**2022 CWNS**

**State Needs Survey and Other State Forms Submissions Template for Document Type 100a or 100b**

Please indicate general information in Table 1.

| General Data Element | Response |
| --- | --- |
| State |  |
| Contact Name |  |
| Date Created |  |
| Infrastructure Type(s) |  |
| Community Size(s) Included in Survey | Small  Non-small  Both |
| Proposed Document Type  *(only one may be indicated)* | Approach identifying needed projects and estimating costs (100a)  Approach identifying needed projects or estimating costs (100b) |
| *I have ensured that the submitted costs are not otherwise documented in the 2022 CWNS (e.g., in an existing CIP).* | |

Please provide a copy of your survey along with any instructions provided to the recipient. Use this template to describe how your survey aligns with CWNS policies. The submittal requirements for prior approval of a state survey are outlined below and differ based on the community size(s) being surveyed. Please complete:

* Section I if you will be only collecting and reporting needs data from small communities. The definition of a small community is found in Section 5.22 of the State Coordinator Manual.
* Section II if you will only be collecting needs data for non-small communities, or if you are collecting needs data with no differentiation of data collection requirements based on community size.
* Both Section I and II if you plan to collect and report needs data for both small and non-small communities and you have different data collection requirements based on community size.

Please respond to each question as clearly and concisely as appropriate. If EPA needs to request missing or additional information, you will be requested to respond with the required information within five business days.

1. Small Communities

*Please describe how your state ensured only small communities respond to the survey or how your state plans to only report data for small communities. Provide your state’s definition for small community (if different from the CWNS definition).*

*Describe how your state collected or plans to collect costs. Does the survey request costs at the category-level (e.g., “Secondary Wastewater Treatment”) at a minimum? If not, describe how you will assign costs to the CWNS categories and annotate the category for each cost when you upload the documentation.*

*Describe how your state ensured that the community representatives completing the surveys had knowledge of needed infrastructure projects and their estimated costs (e.g., by including a certification statement, requiring only certain survey recipients be allowed to complete).*

*Describe any technical data –such as flow, population served, effluent treatment level, discharge type, or location– that your survey collects (optional).*

1. Non-small Communities

*Describe how your state collected or plans to collect project descriptions detailed enough to meet the documentation requirements outlined in Section 4.4.2 of the State Coordinator Manual.*

*Describe how your state validated or will validate the submitted costs in the state survey (e.g., an audit process, required PE signature).*

*List any technical data –such as flow, population served, effluent treatment level, discharge type, or location– that your survey collects (optional).*