Guidelines for Environmental Reviews and Assembling an Environmental Information Document for State Revolving Fund Projects

April 2016

Clean Water State Revolving Fund (CWSRF)

Drinking Water State Revolving Fund

KENTUCKY
Division of Water

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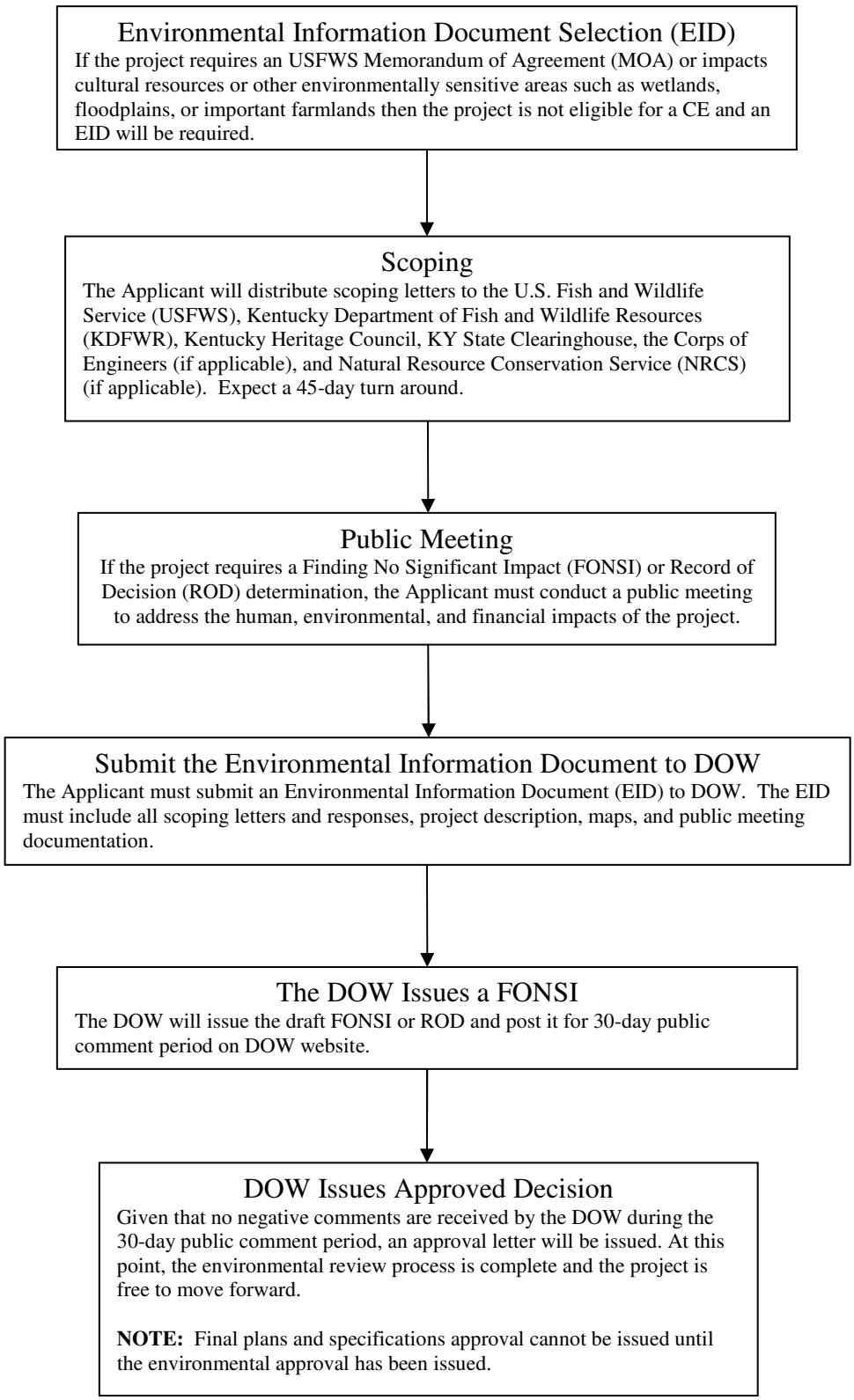
Environmental Review Flow Chart



Environmental Review Guidelines for SRF Projects

The following is an outline of the environmental review requirements for State Revolving Fund projects; both Clean Water State Revolving Fund (CWSRF) and Drinking Water State Revolving Fund (DWSRF).

