



**NATURAL RESOURCES
DIVISION**

Water Resources Development Division

**Drinking Water State Revolving Loan
Fund Guidance for Preparation of the
Environmental Information Document**

April 2019

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INTRODUCTION

The Environmental Information Document (EID) is one of the most important documents in the facilities planning process. NEPA, referring to the National Environmental Policy Act, defines the scope of environmental reviews to be performed. A "NEPA-like" review is required for projects under the Drinking Water State Revolving Loan Fund (DWSRF) Program, as required by 40 CFR Part 6, and the information required in the EID will be similar for projects funded with State Revolving Loan Funds. EIDs may be entered as evidence in hearings and court actions; therefore, they must be properly prepared.

Please develop the EID as a separate, self-contained document, describing the project in sufficient detail so that reference to separate engineering or other documents, except for detailed design data, will not be necessary.

The EID format is attached. Enter a response for each topic; if a topic does not apply to a given project, explain why. Do not belabor the point but sufficiently discuss each item so that the proper assessment of the projects environmental impact may be achieved. Discuss additional topics and add sections if necessary, since the attached format only covers the minimum topics which must be considered. Provide sources of all data, maps, tables, etc.

Keep in mind that the main objectives of the environmental review process are to insure consideration of environmental factors and encourage public participation in the planning and decision-making process. If questions arise regarding the environmental effects or adverse impacts of the project, comments should be solicited from the involved Federal, state and local agencies and interested groups. Include a summary of those comments in the EID.

Inconsistent data in the EID and the engineering report or facilities plan and/or failure to identify adverse effects that might result from the construction and operation of the project will delay subsequent loan approval. Significant amendments to the facilities plan should also result in corresponding amendments to the EID.

For general information regarding the preparation of the EID contact Water Resources Development Division of the:

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1. DESCRIPTION OF THE PROBLEM

Generally, describe the purpose of the project. This description should clearly identify the existing pollution problem(s) and the circumstances, which lead to the problem(s). Violations of the Safe Drinking Water Act and regulations, compliance with the State Water Plan, and any health problems should be documented.

- A. Give the present average and peak day usage, design year, design population and location of the existing facilities.
- B. Identify the treatment process(es) now in use.
- C. Identify water resources (i.e. lake, river, and aquifer).
- D. Describe the existing distribution system and include a map showing the general layout of the system.
- E. Identify water loss and other problems associated with the distribution system.
- F. List the existing usage divided into residential, commercial and industrial. Identify any customer using 10% percent or greater of system production.
- G. Identify any capacity development problems (i.e. technical financial, and managerial).

2. ENVIRONMENTAL SETTING

Describe the existing environment without the proposed project. Use existing data sources when possible and provide bibliographic references.

A. Geological Elements

Describe the general topography and geology of the area. Pay special attention to any geologic structures or formations that directly influence ground or surface water. Identify the soils. Include their USDA Soil classification name, permeability and erosion potential, using generally acceptable terminology.

Identify important farmlands in the planning area as per the Natural Resource Conservation Service (NRCS) criteria. Identify any prime agricultural land in the planning area. The USDA NRCS Soil Conservation Service local office can provide this data. Discuss the entire planning area, but give special attention to the existing sites of treatment and storage facilities.

B. Hydrological Elements

Discuss the relevant surface water bodies and groundwater aquifers of the area.

- a. Identify court-ordered allotments and other Federal, state and local permits in the area (i.e. inter-basin transfers). Identify specific point sources of pollution and

discuss non-point pollutant sources that impact the water supply. Discuss the present and future water supply and uses of both surface and groundwater resources.

- b. Identify, by map, the 100-year floodplain of the planning area. Describe the normal and flood characteristics of the floodplain and its natural functions. Include aesthetic and recreational potential, wildlife habitat, surface and groundwater quality, commercial uses and biological resources in the description. Identify, also by map, any wetlands in the planning area and describe them using the above criteria.

C. Climatic Elements

Describe the climate, including summer and winter average high and low temperatures, precipitation and prevailing wind characteristics of the area. Describe any topographic features which may influence climatic conditions. Discuss existing air quality. Ambient levels of pollutants should be compared to the National Ambient Air Quality Standards (NAAQS).

