

**State of Connecticut Department of Public Health  
Drinking Water Section  
Drinking Water State Revolving Fund Program**

**Engineering Report Application Checklist**

**Introduction**

This document was developed to assist an applicant seeking funds under the Drinking Water State Revolving Fund (DWSRF) program. An Engineering Report must be prepared and submitted for all projects. An applicant, as a minimum, must provide a copy of the Engineering Report, satisfactorily complete and submit this application, and provide information as identified or any other supporting documentation that may be warranted.

**Notes:**

- An applicant must obtain a written "**Authorization to Award**" an Engineering Agreement or Construction Contract from the Department of Public Health (DPH) prior to entering into the agreement or contract.
- An applicant and their consultant(s) are advised to review and be familiar with Sections 22a-482-2 through 22a-482-4 of the Regulations of Connecticut State Agencies (RCSA) and other Statutory and/or requirements that may be applicable for a specific Public Water System or project, which may not be fully inclusive within this application.

**Public Water System and Applicant Information**

PWS Name: \_\_\_\_\_

Project Name/Description: \_\_\_\_\_

Project Address: \_\_\_\_\_

Town: \_\_\_\_\_

PWSID Number: \_\_\_\_\_ DPH Project Number: \_\_\_\_\_

Print Name of PWS Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of PWS Representative

\_\_\_\_\_  
Date

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<p style="text-align: center;"><b>Table I Content of Engineering Report</b></p>		
<b>Item:</b>	<b>Applicable State Regulation:<sup>1</sup></b>	<b>Has item been submitted and is complete as required? (Yes, No or NA)</b>
<b>A. General:</b>	RCSA 22a-482-3(a)1	
i. Project description.		
ii. Location maps: a. scaled street map and b. USGS map (each no larger than 11x17)		
iii. Identifies need for project.		
iv. Evaluates all feasible alternatives.		
v. Demonstrates that the selected alternative is cost effective (i.e. meeting water quantity or quality goals).		
<b>B. Detailed evaluation of existing problems/needs in the area of the project.</b>	RCSA 22a-482-3(a)2(A)	
<b>C. A cost benefit analysis of feasible alternatives available to correct the problem or address a water system's need.</b>	RCSA 22a-482-3(a)2(B)	
i. The relationship of the size and capacity of the recommended facilities to the needs to be served, including any reserve capacity.	RCSA 22a-482-3(a)2(B)i	
ii. An evaluation of improved water supply and/or water quality attainable by implementing the project.	RCSA 22a-482-3(a)2(B)iii -iv	
<b>D. Statement/Assessment demonstrating applicant has the necessary legal, financial, institutional and managerial resources available to insure construction and operation and maintenance of proposed project.</b>	RCSA 22a-482-3(a)2(F)	
<b>E. For selected alternative, a concise description of at least the following:</b>	RCSA 22a-482-3(a)2(H)	
i. Estimated capital construction, and operation and maintenance costs.	RCSA 22a-482-3(a)2(H)i	
ii. Cost impacts on water system customers.	RCSA 22a-482-3(a)2(H)iii	
iii. Statement concerning the availability and estimated costs of any proposed project sites.	RCSA 22a-482-3(a)2(H)iv	
<b>F. A summary of public participation necessary or to be conducted in the development of the engineering report and to move forward with the design of the project.</b>	RCSA 22a-482-3(a)2(E) & 3(a)3	
<b>G. Environmental Review: An adequate environmental assessment of expected environmental impacts. An Environmental Impact Evaluation or a categorical exclusion may apply. See the Office of Policy &amp; Management CT Env.Policy Act website: <a href="https://portal.ct.gov/opm/igpp/org/cepa/overview-of-connecticut-environmental-policy-act">https://portal.ct.gov/opm/igpp/org/cepa/overview-of-connecticut-environmental-policy-act</a> .</b>	RCSA 22a-482-2(d)25 & 3(a)4;	

1. Regulations of Connecticut State Agencies (RCSA)

2. Applicant must identify specific pages and corresponding sections within bid document where item is identified.