The Kentucky SRF environmental review process follows a National Environmental Policy Act (NEPA)-like process as set forth in Kentucky's State Environmental Review Process (SERP) document. The Division of Water (DOW) reviews all SRF projects to assure compliance with the SERP and other environmental laws and regulations.

Categorical Exclusions (CEs) are identified categories of actions, which are not considered to have a significant effect on the quality of the environment. The DOW, following the review of a project narrative, will determine eligibility for a CE. A list of criteria for a CE is found in the SRF Borrower's Handbook. For all projects that are not eligible for a CE, each applicant must complete an Environmental Information Document (EID) as outlined in the SERP. A suggested outline with descriptions is included in this document. An EID describes and evaluates the environmental impacts of the feasible alternatives, including the 'No Action' alternative. The scope of the EID should be commensurate with the size and significance of the proposed project.

Prior to the preparation of the EID, the applicant should obtain concurrence for the proposed project from the crosscutters: Kentucky Heritage Council (KHC), US Fish and Wildlife Service (USFWS), Kentucky Department of Fish and Wildlife Resources (KDFWR), US Army Corps of Engineers (USACE), Natural Resource Conservation Service (NRCS), and Kentucky State Clearinghouse.

The DOW reviews the EID and makes a determination as to the environmental effects of the proposed project. If the project is found to have no significant effect, then the DOW documents their findings with the preparation of an Environmental Assessment (EA) and prepares a Finding of No Significant Impact (FONSI). The FONSI is then placed on the DOW website for a 30-day public comment period. Completion of the 30-day comment period without significant adverse opposition will complete the environmental review process and an approval will be issued. If the project is found to have significant effects, the applicant will be required to participate in the preparation of an Environmental Impact Statement (EIS).

Public participation should be included in the project planning process culminating in a public meeting or hearing that presents the proposed project to the public and includes discussion of both environmental and financial impacts. A newspaper tear sheet and affidavit, meeting minutes, and a list of interested parties in attendance should be submitted as record of the meeting.

For questions regarding the environmental review process, please e-mail the DOW at WIBEngineering@ky.gov.

Crosscutter Agencies

Kentucky State Clearinghouse: The Clearinghouse serves as a central point of contact for state agencies and provides information related to: Archeological and Historic Preservation Act of 1974 (PL 86-523, as amended), Clean Air Act (PL84-159, as amended), Floodplain Management (Executive Order 11988, as amended by EO 12148), National Historic Preservation Act of 1966 (PL 89-665, as amended), Wild and Scenic Rivers Act (PL 90-542, as amended), State Wild Rivers and Outstanding Resource Waters, and State Water Withdrawal Permits. Contact the Clearinghouse at:

Department for Local Government
1024 Capitol Center Drive, Suite 340
Frankfort, Kentucky 40601-8204
Phone: (502)573-2382.
Website: http://eclearinghouse.ky.gov.

U.S. Fish and Wildlife Service (USFWS): Endangered Species Act (PL 93-205, as amended), Fish and Wildlife Coordination Act (PL 85-624, as amended). Kentucky has a USFWS field office located in Frankfort. Send requests for comments to:

Virgil Lee Andrews, Jr.
Field Office Supervisor
US Fish and Wildlife Service
330 West Broadway, Suite 265
Frankfort, Kentucky, 40601
Phone: (502)695-0468
Website: www.fws.gov

For projects near Kentucky's borders with other states, the USFWS field office for the adjoining state must also be contacted. Projects as far as 10 miles from the border could be considered "near" due to species such as the Indiana bat.

Kentucky Department of Fish and Wildlife Resources (KDFWR): Endangered Species Act (PL 93-205, as amended), Fish and Wildlife Coordination Act (PL 85-624, as amended). Send requests for comments to:

Kentucky Department Fish & Wildlife Resources
#1 Sportsman Lane
Frankfort, Kentucky 40601
Website: http://fw.ky.gov

Kentucky Heritage Council: Archeological and Historic Preservation Act of 1974, Pub. L. 86-523, as amended, and National Historic Preservation Act of 1966, PL 89-665, as amended. Send requests for comments to:

Craig Potts
Executive Director and State Historic Preservation Officer
Kentucky Heritage Council

300 Washington Street
Frankfort, KY 40601
Phone: (502) 564-7005
Website: http://khc.ky.gov

U.S. Natural Resources and Conservation Service (NRCS District Office): Farmland Protection Policy Act (PL 97-98). For district office addresses go to their website at www.ky.nrcs.usda.gov/.

