Annual Progress Report
Lead Testing in School and Child Care Program
Drinking Water Grant Section 2107

This outline serves as an example for reporting annual updates for the Lead Testing in School and Child Care Program. The instruction guide for the outline is in the ***Elements and Description*** table.

State:	
State Agency with Oversight:	
Grant Number:	
Project Title:	
Reporting Period Start Date (mm/dd/yyyy):	
Reporting Period End Date (mm/dd/yyyy):	

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1. **What were the outputs for the reporting year?**

2. **Report work progress and spending in the following table.**

a) Percent of workplan completed	
b) Number of federal dollars spent	
c) Number of non-federal dollars spent	

3. **What were the accomplishments? Please include the total of the following measures:**

Data Element	**Child Cares**	**Schools**
a) Number of samples tested for lead in drinking water		
b) Number of lead results that exceeded the program remediation trigger		
c) Number of facilities sampled		
d) Number of facilities with lead results that exceeded the program remediation trigger		

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Data Element	Child Cares	Schools
e) Number of facilities with completed follow-up action(s)		
f) Number of facilities with completed remediation action(s)		
g) Number of facilities with completed replacement action(s)		

4. Was training in place for personnel? ☐ Yes ☐ No

If yes, indicate the number of personnel who received training in the following table.

Number of Personnel that Received Training on Lead in Drinking Water	
Child Cares	
Schools	

5. Are the lead test results available for the public to view? ☐ Yes ☐ No

Indicate the state URL if results are available online and/or any other method(s) of applicable communication.

6. Were there any other pertinent activities or environmental/public health results pertaining to testing for lead in drinking water in schools/child care facilities carried out during this reporting period?

7. a) Are the project schedule and milestones being met? ☐ Yes ☐ No

b) If no, will a program extension request be expected to take place? ☐ Yes ☐ No

8. What work is projected for the upcoming new reporting period?

Elements and Description

Elements	Description
State	The name of the state or territory that received WIIN grant funding.
State Agency with Oversight	This is the full name of the state agency or agencies with oversight. For example, the agency could be related to environmental protection, public health, or education.
Grant Number	This is the Assistance Listing (formerly the Catalog of Federal Domestic Assistance, or CFDA) number attached to the reporting program.
Project Title	This is the full formal title of the state's testing program that is funded by the WIIN grant.
Reporting Period Covered (mm/dd/yyyy)	These are the start and end dates for the reporting period for the data collection report, list in mm/dd/yyyy format.
1. Outputs	These are the outputs from the state workplan. Examples: Develop a lead testing program with robust training in child care and school facilities; use EPA's 3Ts toolkit for reducing lead in drinking water statewide.
2. a) Percent of workplan completed	Indicate the percentage of the workplan completed during the reporting period.
2. b) Number of federal dollars spent	Indicate the awarded WIIN grant funding spent for all eligible testing activities conducted in the reporting period. Eligible activities include but are not limited to the development of sampling plans, training in preparation of sampling, sample collection and analysis, communication related to sampling efforts, use of a contractor to support sampling efforts, and sampling after remediation.
2. c) Number of non-federal dollars spent	Includes (in whole dollars) the total amount of other funding that is ***not WIIN grant funding*** spent to implement the lead testing program during the reporting period. This may include those funds that: a) the state had received to implement and run its testing program before the WIIN grant, or b) offset any additional activities that the WIIN grant does not or cannot cover. Ineligible activities include remediation and/or replacement actions following testing, among others.
3. a) Number of lead samples tested	This is the total number of samples tested from all child cares and/or schools including detecting and non-detecting lead samples.
3. b) Number of lead results that exceeded the program remediation trigger	The number of samples above the program remediation trigger. States that receive WIIN grants are required to establish a triggering level of lead concentration in parts per billion (ppb) for schools and/or child care facilities to use for the testing program that triggers follow-up activities, remediation, or replacement. This is called the program remediation trigger. The program remediation trigger may be dictated by a state regulation but may not be in all cases. For example, states may have established a state-specific action level (that is more stringent than the federal requirement of 15 ppb) which they use for Lead and Copper Rule compliance. States may choose this level or they may choose to set another standard specific to testing in schools and/or child care facilities. Regardless, states must choose and document the triggering level they have set for schools and/or child care facilities.
3. c) Number of facilities sampled	This is the number of child cares and/or schools that actually tested for lead in the drinking water in their facilities and completed the testing.

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3. d) Number of facilities with lead results that exceeded the program remediation trigger	As a condition of the WIIN grant program, each state's lead testing program must establish a program remediation trigger that will trigger follow-up steps, such as additional sampling, remediation, or replacement of fixtures, outlets, etc. This field contains the total number of schools and/or child care facilities that exceeded the program-specific levels of lead that would result in follow-up activity.
3. e) Number of facilities with completed follow-up actions	This field includes the total number of schools and/or child care facilities that, having detected lead during testing, have carried out plans, follow-up steps, or procedures/activities to reduce lead exposure during the reporting period. These are *short-term* measures that may include but are not limited to steps such as planning; re-sampling; follow-up testing; communication; issuing do not drink orders; providing students with water bottles to bring water from home; or temporarily placing fountains out of commission. *This field does not include activities related to remediation or replacement.*
3. f) Number facilities with completed remediation actions	This field includes the total number of schools and/or child care facilities that, having detected lead during testing, have carried out plans, follow-up steps, or remediation procedures/activities during the reporting period. Remediation here refers to approved state protocols -- often multiple measures -- to reduce lead in tap water. These can be *short-term or long-term activities*, which may include but are not limited to routine maintenance, such as cleaning debris from aerators; initiating protocols for flushing the building's piping system; or turning off contaminated outlets. *This does not include fixture or outlet replacement.*
3. g) Number of facilities with completed replacement actions	This field includes the total number of schools and/or child care facilities that, having detected lead during testing, have carried out plans, follow-up steps, or replacement procedures/activities during the reporting period. Replacement here refers to *permanent long-term strategies, which include but are not limited to replacing fixtures, internal piping, or lead service line replacement to the facilities.*
4. Training in place for personnel	Indicate whether training was in place for personnel and the number of personnel (either as part-time or full-time) employed by the child cares/schools that were trained in lead reducing or testing activities.
5. Lead test results communication	Indicate whether lead test results are available for the public to review. If yes: 1) Indicate the URL where the state is posting the lead test results for the public to view. 2) Indicate other/additional method(s) where the lead test results are delivered/communicated to the child care/school community and the public if applicable.
6. Pertinent activities	Indicate any other activities related to environmental/public health results pertaining to testing for lead in drinking water in schools/child care facilities carried out during the reporting period. Examples can include webinars, training courses, roundtables, tools, handout materials, etc.
7. a) Project schedule and milestone	Indicate whether the project schedule and milestones are being met.
7. b) Program extension	Indicate whether a program extension request will be expected to take place.
8. Upcoming projected work	Indicate the work projected to complete in the upcoming reporting period.