D. Biological and Ecological Elements

Sources of data should be identified. The appropriate U.S. Fish and Wildlife Services field office, the Arkansas Game and Fish Commission and the Arkansas Natural Heritage Commission must be consulted about the presence of endangered or threatened species in the area.

- a. Botanical Elements. Discuss the major plant species, vegetation associations or unique plant communities which occur in the planning area. Special attention should be given to any endangered or threatened species.
- b. Zoological Elements. Discuss the major animal communities involved, identifying the major species present. Again, special attention should be given to threatened or endangered species. This should include a discussion of the fisheries use of the receiving stream if a permit for discharge of backwash water is applicable.
- c. Ecological Elements. What are the major ecosystems of the planning area? What biological significance (essential link in the food chain, endangered or threatened species, critical habitat) or relation to community needs (aesthetic value, recreational or economic resources, air or water quality, public safety) do the ecosystems exhibit?

E. Environmentally Sensitive Areas

Based upon the preceding data and through consultation with the appropriate agencies, describe floodplains, wetlands, critical habitats, national and state parks and forests, fish and wildlife refuges, national natural landmarks, wild and scenic rivers, prime agricultural land or other environmentally sensitive areas that may be in the planning area. Provide a map or maps accurately delineating these elements.

F. Cultural Resources

Contact the State Historic Preservation Officer (SHPO) to identify any archaeological or

historic sites within the facility planning area (FPA). Discuss any impacts and impact mitigation of the proposed project upon these sites. Append a letter from the SHPO or their representative concerning the proposed project. This item is required prior to approval by the Environmental Reviewer at ANRC.

G. Social and Economic Conditions

Discuss employment trends, economic trends and health aspects of the planning area. List the current and projected population levels for the design period. Describe the source of or method used for population projections.

- a. Discuss employment trends, economic trends and health aspects of the planning area. List the current and projected population levels for the design period. Describe the source of or method used for population projections.
- b. Based on Executive Order 11898, Federal Actions to Address Environmental Justice in Minority Populations and Low-income Populations, the applicant of the Clean Water State Revolving Fund (SRF) shall describe the population characteristics of the service area and certify that service shall not be denied to any person on the basis of race, color, income, or national origin. The applicant must also describe the impacts of the facility on various socio-economic groups within the area and note other locations which were considered for the treatment facility. In the facility analysis, the applicant shall also indicate the location of other environmental management and public facilities, such as landfills, recycling centers, incinerators, hazardous/nuclear waste disposal sites, prisons, etc.
- c. During the scoping or planning process an environmental justice screening analysis should take place. Basically, this is a two-step screening process, the results of which then guide subsequent actions related to environmental justice.
- d. The first step in identifying potential environmental justice concerns should be a screening-level analysis to determine the existence of a low-income and/or minority population. Depending on the outcome, it may then be necessary to enhance public participation to gain a fuller understanding of the potential environmental justice issues. In addition, if the project affects tribal lands or resources, EPA, in keeping with their policies of government to government relations, will formally request that affected Indian Tribes seek to participate as a cooperating agency.
- e. In the screening analysis, two questions should be addressed, as described below:

Does the potentially affected community include minority and/or low income populations? If yes, steps must be taken to enhance an outreach effort to engage these groups in public participation.

Are the environmental impacts likely to fall disproportionately on minority and /or low-income members of the community and/or tribal resources? If yes, steps must be taken to enhance an outreach effort to engage these groups in public participation. A positive response to the question could result from any of several factors, including the following:

- Minority and/or low-income populations could be unevenly distributed, thus subject to different levels or intensity of impacts than the larger population within a potentially affected area. This pattern should cause concern for cumulative impacts. An example would be subsistence dependence on an affected resource by members of a community.
- The impacts may affect a cultural, historical, or protected (e.g. , treaty) resource of value to an Indian Tribe or a minority population, even when the population is not concentrated in the vicinity.

f. If the answer to both screening questions is a “no”, then environmental justice screening analysis should be documented in scoping notices and in EA’s and FONSI’s.

g. Contact the Division’s Environmental Review Coordinator for further consultation on the environmental justice analysis requirements. Submit the project location in latitude/longitude degrees, minutes, and seconds. Note that decimal fractions (xx.x) are allowed for seconds. The application uses datum NAD27.