U.S. Army Corps of Engineers (USACE): Rivers and Harbors Act, Section 10, 33 USC 403; Clean Water Act, Section 404, 33 USC 1344; Marine Protection, Research, and Sanctuaries Act, Section 103, 33 USC 1413; Regulatory Programs of the Corps of Engineers; Final Rule 33 CFR 320-332. Depending on the location of the project, the region's field office (Louisville, KY, Nashville, TN, or Huntington, WV) will need to contacted for Clean Water Act Section 404 permitting requirements: http://www.usace.army.mil

Kentucky Division of Water (DOW): DOW will need to be contacted for stream crossings, floodplain impacts, wetland disturbance, and utility lines crossing a stream, and if disturbance is greater than 1 acre.

401 Water Quality Certification (WQC): Water Quality Branch should be contacted if the project involves: wetland disturbance, discharge or dredged fill placed in waters of the commonwealth, stream diversions or culverts and utility line crossings. http://water.ky.gov/permitting/Pages/KYWaterQualityCertProg.aspx

Floodplain and Stream Crossing Construction Permit: Surface Water Permits Branch should be contacted to obtain the proper construction permits if disturbance occurs in a stream or floodplain. http://water.ky.gov/floodplain/Pages/FloodplainConstruction.aspx The Federal Emergency Management Agency (FEMA) will also need to be contacted: http://www.fema.gov/

Kentucky Pollutant Discharge Elimination System Permit (KPDES): A KPDES permit for stormwater discharge may be needed if 1 acres of land disturbance is required by the project. The Surface Water Permits Branch will also need to be contacted: http://water.ky.gov/permitting/Pages/WastewaterDischarge.aspx

Environmental Information Document (EID) Outline

The EID should present all information necessary to develop the Environmental Assessment as outlined below. A checklist is provided at the end of this section to help ensure all information is included.

A. Summary

This section should include a description, the need, and the cost of the project. Project costs should include proposed total project costs, all funding sources, and the effect on user rates. Present proposed user rate based on 4,000 gallons/month.

The project description should include the project name, owner and operator of the facilities, location of the facilities, and the planning area description. List all facilities and actions proposed by the facilities plan/engineering report. Functionally separate major components should be listed as separate items. For example, a treatment plant is an item, an interceptor line is an item, a new pump station is an item, etc. Sewer rehabilitation is an example of an "action."

Relevant design parameters should include a description of major unit processes, flow diagram, pipe lengths, sizes, and locations, and basic design criteria. Maps and figures are beneficial for review, but should be no larger than 11 X 17 inches. Also include a copy of a United States Geological Survey (USGS) 7.5 minute topographical map showing the existing and proposed facilities associated with the project and the overall project area as presented to the various crosscutter agencies. The location of major project components should be clearly identified, such as treatment works, sewers, water lines, pump station, storage facilities, etc.

B. Existing Environment

This section should describe aspects of the environment of the planning area that may be affected by implementing the plan. The checklist at the end of this section presents a list of all items to be addressed in this section.

A description of surface waters and their quality is needed in every case, along with any public health problems due to water quality. The information provided should come from the latest version of DOW's *Integrated Report to Congress on the Condition of Water Resources in Kentucky*. This report includes the lakes and streams listed on the 303(d) and 305(b) list. The classification of the surface waters should be stated, and a statement made to indicate if the waters are meeting the required water quality standards for that classification. Water quality sampling data can be presented, if available. There should be a qualitative statement at a minimum.

If the project impacts groundwater quality or quantity, a discussion of the existing groundwater quality should be included. For example, if groundwater quality is being degraded by existing wastewater disposal methods and the proposed project will reduce or eliminate that impairment, a

discussion of that issue should be included. The basis of establishing the groundwater impairment should also be discussed, including groundwater sampling or other data sources.

