



**Drinking Water Assistance Fund  
Program Year 2020 Annual Report**



**Division of Environmental and Financial Assistance  
Division of Drinking and Ground Waters  
Drinking Water Assistance Fund  
September 2020**

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**STATE OF OHIO  
DRINKING WATER ASSISTANCE FUND  
ANNUAL REPORT TO U.S. EPA, REGION V  
FOR PROGRAM YEAR 2020 (July 1, 2019 – June 30, 2020)**

**I. Introduction**

The State of Ohio is pleased to submit the Ohio Drinking Water Assistance Fund (DWAF) Annual Report for Program Year (PY) 2020. This report addresses operation of the DWAF during the time period from July 1, 2019 through June 30, 2020. During that time, Ohio was awarded the 2019 capitalization grant funds and has met the capitalization grant requirements.

Ohio EPA provides this report detailing the activities undertaken to reach the goals and objectives set forth in the program management plan developed for PY 2020. This report documents the status of the program by describing progress made toward long- and short-term program goals, the funding sources (e.g., federal grants) and uses of all funds (e.g., loans, set-asides), financial status of the DWAF, and compliance with federal Drinking Water State Revolving Fund requirements.

**II. Details of Fund Accomplishments**

During PY 2020, all pertinent short-term and long-term goals of the program were met. 69 binding commitments totaling \$226,016,525 were made in PY 2020. The 69 binding commitments funded a total of 65 projects. See Table 1 for a breakdown of the overall Water Supply Revolving Loan Account (WSRLA) activity during PY 2020. During PY 2020, we made four supplemental loans to projects (Brilliant Water and Sewer District, Jewett, Kenton, and Saint Clairsville)

Total Capitalization Received:	<b>\$27,674,000</b>
Number of Projects Binding Commitments:	<b>69</b>
Project Funding Binding Commitments:	<b>\$226,016,525</b>
Average Interest Rate:	<b>0.64 percent (excluding PF)</b>
Total Funds Issued for Disadvantaged Community Loans:	<b>\$29,664,491</b>
Total Subsidy Issued for Disadvantaged Community Loans:	<b>\$11,666,878</b>
Small Systems Funded:	<b>45 loans for \$41,376,869</b>
Total Disbursements:	<b>\$165,697,648</b>

Table 1. Program Year 2020 Water Supply Revolving Loan Account Activity

Project Type	# Loans	Loan Type	Dollar Amount
WSRLA Construction	49	Direct	\$223,691,989
WSRLA Design	14	Direct	\$2,144,277
WSRLA Planning	6	Direct	\$180,258
<b>Subtotal</b>	<b>69</b>		<b>\$226,016,525</b>

Interest rates for loans ranged from a low of 0.0% to a high of 1.5% and the average loan rate of all loans (excluding principal forgiveness) was 0.64%. Most of PY 2020 was during a period of historically low interest rates. The DWAF financial summary is provided below in Table 2.

Table 2. DWAF Financial Summary

<b><i>Funding sources for PY 2020</i></b>	
DWAF 2019 Capitalization Grant (including set-asides)	\$27,674,000
DWAF Series Note Issuance	\$12,000,000
DWAF Series Bond Issuance	\$310,165,671
Loan Repayments	\$28,622,481
Interest Earnings	\$7,334,814
<b>Total Sources PY 2020</b>	<b>385,796,966</b>
<b><i>Funding uses for PY 2020</i></b>	
PY 20 Disbursements of Bond and Note Issuance	\$151,823,536
PY 20 Total Loan Awards (incl. suppl.)	\$226,016,525
<b>Total Uses PY 2020</b>	<b>\$377,840,061</b>
Increase / (Decrease) in Funds Available	\$7,956,905
Funds Available End of PY 19	\$165,570,879
<b>Funds Available End of PY 20</b>	<b>\$173,527,784</b>

Of the \$226,016,525 in binding commitments, \$22,767,641 was awarded in the third quarter of 2019, \$24,280,184 in the fourth quarter of 2019, \$65,658,193 in the first quarter of 2020, and \$113,310,507 in the second quarter of 2020.

During PY 2020, Ohio EPA accepted the FFY 2019 appropriations (the 2019 capitalization grant). The 2019 appropriations and capitalization grant allowed for additional subsidization of projects. Ohio EPA chose to provide additional subsidies through principal forgiveness awards to qualifying projects. Ohio EPA awarded \$14,410,810 in principal forgiveness funds through 13 binding commitments. Principal forgiveness was provided for asset management, disadvantaged communities, and regionalization projects. Table 3 shows the principal forgiveness awards made during PY 2020.

Table 3. WSRLA Principal Forgiveness Awards during PY 2020

Name	Project Name	PF Amount	Loan Type	Project User Population
Tuppers Plains/Chester Water District	Water System Improvements Phase 10	\$3,225,481	Construction	15,600
Bailey Lakes	Bailey Lake Asset Management Plan	\$10,000	Planning	371
Jewett	Jewett Water System Improvements	\$1,538,995	Construction	700
Danville	Water Utility Distribution Mapping	\$9,600	Planning	1,138
Byesville	Byesville Water Asset Management Plan	\$10,000	Planning	2,248
Belmont County	Asset Management Plan	\$10,000	Planning	11,229
Canton	Canton South Water Line Extension - Phase 1	\$1,509,582	Construction	72,463
Muskingum County	Leffler-Baughman Run Rds & Village of Roseville Water Ext	\$1,194,750	Construction	736
Leading Creek Conservancy District	10.5 Mile 14" Raw Water Line Replacement Project	\$786,232	Construction	6,000
Jewett	Water Treatment Plant Rehab	\$533,290	Construction	700
Coal Grove	Water Line Replacement Phase I	\$1,956,625	Construction	1,884
Coshocton	West Lafayette Waterline Extension	\$3,000,000	Construction	2,312
Sunday Creek Valley Water	Waterline Improvements - Construction	\$626,255	Construction	2,925

### III. DWAF Financial Status

#### A. Revenues, expenses and disbursements

Revenue to the DWAF during PY 2020 came from several sources: federal capitalization grant payments, repayments to the fund, interest earned on accounts, and the DWAF bond proceeds. One federal capitalization grant in the amount of \$27,674,00 was received in calendar year 2019. \$24,210,080 is the amount of the capitalization grant minus set-asides. WSRLA loan repayments totaled \$28,622,481 and interest income earned on accounts totaled \$7,334,814 during program year 2020.

Expenses for the DWAF during PY 2020 were for debt service payments on bonds and program administration. The total debt service payment on bonds during PY 2020 was

\$61,679,784. The debt service payment was associated with the debt service on the State Match, DWAF Leverage and DWAF Series obligations.

