



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 Engineer).
2. _____ Schedule project initiation meeting and location.
3. _____ Send Project Initiation Meeting Agenda and Scope of Study Checklist to the Owner, Engineer, DNR field office, and other interested parties.
4. _____ Transmit DNR's electronic records of plant monitoring data to the Engineer.

Meeting Agenda

5. _____ Record project contacts for Owner, Engineer, 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.
10. _____ Provide overview of DNR Design Standards, Chapter 14 Reliability Criteria 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. _____ Establish Scope of Study for preparation of a Facility Plan.
14. _____ Develop Project Schedule for Milestones.
- Preliminary Project Submittal by the Engineer 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 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

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

DNR Post-Meeting Activity

15. _____ Prepare meeting minutes summary and distribute to Owner, Engineer, DNR field office, central office sewage and project files, and others