Describe briefly any special or sensitive environmental areas such as wetlands; air quality non-attainment areas; endangered or threatened species; prime or unique agricultural lands; areas of recognized scenic, recreational, archeological or historic value; valuable floral or faunal communities; wild or scenic rivers; drinking water (surface or groundwater) sources; floodplains; recreational or commercial uses of potential receiving streams; and parkland or other public lands. Include environmental justice information. In preparing the EID, the grantee must identify any minority populations and low-income populations which exist within the overall planning area or which may otherwise be impacted by the project (e.g. downstream or downwind communities). Native American communities, including their traditional resource areas are included. If these areas would be affected by an alternative under consideration, more detail should be provided.

For those special environments not found in the planning area, make a statement such as "No wetlands, wildlife preserves, prime agricultural lands, or other environments of special interest are located where they could be impacted by implementation of the recommended facilities."

Additionally, in preparing the EID, identify any minority populations and low-income populations which exist within the overall planning area or which may otherwise be impacted by the project (e.g. downstream or downwind communities); designated as environmental justice (EJ) communities. Native American communities, including their traditional resource areas are included. Once identified, determine the impact of the proposed project on these EJ communities. Additional information and updates on EJ can be obtained from the EPA website: http://www.epa.gov. Address the following questions in the EID.

1. **Does there exist a potential for disproportionate risk?**

   This question needs to be answered for all the alternatives which are being evaluated. If one or more alternatives may pose a risk, then mitigative measures should be included for those alternatives. In evaluating the alternatives, mitigative measures should be taken into account including any barriers (e.g. funding limitations) to implementing these mitigative measures. If an alternative with mitigative measures is selected, then there must be a commitment, including adequate funding, to undertake these mitigative measures. A disproportionate risk may also be one of exclusion. As an example, a sewerline project serving a portion of the community, but not serving an EJ community may increase the relative risks to that EJ community. Other impacts, such as cultural, historical, or protected resources of value to the EJ community must also be considered even when these resources are located apart from those communities. It should be noted that the goal of developing reasonable alternatives is not to move the impacts around, but to identify viable alternative actions that meet the program goals.

2. **Have the identified EJ communities been sufficiently involved in the decision-making process?**

   Following identification of EJ communities, the grantee must evaluate how these communities are currently involved in local decision-making processes (e.g. representation on elected councils, commissions, etc.) and identify any barriers which might exist to

brining these communities into the decision-making process (e.g. language barriers, literacy levels, etc.)

3. **Do the identified EJ communities currently suffer or have they historically suffered from environmental and health risk or hazards?**

   In answering this question, the impacts of the proposed project on the environmental and public health should be the starting point. Since drinking water and wastewater projects are generally beneficial to the public health, the grantee may be able to show a positive impact. Issues may arise relating to new or increased discharges of pollutants. EJ communities may have a greater dependence on natural resources (e.g. subsistence fishing), they generally have less access to adequate health care, and they may have a higher exposure to other pollutants (e.g. pesticides in farming communities).

If disproportionally high or adverse impacts on EJ communities are identified, then reevaluate the alternatives and mitigative measures. Additional public participation should be undertaken. Effective public involvement strategies have four common characteristics: inclusiveness, representation, parity, and communication.

The identification of EJ communities should be completed early in the process. Since the project cannot progress until EJ issues have been identified and any adverse risk addressed, this analysis should be done as soon as possible.

C. Existing Facilities

Wastewater Facilities

This section should begin with a general description of the wastewater collection and treatment system for the planning area. Describe existing collection, transportation, treatment, and sludge handling facilities. The service area(s) of these facilities should be described and shown on an attached map/figure. Mention the condition of the facilities, especially as it affects alternative selection. For existing treatment plants, state: 1) design capacity; 2) permit effluent limits; and 3) actual performance over a recent period. Include wastewater flows (average, peak, and wet weather), influent characteristics, major industrial users, and infiltration and inflow (I/I). Sewered and unsewered areas should be mentioned and shown on the map/figure.

Where septic tanks are prevalent in all or part of the service and/or planning area, their performance should be described and problems explained. It is not sufficient merely to state that malfunctioning septic tanks are causing a problem. Some documentation of the problem should be cited, and details given about the location and severity of the problems. Local Health Depart officials may be able to assist.

Drinking Water Facilities

For drinking water facilities, a general description of the water plant treatment system including the type of treatment and the facilities associated with this type of treatment should be included. Also include a discussion concerning the condition, location, performance, and any problems associated

with the intake, water storage, and distribution system. A map/figure should accompany this discussion to show the location of all affected aspects of the system.