Disbursements to projects during PY 2020 totaled \$165,697,648. Of this amount, \$24,210,080 was from federal DWSRF capitalization grants, \$12,015,237 from State Match, and \$117,640,329 from bond proceeds, \$10,766,504 from the Other Project accounts, and \$1,065,498 from non-governmental loan.

- B. 120% binding commitments made within one year of cap grant payments to ASAP.

The requirement that DWAF binding commitments be made for at least 120% of the amount of the increases to the ASAP one year after the increases were made was satisfied during PY 2020. At the end of the fourth quarter of PY 2020, the cumulative ASAP increases totaled \$1,805,589,495 and the cumulative binding commitments at the end of PY 2020 were \$618,954,400, resulting in a commitment percent of 291.72%

- C. Percentage of ASAP disbursements to total disbursements has remained within the 83.33% limit.

The proportionality of ASAP draws to total disbursements was maintained below the maximum percentage of 83.33% in all four quarters of this reporting period. At the end of the fourth quarter of PY 2020, this proportion was 82.61%.

- D. 20% state match provided for federal capitalization grants.

The State of Ohio is required to match all federal capitalization grants with a state match of at least 20%. Through the end of PY 2020, the total amount of capitalization grant funds paid to the DWAF was \$618,954,400 which was matched by deposits to the DWAF totaling \$123,700,880 from state match bond funds and an initial cash contribution. Thus, the State has matched the capitalization grants received by 21.05%, meeting the requirement. As of June 30, 2020, this banked overmatch was sufficient to meet the WPCLF's state match requirement for an additional \$6.5 million in capitalization grants, with no further state match contribution.

Please see the attached balance sheets prepared by the Ohio Water Development Authority for more information.

#### IV. Set-Asides

##### A. Administration

Ohio EPA no longer uses the Administration set-aside account but uses the Fee account for staffing levels.

Ohio EPA currently collects administrative fees from loan recipients. Administrative fees collected are deposited into the Administrative Account managed by OWDA. With the exception of loans to disadvantaged communities, Ohio EPA collected the loan origination fee of 1.0 percent of the principal of each loan originated from the DWAF during PY 2020. The Ohio Water Development Authority (OWDA) requires a fee of 0.35 percent of the entire the loan amount. The OWDA fees are also deposited into the Administrative Account to be utilized by OWDA for administrative costs related to the program. Fees deposited into the Administrative Account must be used solely to defray the costs of administering the program.

These fees are due at the time of the loan award. Administrative funds that remain in the account at the conclusion of the program year remain in the account to address program administrative costs in subsequent program years.

##### B. Local Assistance and Other State Programs

This set-aside is used when necessary to supplement existing state programs and funds and not as substitutes for existing funding. By doing this, Ohio EPA maximizes the amount of funds available for infrastructure improvements. This set-aside is used to build capability at public water systems. Besides the focus areas below, this set-aside also funded asset management activities along with contracts, supplies, and operating charges. \$1,464,369.40 was disbursed from the Local Assistance and Other State Programs set-aside account in program year 2020.

###### *Emergency Generator Grant Program*

Recent severe weather in Ohio has resulted in disruption of service at public water systems due to the lack of back-up power sources. Having the ability to automatically switch to an alternative power source in the case of electrical grid failure would have prevented these emergencies. The purpose of these grants is to help public water systems increase their technical capacity to provide a continuous source of safe drinking water. The maximum amount of the grant is \$10,000 and grants may only be requested for equipment, supplies and training obtained on or after December 1, 2017. (Per 2019 DWAF PMP – Appendix J).

###### *PY 2020 Source Water Assessment and Protection*

The Local Area Assistance and Other State Programs set-aside was used to fund these activities in PY 2020. There are approximately 8.5 FTEs related to Source Water Assessment and Protection Program. Please see the PY 2020 Source Water Assessment and Protection Annual Report included as part of Appendix C for further detailed information.

C. Small Systems Technical Assistance

Ohio EPA administered a Small Systems Technical Assistance Program utilizing one assistance provider during PY 2020. W.S.O.S. Community Action Commission, Inc. / Great Lakes Rural Community Assistance Program (Ohio RCAP) was under agreement to provide small system managerial and financial assistance. The technical assistance agreement with Ohio RCAP was in effect from July 1, 2019 through June 30, 2020 and was funded with a grant in the amount of \$550,000.00. Please see Appendix B for more information.

D. Public Water System Supervision

The Public Water System Supervision set-aside funded return to compliance activities along with contracts, supplies, and operating charges. \$1,776,352.30 was disbursed from the Public Water System Supervision set-aside account in program year 2020.

*Return to Compliance Activities*

Provide assistance to PWS with compliance needs to return the PWS to compliance: 10.1 FTEs (Per 2020 DWAF PMP – Appendix H).

*Sanitary Survey Program*

Evaluate PWS for compliance issues and provide technical assistance to return the PWS to compliance: 11.9 FTEs. Approximately 25% of these funds are covered by this set-aside. (Per 2020 DWAF PMP – Appendix H).

*Harmful Algal Blooms*

Implementation of Ohio Harmful Algal Blooms Response Strategy. Information on activities conducted to support the Harmful Algal Blooms Program are presented in Appendix A of this report. Funds from the PWSS set-aside were used to support approximately 1.4 FTEs in 2020.

Please see Appendix A for more information.



## V. Provisions of the Operating Agreement/Conditions of Capitalization Grants.

The Ohio EPA agreed to administer the DWAF in accordance with conditions outlined in previous Grant Agreements and the Operating Agreement. The following conditions have been met as described in the operating agreement or the capitalization grant agreement and will not be described further:

- Agreement to accept payments
- State laws and procedures
- State accounting and auditing procedures
- Recipient accounting procedures using GAAP and auditing procedures using GAGAS
- Use of the Automated Standard Application for Payments (ASAP)
- Ohio Attorney General Certification
- Preparation of Project Priority List and Intended Use Plan annually
- Through the Ohio Water Development Authority, establish and maintain DWAF accounts

Other conditions, requirements or regulations which were met during PY 2020 include: matching ASAP increases at the 20 percent level, expeditious and timely expenditure of funds, providing SRF funds only for eligible activities, compliance with SDWA requirements for all projects receiving binding commitments, the Minority Business Enterprises and the Women's Business Enterprises requirements, compliance with other federal authorities; compliance with the State Environmental Review Process (SERP); compliance with the ASAP cash draw procedures and rules established by U.S. EPA; and the performance of an annual audit and annual review.