H. Needs of the Project Area

Present a discussion of items that would improve the quality of the environment (solid waste management, wastewater management, roads, parks, zoning ordinances, building codes, transportation, educational and employment resources, etc.)

I. Other Federal, State and Local Programs

Discuss highways, airports, lakes, parks, housing and industrial developments, etc., and their interaction with the water system.

J. Land Use

Land use maps showing existing and proposed future land uses should be included. If land use maps are not available, a sketch and written discussion of present and future land uses should be presented. Describe the nature and effectiveness of current land use planning and controls, particularly concerning environmentally sensitive areas. Describe trends for industrial, residential, commercial, agricultural and recreational sectors. Discuss any aspect of these trends which might threaten air or water quality or bring about other environmental impacts.

K. Ambient Noise Levels

Describe the overall noise levels of the planning area.

L. Energy Sources

Identify the energy supplier(s) for the planning area and discuss any current or projected problems with energy supply and demand within the community.

3. **ALTERNATIVES TO THE PROPOSED ACTION**

- A. This section shall contain a systematic development of at least three (3) feasible alternatives and a “no action” alternative necessary to solve the water supply and distribution problems. Emphasis should be placed on projects that will involve new site selection, transmission lines, or construction in environmentally sensitive areas. These alternatives must be screened with respect to physical, legal or institutional constraints; regulatory requirements; capital and operating costs; and significant primary and secondary environmental effects and irreversible and unavoidable impacts.
1. The "no action" alternative must refer to the impacts upon the facility planning area, if the project is not implemented. Briefly summarize the future environment without a project in terms of the environmental setting developed in previous sections.
 2. Briefly discuss the environmental impacts of these alternative measures. These can be easily displayed in a matrix with the proposed actions at the top and the impacts on the side. Then, using a system of plus and minus signs indicate whether the project's impact is positive or negative. Indicate no impact with a "0". Repeat this process for long-term, short-term and secondary impacts.
 3. Discuss reasons for accepting and rejecting the alternative actions. Cost-effectiveness should not be the major consideration for rejecting an alternative proposal. However, a cost analysis of each alternative should be listed.
 4. Alternative locations, distribution systems, capacities, and construction staging of the facilities should be discussed in this section.
 5. Discuss alternative methods of backwash water disposal, including process options, disposal options and disposal locations.
 6. Discuss alternative methods of water treatment.
- B. If any part of the project occurs in a 100-year floodplain, adherence to Executive Order 11988 is necessary. It must be demonstrated that there is no practical alternative or that no significant impacts (increased flood elevations, danger to public health and safety, or damage to the natural functions of the floodplain) will result from the action. Consult the EPA Floodplain Guidelines for further information.
1. Direct Impacts. Consider and discuss alternatives to construction within the floodplain. Demonstrate, by analyzing environmental, cost and technological factors, that there is no practical alternative to construction in the floodplain.
 - a. If no alternatives are practical and construction in the floodplain is required, the proposed project must minimize potential harm to the floodplain. Provide a description of these measures and;
 - b. Prepare and circulate a Floodplain Management Notice. This explanation of the proposed action's location in the floodplain, a maximum of three

pages in length, should be sent to area or regional clearinghouses, the appropriate district or field offices of the U.S. Army Corps of Engineers and U.S. Fish and Wildlife Service, the Federal Emergency Management Agency, Arkansas Department of Health and the Arkansas Department of Environmental Quality. This notice may be circulated with the EID if it is a separate, clearly identified document. It shall include:

- (1) The reasons the proposed action will be located in a floodplain.
 - (2) A statement indicating how the action will conform to applicable federal, state or local floodplain protection standards.
 - (3) A list of the alternatives considered.
 - (4) A map showing the relationship between the project components, the floodway and the floodplain that includes the maximum flood elevation and the elevation to which the facilities will be protected.
- c. This notice shall also be made available for public review during the public hearing.