D. Need for Proposed Facilities and Actions

The need for the facility should be presented with statements such as: to solve a water quality or water quantity problem; to solve a public health concern; to correct inadequate systems or system components; to increase treatment due to more stringent effluent limits; to increased capacity of the water treatment plant; etc.

For wastewater projects, provide a summary of the need for wastewater facilities or actions, emphasizing existing public health or water quality problems. These problems typically include water quality violations or problems, documented public health hazards, Kentucky Pollutant Discharge Elimination System (KPDES) permit non-compliance, existing facility overload, insufficient capacity for projected demand, failing on-site systems, insufficient pressure, etc. Effluent limits are to be stated. If sewer rehabilitation is a proposed action, it should be justified by a brief quantitative summary of the I/I problems experienced. Location of the severe I/I areas should be stated and shown on a map/figure if needed to identify significant project tasks.

The need for drinking water projects may include capacity issues due to population growth or plant failure, or service interruptions due to low pressure or failing lines. If there are any compliance issues within the recent past then this should also be included in the discussion. Present and future water demands may also be an issue and will need to be discussed.

Include the planning period for the project. The planning period should justify the capacity of the system with its projected population. Population projections should be based on U.S. Census projections or some recognized source of demographic data. Existing and projected flows should be presented. Include land use projections, and the future environment without the project.

In the case of drinking water projects, provide information regarding the population served and the percentage served by the water system vs. the unserved percentage; and if the water system is a purchaser or wholesaler.

E. Alternative Analysis

All alternatives evaluated should be described. The development of alternatives must include the no-action alternative (the future without the project), optimum utilization of existing facilities, and new construction alternatives.

An explanation should be given for rejecting or selecting alternatives. The explanation should include present worth or equivalent annual cost comparisons; reliability of the alternatives; complexity of the alternatives; significant environmental effects; and legal or institutional constraints.

Identify which reasonable alternative has been selected, and state the reasons why this alternative has been chosen.

F. Environmental Consequences; Mitigative Measures

Describe and document the environmental effects of the selected alternative on each of the different environmental aspects. Address the direct, indirect, and cumulative effects for each aspect.

Direct effects are changes directly related to the project activity. Indirect effects are changes that occur later in time or are removed in distance which are reasonable foreseeable, such as community growth, population density, land use, and natural environment. Cumulative effects are the total changes to the environment resulting from the effect of the selected alternative when added to the effect of other past, present, or reasonable foreseeable future actions. Secondary impacts may also be considered, such as the development/growth that would be encouraged or enabled by the construction of the project.

This section should describe anticipated impacts on the environment and measures proposed to mitigate (avoid or minimize) those adverse impacts. Discuss recommendations from the crosscutter agencies and include all agency correspondence in an appendix to the EID. For each of the laws that are not applicable, provide a comment stating that the law is not applicable.

Environmental laws that must be addressed include:

- Archeological and Historic Preservation Act of 1974, Pub. L. 86-523, as amended;
- Clean Air Act, Pub. L. 84-159, as amended;
- Endangered Species Act, Pub. L. 93-205, as amended;
- Environmental Justice, Executive Order 12898;
- Floodplain Management, Executive Order (EO) 11988 as amended by EO 12148;
- Protection of Wetlands, Executive Order 11990;
- Farmland Protection Policy Act, Pub. L. 97-98;
- National Historic Preservation Act of 1966, PL 89-665, as amended;
- Fish and Wildlife Coordination Act, Pub. L. 85-665, as amended;
- Safe Drinking Water Act, Pub. L 93-523, as amended;
- Wild and Scenic Rivers Act, Pub. L. 90-542, as amended;

Most environmental impacts to be considered are the features described in Section B, Existing Environment. There may also be direct or indirect impacts on land use practices, neighborhood stability, air quality, and noise levels. Any such impacts should be described.

All structural and nonstructural mitigative measures should be described. If erosion control measures prior or during construction is the only expected mitigative measure, this can be mentioned in one short sentence. A detailed description is needed only for more unusual mitigative measures that respond to some public or regulatory agency concern over a perceived threat to the environment or public health. Also, include a discussion of necessary permits (KPDES, 404/401 etc.) issued or needed, as well as necessary inter-municipal agreements executed or pending.

