360-407-6600. Persons with hearing loss, call 711 for Washington Relay Service. Persons with a speech disability, call 877-833-6341.

- Document, address and submit any comments received during or after the public meeting. Include the Ecology Environmental Review Coordinator on this correspondence. ☐
- If you did not receive any comments, submit a statement stating so in the "Additional Information for Ecology" section below.

Additional Information for Ecology:

3. Ensure this project complies with current SERP Public Engagement and Environmental Justice requirements. For more information, see the current Funding Guidelines.

   a. Describe the population demographics and background of the community potentially affected by the project.

   b. Describe how you ensured meaningful public engagement.

   c. Describe how you engaged any identified EJ communities.

   d. If mitigation is required, ensure the Ecology Environmental Review Coordinator is involved. For more information and guidance, see the current Funding Guidelines. ☐

Additional Information for Ecology:

4. Provide a completed Ecology Cultural Resources Review Form or cultural resource survey and complete an Inadvertent Discovery Plan using Ecology's template.

   a. Fill out an Ecology Cultural Resources Review Form and submit to your Ecology Project Manager and Environmental Review Coordinator. ☐

   b. Submit an Ecology Inadvertent Discovery Plan and submit to your Ecology Project Manager and Environmental Review Coordinator. ☐

   c. If not completed, advise your Ecology Project Manager and Environmental Review Coordinator on the status of your cultural resource compliance. ☐

   Additional Information for Ecology:

5. **For Designated Equivalency Projects/Projects with external federal funds**

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a. Is this a project with federal funding from another agency?

- Yes. ☐

    Document the federal agency and contact:

- Who is the lead agency for environmental and cultural review?

    o Ecology ☐

        Agency other than Ecology. ☐
        (List):

    o Not sure ☐
        (*Contact the Ecology Environmental Review Coordinator*)

b. Is this a CWSRF Designated Equivalency Project (DEP)? Yes . ☐   No . ☐

   If yes, follow the instructions below:

Identify which resources required consultation, coordination and/or permitting in order to ensure protection. Include the appropriate final documentation from each consultation or permit as an upload to EAGL's environmental and cultural review form. Include any required mitigation.

- **Tip**: Ecology has delegated non-federal authority from the EPA for coordination of Section 106 of the National Historic Preservation Act and for consultation under the Section 7(a)(2) of the Endangered Species Act on CWSRF projects, where applicable. If your project triggers one or both of these laws, ***confirm the lead agency*** prior to entering into consultation. ***This may save you time.***

Consult your Ecology Funding Guidelines for a list of commonly referenced federal laws and authorities that may be triggered for a federally funded project. *Only address those laws that are triggered by resources within your project footprint.* For example, if your project is not near a coastal zone, do not reference the Coastal Zone Management Act. Provide the information within the context of your Packet. If a local and/or state and/or tribal law is enacted in order to protect the resource, as with the case of wetlands and floodplains, reference the appropriate

authorities and authorizations. *It is more important that you explain how your project may have impacted a resource and what you did to protect it.*

    a. Identify which local, state, tribal and/or federal laws and authorities applied to this project, list them, and note which page(s).

    b. Upload any permits, consultation and required mitigation documents in EAGL. Additional Information for Ecology:

6. **For all funded projects**

Whether a DEP or not, if your project triggers any environmental law, permit, required consultation, or investigation into a potential impact, you must include the outcome as part of your SERP Information Packet. Any mitigation must be reported as a condition of your loan.

If you have questions, contact the Ecology Environmental Review Coordinator, Liz Ellis at 360-628-4410 or liz.ellis@ecy.wa.gov

Resources:

For SEPA Exemptions, request a SEPA Certification (Finding of Categorical Exemption) form
For EPA NEPA Categorical Exclusions (40 CFR 6.204), request a Record of Environmental Consideration form
Combined Funding Guidance
Inadvertent Discovery Plan
Ecology Executive Order Cultural Resources Review form
Elements of Environmental Review by Phase and Loan
Ecology's Environmental Justice Webpage
EJ Tools: EJSCREEN https://ejscreen.epa.gov/mapper/ ,
       Washington Tracking Network
       Ecology's Water Quality Atlas
       Ecology's What's in My Neighborhood
       U.S. Census

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