

# STATE OF COLORADO

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Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department  
of Public Health  
and Environment

## Memorandum

To:    Loan Applicants and Consulting Engineers  
From: Water Quality Control Division – Financial Assistance Program  
Re:    Preparation of Preliminary Engineering Reports

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The preliminary engineering report (PER) guidance and review process for Water Pollution Control and Drinking Water Revolving Fund loan projects has been revised. The purpose of the revised guidance is to assist communities and consultants in developing a comprehensive PER that will support informed engineering decisions and financing flexibility. In an effort to improve and streamline the process:

- 1) The Water Quality Control Division, USDA Rural Development (Colorado Office), and Colorado Department of Local Affairs participated in drafting the revised guidance. As a result, one PER will satisfy both federal and state guidelines.
- 2) The PER guidance packet includes a suggested outline and a detailed guidance/checklist form. The outline may be used as a starting point for structuring the PER. The comprehensive guidance document and checklist includes the necessary elements of the PER along with page references and reviewer comments. In order to expedite the review process, the form, with page references provided by the consulting engineer, must be submitted with each PER (see attached).
- 3) Information requested in the guidance but not covered in an original PER may be added as correspondence or an addendum.

Please keep in mind that the PER guidance packet provides a general overview of the recommended information but is not tailored for every type of project. The level of analysis should be commensurate with the complexity and scope of the project to the extent practicable. Project Managers and Engineers are available to answer questions and provide clarification on requirements particularly for smaller projects. As we refine this tool, we would appreciate your feedback and suggestions for improvement.