## VI. Future Directions for the DWAF Program

Ohio EPA approved the PY 2021 DWAF Program Management Plan on June 26, 2020. Funding will be made available for PY 2021 that will meet the drinking water needs of small and large communities along with a principal forgiveness program which will be sensitive to the economic needs of small and disadvantaged communities and regionalization projects. Approximately \$738 million will be *made available* by Ohio EPA for all eligible projects on the IPL that meet program requirements during PY 2021.

The maximum amount of principal forgiveness that Ohio is permitted to offer for PY 2021 per the 2020 appropriations and capitalization grant is approximately \$13.6 million. Approximately \$3.8 million will be reserved for regionalization projects. Approximately \$9.8 million will be reserved for projects serving disadvantaged communities.

Principal Forgiveness – Lead Services Line (LSL) Replacements, SRF Transfer

On October 4, 2019, the federal Water Infrastructure Funding Transfer Act (WIFTA) was passed into law. Under WIFTA, states may transfer up to 5 percent of the cumulative capitalization grants from the Clean Water State Revolving Fund (CWSRF) to the Drinking Water State Revolving Fund (DWSRF) to be used as principal forgiveness for projects that address exposure to lead in drinking water. To this end, Ohio EPA encouraged the nomination of LSL replacement projects to estimate the demand. The nominations received are listed in the PY 2021 DWAF Program Management Plan. Ohio EPA requested, and received US EPA approval, to transfer \$20

million from the WPCLF to the DWAF. The transfer will occur prior to the October 4, 2020 deadline. The general parameters of the transferred funds will be as follows: (a) funds will be available for award during PY 2021 and PY 2022, (b) nominations will remain open through PY 2021, and (c) funds will be awarded at 100 percent principal forgiveness up to \$1 million per applicant per year. Additional funds could be awarded beyond the \$1 million cap as 0% loan funds.

In response to harmful algal blooms (HABs) and their potential effect on drinking water systems, Ohio EPA continues to make available a 0% interest rate for projects addressing HABs. New in PY 2021, Ohio EPA is also making available a 0% interest rate for projects addressing per- and polyfluoroalkyl substances (PFAS). A total of \$50 million at 0% interest is available for HABs and PFAS.

All planning and design loans with terms of five years or less will receive a 0% interest rate. Furthermore, all planning and design nominations will be accepted throughout the program year as part of an “open” cycle.

Ohio EPA continues to support efforts for regionalization. For projects that do not qualify for regionalization principal forgiveness, 0% interest loan funds will be available. Ohio EPA will make up to \$10 million available at the discounted rate for this purpose. Regionalization includes projects which consolidate water systems or connect areas with contaminated wells or wells with an inadequate water supply into larger systems that exhibit capability.

## **VII. Environmental Benefits of the DWAF**

Ohio EPA has completed its commitment to collect measures data for entry in PBR, providing data for loans each year. We will continue to enter data for new loans as they are awarded. Ohio EPA utilizes its database program (Assistance Information Management System or AIMS) that assists and ensures that PBR information is compiled at the time of loan award.

**Drinking Water Assistance Fund**  
**Balance Sheet**  
June 30, 2020

<u>Assets</u>	
Cash and cash equivalents	50,880,193
Investments	227,753,542
Receivables:	
Federal and local government authorities	872,417,290
Other	-
Total assets	<u>1,151,051,025</u>
<u>Deferred Outflows of Resources</u>	
Loss on Refunding	4,028,173
Total assets and deferred outflows of resources	<u>1,155,079,198</u>
<u>Liabilities and Net Position</u>	
Accounts Payable	11,532,024
Accrued interest	1,887,106
Drinking Water Assistance Fund Bonds	
State Match Series	-
Leverage Series	<u>555,914,510</u>
Total liabilities	569,333,640
Net Position	<u>585,745,558</u>
Total liabilities and net position	<u>1,155,079,198</u>

**Drinking Water Assistance Fund**  
**Statement of Revenues, Expenses and Changes in Net**  
**Assets**

Year ended June 30, 2020

Revenues:

Project revenue	14,779,499
Investment income	8,235,325
Admin fees from projects	1,978,614
Contribution from U.S. EPA	<u>28,987,334</u>

53,980,772

Expenses:

Interest on bonds and notes	13,403,628
Bond and note issuance expense	2,652,949
Loan principal forgiveness and grant expense	13,797,234
State revolving fund administration	4,936,249
Professional services	747,635
Loan interest rate buy-down	<u>843,922</u>

36,381,617

Excess (deficiency) of revenues over expenses

before non - operating revenue 17,599,155

Other -

Excess (deficiency) of revenues over

expenses 17,599,155

Net Position at beginning of year 568,146,403

Net Position at end of year 585,745,558

**Drinking Water Assistance Fund**  
**Statement of Cash Flows**  
Year ended June 30, 2020

Operating activities:

Administrative fees from projects	1,978,614
Grant expense	(1,144,437)
State revolving fund administration	(4,936,249)
Professional services	<u>(741,885)</u>
Net cash provided (used) by operating activities	(4,843,957)

Investing activities:

Proceeds from maturity or sale of investments	340,778,923
Purchase of investments	(501,597,736)
Interest received on investments, net of purchased interest	5,477,081
Interest received on projects	13,168,260
Principal collected on projects	55,717,623
Payment for construction of projects	<u>(165,697,648)</u>
Net cash provided (used) by investing activities	(252,153,497)

Noncapital financing activities:

Interest paid on bonds and notes, net of purchased interest	(22,429,784)
Redemption of bonds and notes	(83,780,000)
Proceeds of bonds and notes	370,686,309
Bond issuance expense	(2,652,949)
Interest rate buy-down expense	(843,922)
Contribution from U.S. EPA	<u>28,987,334</u>

Net cash provided (used) by noncapital financing activities	289,966,988
Net increase (decrease) in cash and cash equivalents	32,969,534
Cash and cash equivalents at beginning of period	17,909,621
Cash and cash equivalents at end of period (Note 1)	50,879,155
Reconciliation to net cash provided (used) by operating activities:	
Excess (deficiency) of revenues over expenses before operating transfer	17,599,155
Adjustments:	
Investment income	(8,235,325)
Principal forgiveness and other	12,652,797
Interest on bonds and notes	13,403,628
Project revenue	(14,779,499)
Contribution from U.S. EPA	(28,987,334)
Bond and note issuance expense	2,652,949
Interest rate buy-down expense	843,922
Net change in other assets and other liabilities	5,750
Net cash provided (used) by operating activities	(4,843,957)

Note 1: As of June 30, 2020, the Drinking Water Fund balance sheet had cash and cash equivalent balances of \$50,880,193, which includes accrued interest receivable of \$1,038 on money market balances. 6/30/2020 cash and cash equivalent balance for cash flow statement was \$50,879,155 which doesn't include accrued interest receivable of \$1,038.

