

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
 - Planning and design loan information:
http://www.iowasrf.com/program/planning_design_loans/
 - Construction loan information:
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/
 - SRF Water Resource Restoration Sponsored Projects:
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

*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