C. Procedure to follow if construction is to take place in wetlands.

1. As with floodplains, show that there is no practical alternative to construction in wetlands.
2. Demonstrate the proposed action includes practical measures to minimize harm to wetlands. Include maps illustrating the relationship between the construction and the wetlands.
3. In making the above finding, economic, technological and environmental factors should be taken into account. Among these are:
 - a. Public health, safety and welfare, including water supply, quality, discharge, pollution, flood hazards, erosion and sedimentation.
 - b. Maintenance of natural systems, including conservation and long-term productivity, species and habitat diversity and stability, hydrologic resources, fish, wildlife, timber and food and fiber resources.
 - c. Other uses of wetlands in the public interest, including recreational, scientific and cultural uses.
4. Public notice shall be made that the proposed action is located within a wetlands area and review of any plans or proposals for new construction in wetlands shall be made available for public review during the Public Hearing.

4. PROJECT DESCRIPTION

- A. Describe the selected alternative for the proposed facility.
1. Include a map of the facility planning area and the amount of acreage involved.
 2. Include the ANRC project number.
 3. Identify the proposed treatment process(es) and indicate the size of the facilities (include present and design average daily and peak day usage and specify the design year and design population).
 4. If existing treatment facilities are present then:
 - a. Outline future plans for the plant.
 - b. State which portion of the plant will be retained.
 - c. State if the existing site will be retained.
 5. Describe any special (non-treatment) components that will be employed at the proposed facility such as odor abatement, noise abatement, aesthetic design, etc.
 6. Specify the amount of land required for the plant site, including buffer zones, storage tank locations, pump stations, well locations and method of land acquisition. Proof of contact and comments from current landowner should be included.
 7. Discuss design populations, distribution systems, and total project area, and cost
- B. Identify the design population per meter usage. The gpm/d must be broken down by contributor (i.e., domestic, industrial, agricultural, water loss, etc.).
- C. Describe any proposed distribution system construction or rehabilitation. List separately the lengths and sizes of eligible lines and describe their function, i.e. transmission, pump stations, etc. Give existing pressure and capacity of existing lines (if any) to be replaced, current usage and design capacity of proposed new lines. Demonstrate that the storage facilities have or will have adequate storage for the design life of the project.
- D. Describe the total area to be affected by the proposed project and the locations of all proposed project elements. It is important that the proposed distribution systems as well as the existing and proposed treatment facilities be shown by map in relation to existing homes and businesses. A map depicting the location of all project elements and the limits of the service area must be included.

- E. Give the basin, segment or aquifer of the proposed project location and discuss in detail the consistency of the project with the State Water Plan. The way in which this project implements or conforms to these plans must be specified.

- F. Give the total estimated project cost, the estimated local share and the estimated DWSRF loan and method of financing the proposed facility. Be specific about describing the dedicated source of revenue for loan repayment as agreed upon in the bond purchase agreement, i.e., user charge revenues, assessed benefits, sales tax, etc.

5. ENVIRONMENTAL IMPACTS OF THE PROPOSED ACTION

A. Primary Impacts

Discuss those impacts, adverse and beneficial, which can be attributed directly to the proposed action. These would normally be related to construction and operation of the distribution and treatment facilities and the land use changes.

1. Short-Term Impacts

- a. Describe alterations to land forms, streams, and natural drainage patterns.
- b. Describe the extent to which area watercourses will be affected by siltation and sedimentation and the mitigative measures to be taken. Specify the erosion and sediment runoff control measures to be employed.
- c. Discuss the effects of dredging, tunneling and trenching on area watercourses and the mitigative measures to be taken.
- d. Describe the precautions to be taken to avoid injury to cover vegetation, including trees.
- e. If clearing will involve herbicides, defoliant, blasting, cutting or boring, identify and describe the precautionary measures to be taken to protect the area's environment.
- f. Describe the final disposal method for soil and vegetative spoil. If a landfill or other permitted form of disposal is to be used, indicate compliance with the local, state and federal regulations.
- g. If land is to be acquired:
 - Specify the amount of land required and the number of people, if any, that will be relocated. List their names and show proof that they

- have been contacted and are aware of the proposed project.
- Discuss the project's effect on adjacent land values.
- State the land use changes that will take place at the facility site.