**DWAF Loan  
Disbursements**

July 1, 2019 - June 30,  
2020

<b>Type</b>	<b>Total</b>
Capitalization Grant	24,210,080
State Match	12,015,237
Bond proceeds	117,640,329
Other Projects Accounts	10,766,504
Non-Governmental Loan	<u>1,065,498</u>
	165,697,648

**DWAF Debt Service Payments**

July 1, 2019 - June 30, 2020

<b>Type</b>	<b>Interest</b>	<b>Principal</b>	<b>Total</b>
State Match Series	68,100	12,000,000	12,068,100
DWAF Leverage & DWAF Series	<u>22,361,684</u>	<u>27,250,000</u>	<u>49,611,684</u>
	22,429,784	39,250,000	61,679,784

**For Informational Purposes:**

<b>Tie-out to Cash Flow Statement (CFS)</b>	<b>Principal</b>
Redemption of Bonds and Notes per CFS	83,780,000
Principal Paid from above	39,250,000
DWAF 2010B Bonds Refunded by DWAF 2019B*	<u>44,530,000</u>
	83,780,000
Variance	-

\* To avoid double counting, not included in Principal debt service payments because will be included in DWAF 2019B bonds as these bonds amortize.



**DWAF Investment Income**  
July 1, 2019 - June 30, 2020

<b>Type</b>	<b>Total</b>
Capitalization Grant	-
Repayment Accounts	69,556
Other Project Accounts	4,957,251
Non-Governmental Loan	149,733
DWAF Leverage and DWAF Accounts	<u>3,058,785</u>
	8,235,325

**DWAF Financial Status**

Capitalization grant	24,210,080
DWAF Loan repayments exceed DS	28,622,481
Investment Income	8,235,325
Debt Service	61,679,784

**Disbursements Info:**

Capitalization Grant	24,210,080
State Match	12,015,237
Bond proceeds	117,640,329
Other Projects Accounts	10,766,504
Non-Governmental Loan	<u>1,065,498</u>
Total Disbursements	165,697,648

DWAF

**Capitalization Grant Award and State Match Summary**

As of 6/30/2020

<b>Grant Number</b>	<b>FFY Appropriation</b>	<b>Cap Grant Award Date</b>	<b>Cap Grant Amount</b>	<b>State Match Amount (20%)</b>
FS985954-98	1997	9/11/98	43,073,000.00	8,614,600.00
FS985954-99	1998	9/30/99	22,806,200.00	4,561,240.00
FS985954-00	1999	9/21/00	23,903,100.00	4,780,620.00
FS985954-00	2000	9/21/00	24,842,200.00	4,968,440.00
FS985954-00-1	2001	9/19/01	24,944,900.22	4,988,980.04
FS985954-02	2002	4/26/02	24,547,600.00	4,909,520.00
FS985954-03	2003	9/17/03	24,400,100.00	4,880,020.00
FS985954-04	2004	9/30/04	25,311,500.00	5,062,300.00
FS985954-05	2005	8/30/05	25,257,900.00	5,051,580.00
FS985954-06	2006	9/28/06	24,670,900.00	4,934,180.00
FS985954-07	2007	9/25/07	24,671,000.00	4,934,200.00
FS985954-08	2008	9/24/08	24,421,000.00	4,884,200.00
FS985954-09	2009	9/30/09	24,421,000.00	4,884,200.00
FS985954-10	2011	3/4/11	43,610,000.00	8,722,000.00
FS985954-11	2011	9/28/11	30,261,000.00	6,052,200.00
FS98595412-0	2012	9/26/12	30,339,000.00	6,067,800.00
FS985954-13-0	2013	8/20/13	27,058,000.00	5,411,600.00
FS985954-14-0	2014	9/29/14	24,586,000.00	4,917,200.00
FS985954-15-0	2015	9/17/15	24,405,000.00	4,881,000.00
FS985954-16-0	2016	8/24/16	22,907,000.00	4,581,400.00
FS985954-17-0	2017	9/14/17	22,909,000.00	4,581,800.00
FS985954-18-0	2018	8/30/18	27,935,000.00	5,587,000.00
FS985954-19-0	2019	8/12/19	27,674,000.00	<u>5,534,800.00</u>
			<b>618,954,400.22</b>	<b>123,790,880.04</b>

# Appendix A

## Drinking Water Assistance Fund

(Local Assistance and Other  
State Programs)

## Capability Assurance Strategy Annual Report

Program Year 2020

## Introduction

This Capability Assurance Strategy Annual Report was prepared by the Ohio Environmental Protection Agency (Ohio EPA), Division of Drinking and Ground Water (DDAGW), in fulfillment of the reporting requirements of the United States Environmental Protection Agency (U.S. EPA) *Guidance on Implementing the Capacity Development Provisions of the Safe Drinking Water Act Amendments of 1996* that requires:

*Each year, as a stand-alone submittal or as part of the state's capitalization grant application, the state must provide documentation showing the ongoing implementation of the capacity development strategy.*

The report follows the format specified in a memorandum from Cynthia Dougherty, Director, Office of Ground Water and Drinking Water, on June 1, 2005 regarding “*Reporting Criteria for Annual State Capacity Development Program Implementation Reports*”. This report is based on data for State Fiscal Year (PY) 2020 which covers the period July 1, 2019 through June 30, 2020.

This report also serves as a final report for the PY 2020 Public Water System Supervision Workplan as detailed in Appendix H, of the PY 2020 Drinking Water Assistance Fund Management and Intended Use Plan. Additional language in this report explains the activities for the 23.4 FTEs that were applied to the Public Water System Supervision set-aside. \$1,464,369.40 was disbursed from the Local Assistance and Other State Programs set-aside account in program year 2020.

## New Public Water Systems

Ohio Revised Code Sections 6109.24 and 6109.22(M) and Ohio Administrative Code Chapter 3745-87 provide for Ohio's legal authority to implement the new systems program.

All new public water systems must submit a capability assurance plan prior to detail plan approval and start-up of the system.

Between July 1, 2019 and June 30, 2020, nine (9) community and non-transient non-community public water systems were activated. Table A-2 contains a list of the activated systems. The activated systems list was reviewed to determine which systems are truly new versus found, existing systems or for new satellites of existing systems. DDAGW determined two (2) systems are new systems.

## Existing Public Water Systems

Listed below are the programs, tools and activities utilized during PY 2020 to assist existing public water systems in acquiring and maintaining technical, managerial and financial capacity.

