

**Exhibit 2**  
Iowa Department of Natural Resources  
Wastewater Engineering Section  
**Project Initiation Meeting Checklist and Sample Agenda**

**DNR Pre-Meeting Activities**

1. \_\_\_\_\_ Assign project manager (PM) and establish a DNR project tracking number once notification of a wastewater project is received from the Owner or their consulting engineer (hereafter referred to as AE).
2. \_\_\_\_\_ Schedule project initiation meeting and location.
3. \_\_\_\_\_ Send Project Initiation Meeting Agenda and Scope of Study Checklist to the Owner, AE, DNR field office, and other interested parties.
4. \_\_\_\_\_ Transmit DNR's electronic records of plant monitoring data to the AE.

**Meeting Agenda**

5. \_\_\_\_\_ Record project contacts for Owner, AE, DNR, and others, with names, mailing addresses, phone, fax, and e-mail addresses.
6. \_\_\_\_\_ Additional project information should be presented by the DNR: field office inspection reports, compliance schedules, facility compliance reports, etc.
7. \_\_\_\_\_ Discuss the proposed design flows and organic loadings as presented by the AE.
8. \_\_\_\_\_ Discuss current and future needs for added capacity.
9. \_\_\_\_\_ Discuss anticipated financing arrangements, including Planning and Design loan availability and plans for Clean Water State Revolving Fund construction loan or other financing program applications.
  - Brief CWSRF program overview:  
[http://www.iowasrf.com/about\\_srf/step\\_by\\_step\\_overview.cfm](http://www.iowasrf.com/about_srf/step_by_step_overview.cfm)
  - Planning and design loan information:  
[http://www.iowasrf.com/program/planning\\_design\\_loans/](http://www.iowasrf.com/program/planning_design_loans/)
  - Construction loan information:  
[http://www.iowasrf.com/program/clean\\_water\\_loan\\_program/](http://www.iowasrf.com/program/clean_water_loan_program/)
  - SRF requirements (Environmental Review, Davis-Bacon, Use of American Iron and Steel, Municipal Advisor, Cost and Effectiveness):  
[http://www.iowasrf.com/about\\_srf/srf-resources/](http://www.iowasrf.com/about_srf/srf-resources/)
  - SRF Water Resource Restoration Sponsored Projects:  
[http://www.iowasrf.com/about\\_srf/sponsored\\_projects\\_home\\_page.cfm](http://www.iowasrf.com/about_srf/sponsored_projects_home_page.cfm)
10. \_\_\_\_\_ Provide overview of DNR Design Standards, Chapter 14 Reliability Criteria (unit process & power source) and New Process Evaluation Procedures, DNR Design Schedules and Project Management Procedures.

11. \_\_\_\_\_ Discuss siting considerations:
- \* Probable location of facilities
  - \* Receiving Stream and Classification
  - \* Discharge Point Alternatives
  - \* State Historic Preservation
  - \* DNR Site Separation Criteria
  - \* Flood Plain Permits
  - \* Section 404 Requirements – Wetlands
  - \* Important Farmlands
  - \* Geotechnical Investigations and Coordination
  - \* Land Acquisition – Federal requirements
12. \_\_\_\_\_ Discuss on-going rule and policy changes which may impact the Waste Load Allocation or any other important design criteria.
13. \_\_\_\_\_ Discuss Antidegradation implementation procedures and alternatives analysis.
14. \_\_\_\_\_ Establish Scope of Study for preparation of a Facility Plan.
15. \_\_\_\_\_ Discuss DNR Air Quality permitting requirements for emergency generators, if applicable (877-AIR-IOWA).
16. \_\_\_\_\_ Discuss potential changes in operator certification requirements resulting from increases in design loadings and/or types of treatment (567 IAC 81).
17. \_\_\_\_\_ Develop Project Schedule for Milestones.
- \* Preliminary Project Submittal by the AE with Design Flows and Organic Loadings
  - \* Preliminary Concurrence with Design Flows and Organic Loadings
  - \* If needed, issuance of a current Waste Load Allocation (WLA)
  - \* Submit Antidegradation Alternatives Analysis (Exhibit 9A: Preliminary Review of Antidegradation Alternatives Analysis), if applicable
  - \* \*Submit Exhibit 5: SRF Environmental Review Checklist and consult with SRF Environmental Review Specialist on possible Categorical Exclusion
  - \* \*Schedule public hearing on Environmental Review
  - \* Submittal of a complete Facility Plan, including required Design Schedules
  - \* Procedures for applying for a CWSRF construction loan
  - \* Submittal of application for an NPDES permit
  - \* Preliminary Siting Approval for New or Expanded Wastewater Treatment Facilities
  - \* \*Completion of Environmental Information Document (EID) by SRF Environmental Review Specialist
  - \* \*Issuance of the Finding of No Significant Impact (FNSI)
  - \* Facility Plan approval
  - \* Design Conference
  - \* 60 Percent Preliminary Plan and Specification Submittal

- \* Final Plan and Specification Submittal (\*with Exhibit 12A: SRF Required Front-End Documents)
- \* Start Construction
- \* Completion of Construction

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\*May only be required for projects financed through CWSRF or other funding programs

**DNR Post-Meeting Activity**

18. \_\_\_\_\_ Prepare meeting minutes summary and distribute to Owner, AE, DNR field office, central office sewage and project files, and others