- h. If existing facilities are to be abandoned, describe what will be done with the existing structures and how the land will be used (e.g., razing an abandoned treatment plant and converting the land to a park).
- i. If any construction will occur in a waterway, consult with the U.S. Army Corps of Engineers concerning the need for a Section 404 or Section 10 permit and include a statement of that fact.
 - (1) It should be stated whether the Corps would be likely to issue 404/Section 10 permit(s) for dredged material or fill discharged in the project area, or whether the Corps or other Federal and state agencies would favor an alternative location.
 - (2) State the environmental factors which provide the Corps with information necessary to make a final decision on the permit application.

If your project has been under review by the Corps for four weeks or more and you have not received any type of response, it would be wise to contact them to determine the status of the review.

- j. Specify the measures to be taken to control dust during construction.
 - k. Identify the effects of noise during construction and specify the precautions to be taken to protect area residents and wildlife from construction related noise. Demonstrate compliance with OSHA standards.
 - l. Identify any areas to be affected by blasting. Specifically describe the precautions to be taken to protect area residents and wildlife during blasting and how it will meet OSHA standards.
 - m. Specify the measures to be taken to minimize vehicular and pedestrian traffic disruption and describe the safety provisions required to protect the public from construction hazards.
 - n. Discuss the effects of night work, if any, on the area environment.
2. Long-Term Impacts
- a. Specify the type (current use) and amount of land that will be affected by construction of the project. Will the project impact prime agricultural or important farmlands, wetlands, a floodplain, etceteras?

- b. Describe any beneficial uses of this land that will be eliminated by construction of the project.
- c. How will the natural or present character of the plant site or project area be changed? Discuss changes in growth patterns of surrounding areas.
- d. Indicate the degree to which the proposed structures will interfere with or obstruct scenic views.
- e. Describe the architectural techniques that will be used to blend the structures with the environment and any landscaping to be provided.
- f. Show the prevailing wind patterns in relation to the project site and the residential and business community.

Identify possible odor sources and discuss their effects on parks, residences, businesses, highways or other public access areas and present a realistic, comprehensive assessment of the project's potential odor problems.

- g. State whether the project will conform with the basin or area-wide plans for meeting safe drinking water standards.
- h. Indicate any beneficial or adverse effects of the project on aquatic biota.
- i. Discuss the project's effect on wastewater systems.
- j. Discuss project's effect on water rights, irrigation, recreation or other uses.
- k. If this project will result in the diversion of flows between basins, discuss the effects on both basins.
- l. Describe the project's effects on historical, cultural and archaeological resources through coordination with the State Historic Preservation Office.
- m. Indicate all local areas designated for use as recreational areas or natural preserves, including scenic rivers, and discuss the project's immediate and future effects on those areas. Determine and, if applicable, develop the ways in which this project may serve to further recreational goals such as parks, hiking and bicycle trails, etc.
- n. Describe the potential noise levels from the facility operation in terms of decibels, time of occurrence, duration and types of noise and vibration. Identify any sensitive receptors and specify the measures to be taken to eliminate noise.

- o. Specify the precautions to be taken to control access to the facilities.
- p. Discuss insect nuisance and required control programs that may be needed as a result of the project.
- q. If pesticides are to be used, the method of application should be described. Also discuss their potential effects on water quality (ground and surface) and non-target species.
- r. Discuss the project's effect on terrestrial and aquatic habitats.
- s. Indicate the project's physical relation to area floodplains. A flood hazard map is necessary as is a definite determination of the base flood elevation.
 - (1) Discuss the project's effects on the movement of floodwaters and describe the measures to be taken to protect the project from flooding.
 - (2) Does the community participate in the National Flood Insurance Program?
- t. Discuss the project's expected energy consumption during operation and the chemicals used in the treatment process.
- u. Discuss the project's effect on present air quality.