G. Public-Participation; Sources Consulted

The National Environmental Policy Act of 1969 (NEPA) and its implementing regulations state that Federal agencies shall to the fullest extent possible, "Encourage and facilitate public involvement in decisions which affect the quality of the human environment" [40 CFR §1500.2(d)]. Because NEPA-like requirements apply to CWSRF & DWSRF projects, EPA Region 4 has developed the following minimum public participation requirements for projects in which an Environmental Information Document (EID) is required:

- A public meeting is to be held with the notice published from 7 days to no more than 21 days prior to the meeting. This public meeting can be part of regularly scheduled council/ commission meetings or other similar activities where the project was discussed publicly. Properly noticed public meetings sponsored by other agencies with interest or funding in the project are also included.

- Planning documents and data relevant to discussion at the public meeting must be made available to the public from 7 days to no more than 21 days prior to the meeting.

- The notice of the public meeting should be well publicized. The notice shall identify the matters to be discussed at the meeting and EPA's intent to fund the project along with information on the availability of relevant materials and the procedures for obtaining further information.

- The public meeting should be held at a time and place that maximizes public attendance.

- The meeting should include a formal presentation of the project which includes at a minimum a project description, estimated costs and user charges, discussion of alternatives, environmental consequences, and proposed mitigations.

- Meeting minutes/ written transcripts of the meeting are required. Minutes or transcripts must be in a format readily accessible to the public.

Projects that may impact minority or low income groups will require an expanded public notice to ensure that the affected populations are made aware of the project and have the opportunity to respond. This may include publication of notices in newspapers or periodical directed at the affected community (e.g., in a Spanish language newspaper if a Hispanic community is impacted, etc.). Applicants should provide documentation of public participation, including copies of the public notice as well as meeting minutes, transcripts, or audio/video recordings in their EID. Questions regarding the public participation requirements should be directed to the state environmental reviewer.

Summarize all public participation, including meetings and public hearings, noting any public objections. In addition, if there has been significant public objection based on an environmental concern, an Environmental Impact Statement may be necessary. Include documentation of the public meeting, including the public meeting date, attendance record, public meeting transcripts, and proof of publication of the notice of the meeting in the local newspaper.

List all sources consulted for information and/or concurrence. The State Clearinghouse should always be one of the entities consulted. If any comments have been offered opposing any aspect of the plan, explain how those comments have been resolved.

Appendix A

Environmental Information Document Checklist

Project _____

Components of an Environmental Information Document		Page
Proposed Project	Project description including major components	
	Owner	
	Location and area description	
	Affected utilities	
	Population/customers	
	Map (topographic) illustrating location and affected utilities	
Costs	Project cost	
	Funding source(s) and amounts	
	User rates based on 4,000 gal/month	
Existing Environment	Description of surface waters and their quality is needed in every case with specific reference to any wild and scenic rivers and any impaired surface waters in the project area, watershed name and hydrologic unit code. Identify any public health problems related to poor water quality	
	Existing and potential groundwater quality problems	
	Special or sensitive environmental areas such as wetlands, floodplains, or drinking water sources	
	Threatened or endangered species as set forth in Endangered Species Act, Pub. L 93-205, as amended	
	Suitability of soils and topography for on-site sewage disposal systems that might be affected by the introduction of potable water service	
	Local ambient air quality	
	Important farmlands, as set forth in the Farmland Protection Policy Act (7 U.S.C. §§ 4201 to 4209)	
	Cultural resource areas, as set forth in the National Historic Preservation Act (16 U.S.C. §§ 470 to 470x-6) and the Archeological and Historic Preservation Act (16 U.S.C. §§ 469)	
	Environmental justice concerns, as set forth in Executive Order 12898. Briefly describe any minority and/or low-income populations which exist within the overall planning area or which may otherwise be impacted by the projects. If these areas would be affected by an alternative under consideration, more detail should be provided	
	Special or sensitive environmental areas such as wetlands; areas of recognized scenic or recreational value; floodplains; and parkland or other public lands	

