CHECKLIST FOR WEST VIRGINIA DRINKING WATER TREATMENT REVOLVING FUND

Set-Aside Funded Activities

FY 2004 Mid-Year Report

June 2004

This checklist consists of the activities in WV DHHR work plan for the TRF set-aside funded activities. It is meant to assist in the tracking of tasks completed and aid in evaluating the state's progress in accomplishing these activities. **Note:** Activities funded under the 4% DWSRF set-aside are evaluated by EPA Region III's Municipal Financial Assistance Branch and are included in this report as FYI only.

ACTIVITY	Completed ?	COMMENTS
4% Set-Aside		
1. Market the DWTRF Program by regularly updating the web page, providing articles on the Health Department in other newsletters, speaking to different organizations and civic groups, participating as an exhibitor at organizations conferences and communicate with systems directly.	Ongoing	Staff members have spoken at various organizations such as the Association of Consulting Engineers, Public Service Commission Board Members training. Articles have been written for the Public Service Commission newsletter, Contractors Association. The web page is updated as needed. Staff members have met with representatives of Public Water Systems directly to inform them of the program. The office was represented at the West Virginia Engineering and Contractors Trade Exposition and at the West Virginia Rural Water Association's annual conference.

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ACTIVITY	**Completed?**	**COMMENTS**
4% Set-Aside		
2. Provide information clearinghouse and service referral system.	Ongoing	This is accomplished through our work with the Infrastructure and Jobs Development Council in reviewing applications and making funding recommendations.
3. Prepare annual Intended Use Plan and Capitalization Grant applications.	Ongoing	Annually the staff will prepare an Intended Use Plan and Capitalization Grant that will is submitted to EPA.
4. Coordinate reports, audits and reviews with EPA.	Ongoing	EPA is provided copies of audits of the program and other reports as necessary.
5. Evaluate and rank potential projects including all parts of the evaluation process. (i.e., input by applicants, information learned from sanitary surveys, operational reports, compliance histories, capacity development assessments and the status of the unserved and under served population)	Ongoing	The applications that are deemed financially and technically acceptable by the Infrastructure and Jobs Development Council are scored by our staff. These projects are then ranked according to the criteria as described in the IUP and displayed on the web page.
6. Review and approve management and operational contracts (especially where management and/or operational entity may not be the owner of the system).	Ongoing	This is reviewed as part of the Infrastructure and Jobs Development Council Application.

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ACTIVITY	Completed?	COMMENTS
4% Set-Aside		
7. Integrate pre-application activities	Ongoing	This is continuing to be accomplished through the regular meetings of the Infrastructure and Jobs Development Council.
8. Monitor construction progress. Process change orders as needed.	Ongoing	Projects under construction continue to be monitored through communication with the project engineer. Change orders are approved by the BPH staff.
9. Assess capacity development of systems applying for DWTRF assistance.	Ongoing	Each project that is offered funding from the DWTRF program has a capacity development assessment and the results are reviewed. Capacity Development staff make recommendations concerning what steps are needed for a system to upgrade their financial, managerial and technical capabilities in order to receive SRF assistance.
10. Approve system operations following construction and system startup.	Ongoing	The project engineer for the construction project is to issue a letter of substantial completion for the project. This is reviewed by BPH staff.
11. Develop the DWTRF to ensure the long term perpetuity of the fund where after the initial capitalization years, the loan repayments in the fund will be used to finance additional projects.	Ongoing	The repayments of the loans are tracked and monitored. The BPH staff works with the Water Development Authority in determining that the loan conditions are being met and that the loans will be repaid. The staff has taken training in the financial planning model and has attempted to project the funding possibilities for future.

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ACTIVITY	**Completed ?**	**COMMENTS**
15% Set-Aside		
1. Complete scheduled number of source water assessments.	Ongoing	As of 4-15-04, completed 95.7% of the source water (ground and surface sources for community and non community) assessments for the public water supply systems. Assessments are ongoing
2. Establish and implement wellhead protection activities for 450 small systems.	Ongoing	As of 4-15-04, 691 non-community systems completed (actual number completed higher than goal)
3. Sponsor Water Awareness Symposium	Ongoing	Five symposiums held for 2003 – 2004 titled "From Source Water Assessments to Protection – A Tool Kit for Action." Estimated attendance was 20-25 persons per session.
4. Complete Pump Yield & Drawdown Test Method pamphlet	Ongoing	Waiting on the recommendations from the water well design task force before development of pamphlet. Estimated task force completion date is winter 2004. Will then submit to contractor for pamphlet development.
5. Develop Hydro-geology and Simulation of Ground-Water Flow and Delineation Models in Alluvial Aquifers Bordering the Ohio River, West Virginia (i.e., developing models and/or tools; OEHS proficiency)	Ongoing	Report from the USGS on the Hydrogeology - Simulation of Ground-Water Flow and Delineation Models in Alluvial Aquifers Bordering the Ohio River. Waiting on finalized print.