- Continued use of a new sanitary survey process utilizing more capability related questions and Capability Assurance Evaluation Forms;
- Compliance and Operational Review Meetings (CORMs);
- Continued use of the Ohio RCAP List as a proactive measure to assist small systems that are having financial or managerial problems;
- Mailed postcards, sent electronic phone messages and made personal calls to public water systems as reminders to complete required compliance monitoring;

- Utilized email to communicate information to public water systems and laboratories;
- Targeted systems on the enforcement priority list;
- Pursued a legislative change to establish requirements for demonstration of capability at all public water systems; and
- Offered free technical, managerial and financial training to public water systems

## Who needs assistance and what type is needed?

Ohio continues to identify systems in need of capacity development assistance by using a multi-tiered approach.

Track and enforce requirements through the **sanitary survey process**

Identify systems needing managerial and/or financial assistance to achieve or maintain compliance through **the Ohio RCAP list** process

Identify systems needing capability improvements through the **enforcement** priority list compiled quarterly

Prioritize and improve existing system capacity by sending **reminder postcards, electronic phone messages and personal phone calls** to systems that are near the end of the monitoring period and have not monitored as required.

## **Ohio RCAP List**

The Ohio RCAP list includes only community water systems serving 10,000 or less in population. Systems intended for this list are those that need financial and/or managerial technical assistance to achieve or maintain compliance. A system that is placed on the Ohio RCAP list and receives the needed assistance may graduate to the PPL/IPL when it is ready to proceed with a project being funded through the Drinking Water State Revolving Fund. 27 small systems were placed on the Ohio RCAP List during PY 2020, 15 of those systems had a project on the PPL/IPL for PY 2020. 12 of those systems have a project on the PPL for PY 2021.

## **Enforcement**

During PY 2020, DDAGW continued our commitment to U.S. EPA to address or resolve systems with Enforcement Targeting Tool list (ETT) scores of 11 or greater. These systems were addressed/resolved by systems returning to compliance, DDAGW completing an enforcement action with systems, correcting/updating our database, and by inactivating systems no longer in operation.

During PY 2020, Ohio EPA issued 126 sets of streamlined orders that resulted in 125 of the systems returning to compliance.

In addition to the ETT, USEPA's National Compliance Initiative (NCI) added 'Reducing Noncompliance with Drinking Water Standards at Community Water Systems' as a new initiative in PY19. The goal of the

initiative is for the reduction of noncompliance in community water systems by 25 percent between FY18-FY22. In the most recent report relayed to Ohio by USEPA, a reduction of 23.5% had occurred in non-compliance of Ohio community water systems by the end of fourth quarter 2019, on pace to achieve a 25% reduction by FY22. These systems were addressed/resolved by returning to compliance, outreach/technical guidance, completing an enforcement action with the system, correcting/updating our database, and by inactivating systems no longer in operation.

### ***Reminder Postcards and Electronic Phone Messages***

Another measure Ohio has taken to prioritize and improve existing system capacity is sending reminder postcards to systems that are near the end of the monitoring period and have not monitored.

During PY 2020:

- Approximately 5,233 total coliform bacteria reminder postcards and 2,130 electronic phone messages were sent to systems that had not monitored yet during the reporting period;
- Of the postcards sent to public water systems to remind them to take a total coliform bacteria sample; approximately 4,876 systems completed their monitoring (93% of the systems);
- Approximately 3,551 chemical/radiological reminder postcards and 1,816 electronic phone messages were sent to all public water systems that had not yet completed monitoring;
- Of the postcards sent, approximately 3,466 systems monitored (98% of the systems).

The benefit for capacity assurance is two-fold with the reminder postcard and electronic phone message programs. First, it speaks specifically to the managerial capacity of the system. We are providing the systems with a specific tool to better manage their public water system. Second, if a system that typically does not monitor does monitor for the contaminant and a maximum contaminant level is found, it gives Ohio EPA the ability to work with the system to improve the technical capacity of the system. These actions have increased the overall compliance of public water systems in Ohio.

### ***Electronic service communication (ListServ)***

An additional form of communication which encourages compliance and improves system capability is the ListServ (email) communication tool that the drinking water program is currently using. The 11 electronic mailing lists being used by DDAGW are as follows:

- operator certification with 2,997 subscribers
- drinking water assistance fund with 4,800 subscribers
- drinking water monitoring and compliance with 3,308 subscribers
- drinking water rules update with 3,904 subscribers
- underground injection control rules with 2,278 subscribers
- eDWR labs with 2,212 subscribers
- eDWR PWSs with 2,696 subscribers
- Spigot News electronic with 3,469 subscribers
- Spigot New (hard copy) with 1,039 subscribers
- Harmful algal bloom updates with 1,195 subscribers
- Resiliency and water security with 1,058 subscribers

The electronic mailing lists provide systems and laboratories with quick and timely updates on drinking water monitoring and compliance issues, federal and state drinking water rule making, operator certification information, state revolving fund program information.

## ***Local government, system management and operator training***

Each year Ohio EPA DDAGW provides funding to W.S.O.S Community Action Commission, Inc., Great Lakes Rural Community Assistance Program (Ohio RCAP) to present training courses as part of the Drinking Water Assistance Fund program goals and objectives. These one-day courses are free and targeted to board members, mayors, water system superintendents and operators and are as follows:

*Utility Management for Local Officials* training includes an overview of the three capacity components; managerial, technical and financial;

*Financial Management for Local Officials* training focuses on financial management, record keeping, and an overview of the theory asset management of a public water system;

*Asset Management, Budgeting & Rate Setting for Local Officials* training has participants actually do a hands-on asset management plan using the USEPA Step guide, show how the plan effects budgeting and how rate setting is affected with this data and what to consider when setting rates;

*Applied Asset Management Featuring CUPSS* training includes an introduction to Check Up Program for Small Systems (CUPSS), an overview of the software and hands-on use of the program.

In PY 2020, Ohio was pleased to offer the free online versions of *Utility Management for Local Officials* and *Financial Management for Local Officials* courses.

During PY 2020:

- 21 classroom training sessions were held statewide with 158 people in attendance representing 87 systems.
- 264 people attended two online courses representing 174 systems statewide.
  - During the year RCAP developed a multi-page brochure of classes and RCAP services, distributed a multi-page brochure of classes and RCAP services to public water system; developed a new template for training event fliers; advertised several training events via mailed fliers and constant contact emails; trained several staff on maintaining a new website created for the entire GLCAP organization; and updated and mailed publications to the list of agency contacts from OEPA, USDA, OWDA and others.

This type of outreach and education is important for our current existing system strategy to educate existing systems and increase their capability.

## **Additional program activities**

Continuing in PY 2020, water systems that receive principal forgiveness under the Water Supply Revolving Loan Account (WSRLA) were required to complete Ohio RCAP Courses prior to loan award. The classes

assist the water systems in utility and financial management and are available free of charge online or in a classroom setting.