Components of an Environmental Information Document		Page
Existing Water System	This section should include a description of the existing treatment and distribution system, water demand (average and peak), surface water sources including intake locations and permitted and actual withdrawal, groundwater sources, location of wells and well fields, water storage, raw water characteristics, residual and backwash disposal and the service area. This section should also include a general description of the wastewater collection and treatment system for the planning area. Describe existing collection, transport, treatment and sludge facilities. The service area(s) of these facilities should be described briefly and shown on an attached figure. Include the condition of the facilities, especially as it affects alternative selection.	
Existing Wastewater System	A general description of the existing wastewater collection and treatment system. The service areas of these systems should be described briefly and shown on attached maps. The description shall include the existing facilities' physical condition, hydraulic and organic design capacities, characteristics of wastewater, ability to meet permit limits, method of sludge handling and disposal, existing flows including average and peak flows, operation and maintenance problems, current compliance status and applicable permit limits, and permit number. A discussion of inflow and infiltration problems and their impact on water quality and public health. A description of any type of state or federal enforcement actions that may exist against any WWTP owned or operated by the applicant within the project area. Where septic tanks are prevalent in all or part of the service planning area, their performance should be described. Explain any problems and provide details about the location and severity of the problems in relation to the proposed project. Also include existing system performance for all facilities.	
Need for Proposed Project	The need for the project and its importance to social and economic development in the area should be presented; emphasizing existing public health or water quality problems (problems typically include water quality violations or problems, documented public health hazards, existing facility overload, insufficient capacity for projected demand, failing groundwater wells, and insufficient pressure). Other special situations may justify proposed facilities and should be included.	
	Include the planning period for the project. The planning period should justify the capacity of the system with its projected population. Population projections should be based on U.S. Census projections or some recognized source of demographic data.	

Components of an Environmental Information Document			Page
Alternative Analysis	All alternatives analyzed should be described. The development of alternatives should include the no-action alternative, optimum utilization of existing facilities including flow reduction and water conservation, and new construction alternatives. An explanation should be given for rejecting or selecting alternatives. The explanation should include cost comparisons, including present worth or equivalent annual cost comparisons; reliability of the alternatives; complexity of the alternatives; significant environmental effects; and legal or institutional constraints. Identify which reasonable alternative was selected and state the reasons why this alternative was chosen.		
		No Action	
		Alternatives	
		Selected Alternative	
Environmental Consequences and Mitigation	This section should describe and document the environmental effects of the selected alternative. Address the direct, indirect, and cumulative impacts for each aspect. This section should also describe anticipated impacts on the environment and measures proposed to mitigate those adverse impacts. Discuss any recommendations from the crosscutting agencies that implement environmental laws and include agency approval letters in an appendix to the EID. All correspondence, including attachments submitted to and from the crosscutting agencies concerning the proposed project, must be submitted as part of the EID. The documentation must include evidence that the agencies generating the comments are satisfied with the applicant's responses and/or commitment to mitigation measures.		
		Kentucky Clearinghouse	
		US Fish and Wildlife Service	
		US Corps of Engineers	
		Natural Resources Conservation Service	
		Kentucky Department for Fish and Wildlife	

Components of an Environmental Information Document		Page
Public Participation	**Public Notice:** All public notices shall contain the following information: • The name and address of the applicant and the entity that drafted the EID • A brief description of the proposed project and the area the project will serve • The name, address, and telephone number of persons from whom interested parties may obtain information • A brief description of how the public may comment • The date, time, and place of the meeting • A brief description of the nature and purpose of the meeting	
	Public Comment: The public shall be given an opportunity to comment on the EID and the period for comment shall remain open for thirty (30) days from the date of the first publication of the notice of the public meeting or until the termination of the meeting, whichever is later. • The public may request longer comment periods, which may be granted by the applicant at its discretion. • Any person may submit comments or oral statements and data to the applicant, who may set reasonable limits upon the time, allotted for oral statements and may require that statements be submitted in writing. All persons who believe that any condition of the EID is inappropriate, inaccurate, incomplete, or otherwise not in the best interest of the public and the environment, shall raise all reasonably ascertainable issues and submit all reasonably available arguments and factual background supporting their position, including all supporting materials to the applicant by the close of the public comment period.	
	Public Meeting: The public meeting shall include the following discussions: • Scope of the project • Project cost • Alternatives that were considered during planning • Estimated user charges • Estimated hook-up fees • Any required mitigation The applicant shall submit as part of the EID a copy of the advertisement for the public meeting, a copy of the minutes of the meeting, and any written comments and responses. In addition, the EID shall include a list of all sources consulted for information and/or concurrence. The Kentucky State eClearinghouse shall be one of the entities consulted.	