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6. UIC WHPP Program Contract - targeting delineated source water protection areas (i.e., 4 goals set forth in 2001 Workplan).	Ongoing	WVDEP has completed site assessments on 1044 sites (as of 3-31-04). Targeted source water protection areas and inventorying all potential Class 5 wells and underground injection tanks. DEP is currently evaluating the potential risk or regulatory action to eliminate the risk.
ACTIVITY	**Completed ?**	**COMMENTS**
10% Set-Aside		
A. PROGRAM MANAGEMENT		
A.1. Report on activities of the Cross Connection Program.	Yes	A full certification class has been developed called "A Backflow Prevention Assembly Inspector/Tester." This class is provided at least twice per year and is directly related to the ASSE certification class.
A.2. Implement SDWA Rules for 2004.	Yes	All rules implemented in accordance with primacy requirements with exception of arsenic. (Authority to adopt revised MCL to be approved in 2004 state legislative session)
A.3. Provide training and proper equipment to staff.	Ongoing	This continues as staff is made aware of training opportunities and equipment is purchased as needed and funds are available.
A.4. Emphasize public information / outreach (i.e., CCR, public awareness, latest regulations).		Assistance was provided to many of the water systems in the preparation of their CCRs. Staff participated in three booth exhibits displaying an informational board and various brochures; also three opportunities to provide training to the WV Public

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		Service Commissioner's course. Staff has also conducted the following out-reach opportunities: 2 fluoride classes; 3 Class I; 1 Class II and 2 Class 1Ds. District office personnel conduct multiple 1D classes on an "as-needed" basis. WVRWA held 5 additional Class I sessions.
A.5. Conduct capacity development assessments	Ongoing	Staff conducts capacity development assessments. By adding additional staff members, our goal is to increase the number of assessments conducted for next reporting period.
B. CAPACITY DEVELOPMENT PROGRAM		
B.6. Maintain/update capacity development web page	Yes	This has been accomplished and will continue to be updated as necessary.
B.7. Complete and publish necessary capacity development program reports	Ongoing	Assessments are continuing to be completed and are being distributed as necessary.
C. DATA & INFORMATION SYSTEM MANAGEMENT		

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C.8. Report on activities of Data and Information System Planning and Policy Team		An informal team approach is being used in order to develop interim and long term strategies for needs of the data base maintenance. Preliminary steps have begun to develop a module that will be used by the district offices to integrate with SDWIS. This will improve the accurate of the data and decrease the hours necessary to in-put information into SDWIS.
C.9. Eliminate and consolidate independent, individual data bases. Establish a common system inventory file.	Ongoing	Estimate at 90% complete. All persons in Central Office with Windows 98 or higher have access to SDWIS/State, the common data base. Yet to be done is installation at all Districts, upgrading of computers to Windows 98, and training.
C.10. Provide training to district office staff as well as new employees on an as-needed basis.	Yes	SDWIS 8.0 training has been performed for persons using SDWIS on a daily basis, as well as the SDWIS data base administrator
ACTIVITY	**Completed ?**	**COMMENTS**
10% Set-Aside		
C.11. Administer and direct an improved information management system for use by management, staff and other agencies.	Ongoing	SDWIS is available to management and staff, however will not be available to other State agencies until SDWIS is available on the internet, goal currently is the 3rd calendar quarter of 2004.
D. OPERATOR TRAINING and		

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CERTIFICATION		
D.12. Review courses submitted for continuing education hours (CEH).	Ongoing	A CEH review committee meets at least once per month to review submitted courses. An independent stakeholder committee concurrently reviews the same information, with recommendations forwarded to our committee.
D.13. Evaluate re-certification procedures within EED.	Ongoing	Re-certification procedures are evaluated on a regular basis.
D.14. Increase the number of courses and class sizes for Class 1 operator certification classes. Report on activities since the last end-of-year report.	Yes	Contracted four additional Class 1 Courses with WVRWA during this period. Class sizes are subjective, based on the # registered. Our organization also held three (3) additional Class 1 Courses beyond our normal yearly load. We will be assuming the same plan for the year coming.
D.15. Teach water related courses to outside organizations. Report on activities since the last end-of-year report.	Yes	Currently teach water related courses at the Water Systems Council (WSC) conference, the yearly exposition, Public Service Commission Board members, City councils, and various other agencies, public and private.
D.16. Attend courses provided for continuing education.	Yes	Staff have attended water and wastewater related training to further their knowledge. Specific classes include the Fluoride Operations (CDC), Developing a Curriculum (DACUM) facilitator training to help with validation of job tasks, pertinent curriculum and exams.

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D.17. Participate in Drinking Water Education and Training Coalition meetings		BPH staff continues to be an active member of the Coalition.
D.18. Participate in the development, production and distribution of a water operator training calendar	Yes	On-going; continues each six months. Training and testing dates posted on our webpage.
D.19. Purchase training aids, equipment, study guides and reference materials to assist in training.	Ongoing	Purchased Class I training manuals. Purchased a remote control for instructors' use in PowerPoint presentations. Identified backups for instructors.
D.20. Prepare and distribute a newsletter to communicate regulatory changes and other useful information to water treatment operators.	Ongoing	*Drips and Drops* continues to be published on a quarterly basis and sent to all water systems. Established a CD library for class facilitator for emergency situations when an instructor is unable to attend training.
D.21. Cooperate with AWWA in recognizing and promoting the achievements of water operators. Report on activities since the last end-of-year report.	Ongoing	Each year AWWA presents the Perkins Boyton operator award to an outstanding water operator from a large system and a small system. The BPH district engineers provide input in the selection of the recipients and were involved in the presentation of the award.
ACTIVITY	**Complete d**	**COMMENTS**

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2% Set-Aside		
1. Enter into contract with WVRWA to provide technical assistance to small systems. Report on activities since the last end-of-year report.	Ongoing	Contract with the Association is renewed each year and they continue to provide educational training and assistance geared to the water plant operators.

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