Regionalization, including shared services, was prioritized again in PY 20 in selecting fundable projects and included discounts on loan interest rates.

Ohio EPA continues to emphasize readiness to proceed in determining which systems are scored higher for principal forgiveness and low interest rates.

Ohio EPA continued the effort to provide grant funding for emergency generators at small community water systems.

The effort to convert to an electronic plan submission process was accelerated due to COVID-19. Ohio EPA, DDAGW was able to stand an interim process in March 2020 and is working toward the long-term solution of the ePlan submission system.

## **Asset Management Programs (AMPs)**

Over the past three years, Ohio EPA has implemented an asset management approach to ensuring technical, managerial and financial capability. The need for asset management was identified because of several reoccurring problems at public water systems throughout Ohio. Many of the common problems include ageing infrastructure, deferred maintenance, lack of financial capability, high water loss, and inadequate maps of distribution piping and service areas. These issues often lead to water-use restrictions or water loss for extended periods of time for Ohioans. The intent of asset management is to provide public water systems with a tool to better manage, operate, and maintain their water system. This proven structured approach to the management of assets allows Ohio PWS to better plan and minimize risk.

In 2017, Senate Bill (SB2) was introduced to the Ohio Legislature which proposed that all public water systems in Ohio must demonstrate technical, managerial and financial capability by implementing an asset management program by October 1, 2018. With the passing of SB2, which revised Ohio Revised Code (ORC) 6109.24, Ohio EPA began early stakeholder outreach to ensure that stakeholders were brought into the rule process for early feedback before rule language was developed and throughout the process. Ohio EPA worked with a group of water systems representing the American Water Works Association (AWWA) to refine the draft rules and get them implemented in the Ohio Administrative Code (OAC 3745-87). The OAC changes were effective November 8, 2018 and now all public water systems in Ohio are required to have an asset management program developed and implemented.

In accordance with the Safe Drinking Water Act and federal/state rules and guidance, a system must be determined technically, managerially and financially capable prior to loan award. Ohio EPA uses asset management to demonstrate capability. This evaluation includes an asset management screening to review the asset management program. The asset management screening will evaluate compliance with Ohio Revised Code 6109.24, Ohio Administrative Code sections 3745-87 and 3745-92, and potential areas of deficiency that must be addressed in asset management programs. In all cases, financial capability must be demonstrated prior to loan award.



The screening tool is focused on the following areas for each PWS: Governing body, operations and maintenance, source water protection, water supply and demand, emergency preparedness, asset management, budgeting, rates, reserve accounts, water system policies, compliance and water loss. This will include developing a detailed structure for an acceptable asset management program. This will include the ability to demonstrate the PWS can provide an adequate quantity and quality of drinking water that meets or exceeds standards and conforms to best management practices.

**During PY 2020:**

- 69 DWAF loans were awarded; and
- All these systems either had acceptable asset management programs or were on an acceptable schedule to be in compliance with the asset management rules (42 individual systems).

## **Strategy Implementation and Modification**

Ohio's Capability Assurance Program is designed to help public water systems improve their technical, managerial, and financial capabilities so that they can provide safe drinking water consistently, reliably and cost effectively to Ohioans. By working with systems to enhance these areas of capacity, Ohio can promote sustainable public water systems, greater long-term compliance with national primary drinking water regulations, and public health protection for the citizens of Ohio.

Ohio's approach to ensuring all systems have technical, financial and managerial capability is by requiring all public water systems to implement an asset management program.

### **Primary objectives in Ohio's capability strategy**

1. Promote regionalization to ensure long term sustainability of water systems.
2. Encourage water systems to actively engage in long-term planning for the future of their systems.
3. Enable water systems to maintain compliance with the Safe Drinking Water Act.
4. Assist public water systems in the training and certification of operators.
5. Assist systems vulnerable to emerging contaminants.
6. Assist systems in protecting source waters.
7. Assist systems in contingency planning.

Priorities – Ohio prioritizes its efforts to public water systems most in need of improving capability

1. Ohio Administrative Code Chapter 3745-87 provides Ohio's legal authority to now require all public water systems in Ohio to implement an asset management program starting October 1, 2018.

2. Require and review a written asset management programs for new systems, existing systems during the sanitary survey process, and Water Supply Revolving Loan Account applicants.
3. Work with systems in enforcement to ensure they have implemented a written asset management program
4. Work with systems that have experienced issues in responding and/or recovering from emergencies to improve their capability through asset management planning.

### **New Systems**

After October of 2018 all new systems must have a written asset management program prior to detail plan approval and start-up of the system. Ohio EPA activated one new community system and eight non-transient non-community water systems in PY 2020.

### **Existing Systems**

With the implementation of the asset management rules, Ohio EPA now includes sanitary survey questions that address the system's asset management program. A sanitary survey is an on-site review of a public water system's water source, facilities, equipment, operations and maintenance. They are designed to identify conditions that may present a sanitary or public health risk. A sanitary survey helps to identify systems that may require technical, managerial or financial capacity development. With the development of the asset management (AM) rules, requirements of the rule have been included in the sanitary survey questions. This furthers the ability of an inspector to assess capability of a water system by ensuring they have developed and implemented an asset management program.

This allows for a structured continual evaluation of PWS capability and asset management program implementation. Community systems undergo a sanitary survey every three years and non-community water systems undergo a sanitary survey every five years.

### **Water Supply Revolving Loan Account (WSRLA)**

All public water systems that will be receiving WSRLA funding are required to demonstrate that they have an acceptable asset management program. This will be determined by doing an asset management screening.

In PY 2017 WSRLA offered a total of \$100,000 in principal forgiveness with a \$5,000 maximum per applicant and in PY 2018 WSRLA offered a total of \$150,000 in principal forgiveness with a \$10,000 per applicant maximum and zero percent loan funds. These funds were offered to help in the development of asset management programs. To date over 40 communities in Ohio have received or are in the process of receiving WSRLA loan funding to help fund asset management efforts.

### **Enforcement**

Ohio reviews the Enforcement Targeting Tool list and enforcement priority list is reviewed on a continuous basis to determine if systems need further technical, managerial, and financial assistance or a more in-depth screening of their asset management program.

With the formation of the AM rules capability specific items are now making it into enforcement cases and a deficient asset management program can now be cited so Ohio EPA staff can work towards greater capacity during all enforcement cases.