Appendix B

Public Meeting Notice Template

Public Meeting Notice Template
(Application Review and Environmental Concerns)

The **Applicant Name** has applied to the Kentucky Infrastructure Authority for a low interest loan from the **Clean Water / Drinking Water** State Revolving Fund, funded in part by a grant to Kentucky from the US Environmental Protection Agency (USEPA). The project is as follows: **Detailed Project Description**.

The **Applicant Name** will hold a public meeting on **Day of Week, Month, Day, Year** at **Time (am/pm)** at the **Location**. **The purpose of this meeting is to allow the public to review and comment on the proposed activities, potential impacts, and project alternatives.** Any relevant documents will be on file at **Applicant's Address** for citizen's review during regular business hours.

Note to applicant: This is only a suggested format; feel free to adjust font and spacing as needed to minimize printing costs.

Appendix C
Sample Scoping Letter

SAMPLE SCOPING LETTER

****Date****

Mr. Virgil Lee Andrews, Jr.,
Field Office Supervisor
U.S. Department of the Interior
Fish and Wildlife Service
J.C. Watts Federal Building
330 West Broadway, Suite 265
Frankfort, KY 40601

Re: **XXXXX** Project
City, Kentucky

Dear Mr. Andrews:

As part of the environmental review requirements pursuant to the State Environmental Review Process for the **Clean / Drinking** Water State Revolving Fund low-interest loan program, please review and comment on the proposed project. The City of **XXXX** is planning to ****describe project***. The attached map illustrates the location of the proposed improvements.

We would appreciate a response within 30 days, if possible. Should you have any questions concerning this matter, please do not hesitate to contact us at **XXX-XXX-XXXX** or email me at **XXXXX**.

Sincerely,

XXXXX

Enclosure: Map

Appendix D

Developing a List of Interested Parties

DEVELOPING A LIST OF INTERESTED PARTIES

The applicant must develop a distribution list for a given project based on the types of potential impacts. For Kentucky, land use changes, water pollution, fish and wildlife, population changes, community changes, air pollution, and green space development are typical categories of potential impacts. Other categories may be identified through the environmental review. Therefore, the public notice should be distributed to ***local*** government and nongovernment groups, organizations, and individuals that are interested in these issues. The Division of Water will notify the interested parties on the list provided by the applicant of the environmental review findings.

Examples:

Government

Notices are already being sent as part of the environmental process to the U.S. Fish and Wildlife Service, U.S. Natural Resources and Conservation Service (NRCS District Office), the US Army Corps of Engineers (USACE), Kentucky Heritage Council (KHC), and the KY State Clearinghouse. It is also recommended that public libraries (city and county, if applicable), public health departments, other local newspapers, county clerk, and city clerks receive notifications as well. This would apply to each county included in the project.

Nongovernment

One group or organization may address more than one of the impact categories. Enough ***local*** groups should be chosen so that all of the categories are covered. For state or national organizations, check the internet for addresses of local chapters.

Land Use Changes

A) County Natural Resource Conservation Service Board
The Board is comprised of citizens elected by the farm owners in their local Federal NRCS District.

B) Area Planning Societies or Groups
Communities, counties, or regions may have a citizens group that has joined together to protect green spaces and rural areas, such as parks or farmland, from uncontrolled urban or industrial development or from land use changes in general. The mayor and county judge offices for the project site should be familiar with those groups and be able to provide contact names and addresses.

Water Pollution or Fish and Wildlife

C) Kentucky Waterways Alliance, River Watershed Watch or Clean Water Watch

D) Audubon Society Local Chapter, Sierra Club Local Chapter, or other Nature Societies
The mayor and county judge offices for the project site should be familiar with those groups and be able to provide contact names and addresses.

E) County Fish and Game Club, Ducks Unlimited Local Chapter
The mayor and county judge offices for the project site should be familiar with those groups and be able to provide contact names and addresses.

Population or Community Changes, Air Pollution, and Green Space Development

F) Community Action Groups, Civic Groups, or Social Justice Groups

G) Parks and Recreation Citizen Boards
The mayor and county judge offices for the project site should be familiar with those groups and be able to provide contact names and addresses.