B. Secondary Impacts

Those impacts, adverse and beneficial, that result from indirect and induced changes caused by the proposed action must be discussed. Special attention should be given when new treatment capacity and/or distribution facilities are proposed to service or traverse sparsely populated or undeveloped areas.

1. The impacts of the project on land uses must be assessed. What changes in the rate, density or type of development including residential, commercial, industrial, recreational and open space may be induced?
2. Relate population and land use changes to effects on air quality and water quantity (surface and groundwater).
3. Discuss the effect of the projected growth on public services, such as water supply, further wastewater treatment needs, public utilities, transportation facilities and solid waste disposal.

4. Discuss the economic impacts including the estimated monthly charge for operation and maintenance, the estimated monthly charge for debt service, the estimated connection charge and the total monthly charge to the average residential customer for the new system being funded. Social conditions, including the annual median household income, tax base, employment, neighborhood development trends and recreational needs must also be developed. Include a determination of technical, managerial, and financial aspects of the Drinking Water Act capacity development provisions.
5. Discuss how anticipated land use and socioeconomic activities related to the proposed action conform or conflict with existing land use plans.
6. Develop, in detail, any impacts of induced or growth related development on environmentally sensitive areas that will or may result from this project.
 - a. Demonstrate, by contrasting the projected land use patterns and the floodplain and wetlands maps, that the proposed project will not induce development within these environmentally sensitive areas. If such is unavoidable, show that such development will conform with EPA Floodplain Guidelines and FEMA standards.
 - b. Repeat the above process, as applicable, for each of the following:
 - (1) Threatened or endangered species,
 - (2) Critical habitats,
 - (3) Prime or unique agricultural lands,
 - (4) Any other environmentally sensitive areas.

6. ADVERSE IMPACTS WHICH CANNOT BE AVOIDED SHOULD THE PROPOSAL BE IMPLEMENTED

Any adverse impacts indicated in Section VI above should be discussed further in this section. Describe in detail the structural and non-structural measures employed to mitigate or eliminate significant adverse effects. Such measures include changes in both structural (facility design, size and location); and non-structural (staging facilities, developing or enforcing land use regulations) design. Those impacts which cannot be reduced to acceptable levels shall be described in detail.

7. RELATIONSHIP BETWEEN LOCAL SHORT-TERM USES OF MAN'S ENVIRONMENT AND THE MAINTENANCE AND ENHANCEMENT OF LONG-TERM PRODUCTIVITY

Describe the extent to which the proposed action involves tradeoffs between short-term public health and environmental gains at the expense of long-term gains or vice versa and the extent to

which the proposed action forecloses future options. Special attention shall be given to effects which narrow the range of future uses of land and water resources or pose long-term risks to health or safety. Explain the reasons the proposed action is believed justified now, rather than reserving a long-term option for other alternatives.

8. IRREVERSIBLE AND IRRETRIEVABLE COMMITMENTS OF RESOURCES TO THE PROPOSED ACTION, SHOULD IT BE IMPLEMENTED

- A. Describe the proposed action's required commitment of land, construction materials, person-hours and funds to design and implement the project.
- B. Describe the extent to which the project curtails the range of future uses of land and water resources. For example, induced growth in undeveloped areas may curtail alternative uses of that land.
- C. Also, irreversible environmental damage can result from equipment malfunctions or industrial accidents at the project site. Therefore, the need for any irretrievable and significant commitments of resources shall be fully explained.
- D. What irretrievable commitments of resources will be made by the operation and maintenance of these facilities?

9. PUBLIC PARTICIPATION

A. Discussion

This section should contain a discussion and proposed resolution of any objections, complaints, or problems, which have been voiced against the proposed action.

B. Public Meeting

The applicant shall hold one public meeting when alternatives have been developed, but before an alternative has been selected, to discuss all alternatives under consideration and the reasons for rejection of others. The public meeting is less formal than the public hearing and does not require formal presentations, scheduling of presentations and a word for word transcript of the proceedings. The notice of the public meeting shall not be less than 30 days prior to the meeting.