Systems listed on the enforcement priority list can benefit from technical assistance provided by Great Lakes Rural Community Assistance Program (RCAP)

### **Identifying Capability Issues**

When a PWS experiences a failure, Ohio EPA works closely to help minimize and prevent future impacts to Ohioans. Oftentimes failures are preventable the response to an emergency can be planned by implementing an adequate asset management program. For example, a system that did not have the required up to date maps and had a large main break that depressurized the entire distribution system. They could not find the leak (no leak detection capabilities) and could not find the appropriate valves to isolate the leak. The system was depressurized for an extended period of time and had issues providing enough bottled water for the citizens consumption needs. This was a small system with few resources, antiquated infrastructure, and very limited financial capacity, and recovery from this event continued to be a burden on this community for quite some time.

### **Moving Forward**

- Source water protection and assessment funding (looking at the source as an asset)
  - In PY 2021 and 2022 the DWAF will provide zero percent interest financing for LSL replacement and \$20 million in principal forgiveness.
- Metering – encouraging water systems to maintain functional water meters on all service connections and bill accordingly.
- Metrics

#### Principal Forgiveness – Lead Services Line (LSL) Replacements, SRF Transfer

On October 4, 2019, the federal Water Infrastructure Funding Transfer Act (WIFTA) was passed into law. Under WIFTA, states may transfer up to 5 percent of the cumulative capitalization grants from the Clean Water State Revolving Fund (CWSRF) to the Drinking Water State Revolving Fund (DWSRF) to be used as principal forgiveness for projects that address exposure to lead in drinking water. To this end, Ohio EPA encouraged the nomination of LSL replacement projects to estimate the demand. The nominations received are listed in the PY 2021 DWAF Program Management Plan. Ohio EPA requested, and received US EPA approval, to transfer \$20 million from the WPCLF to the DWAF. The transfer will occur prior to the October 4, 2020 deadline. The general parameters of the transferred funds will be as follows: (a) funds will be available for award during PY 2021 and PY 2022, (b) nominations will remain open through PY 2021, and (c) funds will be awarded at 100 percent principal forgiveness up to \$1 million per applicant per year. Additional funds could be awarded beyond the \$1 million cap as 0% loan funds.

For the evaluation of asset management program implementation Ohio EPA has required public water systems to report metrics on an annual basis. The required metrics are based on industry standards. This will allow Ohio EPA to look at important trends that we can then use to focus our attention in terms of outreach, training, and funding in the future.

## **Assistance to Public Water Systems with Compliance Needs**

With the support of PWSS funds from the PY 2020 Program Management and Intended Use Plan, DDAGW has responded to USEPA's ETT lists and completed CEPS in accordance with the deadlines set by USEPA and the Ohio EPA Compliance Through Assurance Strategy. During PY 2020, DDAGW continued our commitment to U.S. EPA to address or resolve systems with Enforcement Targeting Tool (ETT) scores of 11 or greater. Systems were addressed/resolved by returning to compliance, completing an enforcement action, correcting/updating our database, or by inactivating systems no longer in operation.

To prevent systems from obtaining ETT scores of 11 or greater, DDAGW conducts limited scope site visits and makes personal phone calls when systems have an ETT score of 8 to 10. And through early enforcement actions, such as streamlined orders for major nitrate and total coliform monitoring violations, DDAGW can identify small systems struggling with compliance and provide early assistance through phone calls and site visits to prevent additional violations.

In PY19, USEPA added 'Reducing Noncompliance with Drinking Water Standards at Community Water Systems' as a new initiative under the National Compliance Initiative (NCI). The goal is for Ohio to meet a 25 percent reduction of community systems that are out of compliance with health-based standards from FY18 to FY22. Between 3<sup>rd</sup> quarter 2017 and 4<sup>th</sup> quarter 2019, a reduction of 12 systems (23.5 percent) in Ohio was reported by USEPA. These systems were addressed by compliance assistance/outreach from DDAGW, completing an enforcement action, correcting/updating our database, and/or by inactivating systems no longer in operation.

Ohio has continued to develop and implement enforcement initiatives to address and/or prevent violations. Ohio instituted a regular process for addressing violations for failure to have an operator by issuing notices of violations and enforcement actions. Ohio also began assessing penalties of at least \$150 for each major total coliform or nitrate monitoring violation beginning January 1, 2016. These programs aid in bringing operators and public water systems back into compliance before reaching ETT score of 11 or greater.

In PY 2020, Ohio EPA implemented the use of the asset management screening tool in the enforcement program. Systems which appear to be having significant compliance issues will be screened and any deficiencies identified by the screening tool will be required to be addressed.

## **Emerging Contaminants Program**

Primary activities included the following:

- Collaborated with 32 PWSs with raw water cyanotoxin detections or 42 PWSs with cyanotoxin gene detections
- Provided assistance on sampling and treatment optimization practices.
- Conducted outreach or provided technical assistance to 72 public water systems using surface water on the HAB Strategy, sampling guidelines, use of analytical equipment, treatment optimization practices and compliance assistance.
- Updated the Public Water System Harmful Algal Bloom Strategy for 2020.
- Conducted routine conference calls with all Lake Erie source public water systems during the primary harmful algal bloom season.

- Coordinated with Ohio River source public water systems and ORSANCO on river harmful algal blooms.
- Coordinated with Ohio Department of Higher Education on reviewing HAB associated grant proposals for drinking water related research.
- Reviewed and evaluated approximately 14,000 raw water or finished water cyanotoxin sample results collected by Ohio EPA, public water systems, or other entities.
- Development of Reservoir Management Guidance and technical assistance focused on source water management and prevention of HABs.
- Developed a PWS manganese strategy.
- Established a drinking water emerging contaminants program and integrated the HAB program.
- Developed supplemental disinfection guidance for systems installing treatment for opportunistic pathogens (e.g. *Legionella*).
- Developed a statewide PFAS strategy for drinking water.
- Initiated statewide PFAS sampling of over 1,500 public water systems.

## Conclusion

As shown by the activities mentioned in this report Ohio continues to take a proactive stance in assuring system capability. By working with technical assistance providers, new systems, systems receiving a DWAF loan and existing systems having capability related issues Ohio EPA has demonstrated improvements in system capability.

Table A-1. Activated Community and Non-Transient Public Water Systems from July 1, 2019 to June 30, 2020

PWS ID	Name	County	Primary Source	Type	District
OH5750618	Dayton VA Bldg 410	Montgomery	SWP	C	SWDO
OH0939921	Fort Hamilton Hospital	Butler	GWP	NTNC	SWDO
OH4238112	Columbia Gas of Ohio – Mount Vernon	Knox	GW	NTNC	CDO
OH	Dutch Maid Logistics	Huron	GW	NTNC	NWDO
OH1253215	Urbana Pumper	Clark	GW	NTNC	SWDO
OH7750612	Bath Elementary School 2	Summit	GW	NTNC	NEDO
OH2876950	Chester Plaza	Geauga	GW	NTNC	NEDO
OH7799946	Leap Program	Summit	GW	NTNC	NEDO
OH2570730	Mount Carmel Grove City	Franklin	SWP	NTNC	CDO

\*Only two systems were new systems, Bath Elementary School 2 and Mount Carmel Grove City. All other systems were found systems.



