



# Memorandum

To: Loan Applicants and Consulting Engineers  
From: Water Quality Control Division - Grants and Loans Unit  
Revision Date: 10/21/2014  
Re: Preparation of Environmental Assessments

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The Water Quality Control Division will make an environmental determination based on information provided in the Preliminary Engineering Report and the Environmental Assessment Checklist submitted by the loan applicant or their consulting engineer. The determination will be made in accordance with the procedures described in the State Environmental Review Process. This memo is for projects determined to require preparation of the Environmental Assessment.

As required by the National Environmental Policy Act, the assessment is a review of the short and long-term direct, secondary, and cumulative impacts of the proposed project. Secondary environmental and social impacts throughout the utility planning area as well as those at the construction site must be evaluated and disclosed. The checklist is a starting point for the evaluation. Any issues identified in the checklist and key issues emphasized by the division must be covered in more detail in the assessment report (see template). The review process does not require field surveys as required for an Environmental Impact Statement, unless requested by another agency, but does involve research of existing information and data sources. Keep in mind that it is important to disclose likely and potential impacts even if they are not fully mitigated.

Once the assessment is submitted, the division must review the assessment for completeness and significance of impacts. If the impacts are not deemed significant, the division will publish a Finding of No Significant Impact. Following the 30-day comment period, the division will approve the Preliminary Engineering Report and assessment and allow the construction phase to commence.

Attached is a draft template to use as a guide in preparing the assessment. If you have any questions or would like to request an example assessment report please contact Matthew Stearns at 303-691-4064 or [matthew.stearns@state.co.us](mailto:matthew.stearns@state.co.us).