C. Public Hearing

The applicant must hold a formal public hearing prior to adoption of the facilities plan to discuss the proposed facilities plan, EID and any necessary mitigative measures. The public hearing must be held in conformance with the following public participation process and a complete word for word transcript of the hearing is

required.

D. Notice of Public Hearing

- a. The applicant must notify the public of the hearing by prominent advertising at least thirty (30) days prior to the date of the hearing. In addition, the applicant must follow the Coordination of Review requirements of Section 2. described below and provide a written notice of the hearing to appropriate local agencies, groups and officials, interested environmental groups, and appropriate minority leaders and groups as soon as the hearing is scheduled.
- b. The content of the notice shall include:
 - (1) The date, time and place of the hearing;
 - (2) A brief description of the proposed project, including the locations of any new treatment facilities;
 - (3) The cost of the project, including the estimated monthly bill to a typical household and any connection fee;
 - (4) Give at least one local source of detailed information such as the Facilities Plan and Environmental Information Document for the proposed project.
 - (5) The following statement must be in the notice:

"One of the purposes of this hearing is to discuss the potential environmental impacts of the project and alternatives to it."
- c. Public Review of Documents Pertaining to Hearing

A copy of the EID shall be displayed at a convenient local site approximately 30 days before the hearing and at the hearing.

E. Format of Public Hearing

The hearing shall conform to the following general format:

- (1) Call to Order
- (2) Statement of the purpose of the hearing which will include the following:

"One of the purposes of this hearing is to discuss the potential environmental impacts of the project and alternatives to it."
- (3) The considerations to be taken into account under law and regulations; a brief description of the proposed project; the cost of the project, including the estimated

monthly bill to a typical household and any connection fee, and information which is particularly solicited from the public.

- (4) Hold a question and answer period before or after presentations begin.
- (5) List of witnesses.
- (6) Testimony.

F. Hearing Record

The Hearing record, which will be made a part of the EID, shall include the following:

- (1) A copy of the public hearing notices (affidavit of publication).
- (2) A list of and sample letter sent to those notified of the hearing as per item 1.a. above and the letters sent to the state and federal agencies as outlined in Section 2. below.
- (3) A statement, signed by the applicant, stating that the hearing was held in conformance with the Public Hearing Notice.
- (4) A list of witnesses including the complete text of their statements.
- (5) A text of the Statement of the Purpose of the hearing.

G. Transcript of Public Hearing

Attach a verbatim transcript, not a summary, of the public hearing to the EID.

H. Coordination of Review

- a. The Environmental Information Document and the notice of public hearing must be sent by the applicant for review and comment to:

District Office of the U.S. Army Corps of Engineers
U.S. Fish and Wildlife Service
Arkansas Historic Preservation Program
State Clearinghouse
AR Game and Fish Commission
AR State Parks and Tourism
AR Dept. of Health
Arkansas Natural Heritage Commission

Their review time will be simultaneous with the thirty (30) days or more prior to the public hearing and should be so stated in the transmittal letter. Comment letters from these agencies must be included in the EID.

- b. A Notice of Public Hearing and Availability of the Environmental Information Document must be sent to the following:

Bureau of Land Management
National Park Service
U.S. Geological Survey
U.S. Forest Service
U.S. Fish and Wildlife Service
Arkansas Highway & Transportation Department (with map showing improvements)
Federal Emergency Management Agency
Area Planning and Development District
USDA Natural Resources Conservation Service
Arkansas Department of Environmental Quality
Other Area Planning Agencies (as applicable)
Local Floodplain Administrator

This should also be simultaneous with the thirty (30) days or more prior to the public hearing. If an agency requests a copy of the EID, it should then be transmitted as in item 1, above.

- c. The following must be attached to the final EID before transmittal to the Arkansas Natural Resources Commission:

- (1) A copy of all transmittal letters used in sending the EID to the required review agencies.
- (2) A copy of the Notice of Public Hearing and Availability sent to each of the required review agencies.
- (3) All comments from the review agencies and responses to any issues they have raised. Comments from those agencies that received EID's are essential.

3. Address List for Coordination of Review (Mailing List).