## Appendix B

### Drinking Water Assistance Fund

### Small System Technical Assistance Set-Aside Annual Report

### Program Year 2020

Division of Drinking and Ground Waters  
Drinking Water Assistance Fund  
September 2020

## **Introduction**

The Safe Drinking Water Act, section 1452 requires that states submit a biennial report to U.S. EPA's regional administrator on the state's activities that receive funding under this section. This Small System Technical Assistance Set-Aside Annual Report is being submitted in compliance with this requirement.

Ohio EPA administered a Small Systems Technical Assistance Program utilizing one assistance provider during program year (PY) 2020. W.S.O.S. Community Action Commission, Inc., /Great Lakes Rural Community Assistance Program (Ohio RCAP) was under agreement to provide small system managerial and financial assistance.

## **Funding**

During PY 2020 Ohio EPA used funds available from the FFY 2018 and FFY 2019 technical assistance grant set-aside, (grant account number FS985954-18 and FS985954-19).

The technical assistance agreement with W.S.O.S. Inc./Ohio RCAP was in effect from July 1, 2019 through June 30, 2020 and funded with a grant in the amount of \$550,000.00. During PY 2020 \$524,277.15 was disbursed by OWDA.

## **Full Time Equivalents (FTEs)**

In PY 2020, Ohio RCAP allocated 4.3 FTEs to fund the activities of 20 technical assistance coordinators who supplied technical, managerial, and financial training to Ohio public water systems serving populations of 10,000 or fewer.

## **Goals and Objectives**

The goals and objectives for the Drinking Water State Revolving Fund (DWSRF) Small System Technical Assistance program for PY 2020 were:

### **Goals**

1. Maximize below-market rate loans to eligible public water systems to fund improvements to eliminate public health threats and ensure compliance with federal and state drinking water laws and regulations.
2. Target technical assistance to public water systems serving 10,000 or fewer people with a technical assistance program provided by funds from the technical assistance set-aside account.
3. Improve the types and quantity of small and disadvantaged community assistance to reduce the financial impact of capital improvement projects on smaller systems and systems serving less affluent populations.
4. Promote the development of the technical, managerial and financial capability of public water systems to maintain compliance with the state and federal Safe Drinking Water Act (SWDA) requirements, and Ohio's Capacity Assurance Program.

5. Fund the construction of extensions of public water systems, or if extensions are not economically feasible, the construction of new public water systems to address pockets of contaminated private water systems.
6. Encourage the consolidation and/or regionalization of small public water systems to allow them to take advantage of the economies of scale available to larger water systems.

### **Objectives**

1. Assist small systems on the Intended Project List, Project Priority List and the Great Lakes RCAP List to increase financial, managerial and system technical capabilities.
2. Assist small systems with the preparation of applications for the Drinking Water State Revolving Loan Fund (DWSRF) including determining the ability to repay and meeting state and other crosscutting requirements.
3. Assist small systems with project planning and determining the most cost-effective option for a public water supply to access safe drinking water, i.e. line extension from another community, restructuring, regionalization, retailer of water from another source, etc.
4. Assist small systems with project development and/or readiness to proceed issues for funding by providing information and/or short course training that includes but is not limited to; hiring an engineer, developing project schedules, obtaining cost estimates, completing data collection for project (population impacted, median household income levels), defining the need and obtaining supporting documentation, description of the proposed project, project alternatives considered and why rejected.
5. Assist small systems with locating and procuring sources of funding in addition to the DWSRF. RCAP will coordinate financing packages with the following sources, including but not limited to: The Ohio Department of Development's Community Development Block Grant program, The Ohio Water Development Authority, Ohio's Issue 2 program, Ohio's Appalachian Regional Commission Grants program, Ohio's Department of Development Local Government Initiative Fund, The United States Department of Agriculture Rural Development program and RCAP's Community Loan Fund program for water infrastructure development.
6. Assist small systems applying for a WSRLA loan, and new and existing community and non-transient non-community water systems, in the development and/or completion of the technical, managerial and financial components of the asset management program.
7. Assist small systems in increasing managerial and financial capability of their PWS. This will include issues relating to utility planning, identifying both direct and indirect operation and maintenance costs, developing budgets, cost recovery, types of financing resources, financial plan development, and marketing utility products and services to customers. This includes systems that are not on the PPL, RCAP List and Intensive TA List, but are referred for RCAP TA from Ohio EPA or direct TA request from communities that have identified needs.



8. Provide training seminars for small systems which include utility board training, financial management, asset management and budget and rate setting. Training will consist of classroom training and webinar training.
9. Provide monitoring assessment and outreach services for the online training sessions on *Utility Management for Local Officials* and *Financial Management for Local Officials*, which includes identifying who the governing board is for a system who is required to take the course, obtaining a roster list along with term limits of that body, track who has completed the courses and notify OEPA when the system has fulfilled the training requirement.
10. Professional Development Training - For two Ohio staff to improve the development and delivery of curriculum, including on-line methods.
11. Outreach & Marketing Improvements - Including continued improvements to contact lists, additional website and social media development and maintenance, class marketing using Constant Contact e-mail services and a professionally printed multi-page brochure of classes and RCAP services that would be bulk mailed and emailed to all public water systems and two other mailed fliers. Social media development will include at least three email blasts during the year that include notifications, deadling reminders, and tips for DWAF and other grant program applications.
12. Provide assistance to communities identified by Ohio EPA that need intensive technical assistance (ITA); this assistance will be in the form of a Pilot Project, the "RCAP Team Approach" which will assist communities that are lacking in capacity or are in violation status and need help to move them toward capacity and compliance status.
13. Provide technical assistance to communities on the RCAP Referral List and to those who request additional assistance as the result of training activities. The short course manual entitled "The Art and Science of Utility Rate Analysis and Structure" will be provided to communities who need additional assistance with rate setting. A short course slide presentation on rate setting will be provided to community decision makers who cannot find time to attend our 6-hour time course on this topic. Likewise, a similar short course slide presentation has been developed for asset management.
14. Assist small systems which need special attention to help move water system improvement project(s) forward by offering a recently developed short course entitled "Project Development – A short course for Water and Wastewater System Owners" to enrolled communities. This course is designed to help promote consistency in small community project development across the state. If resources allow, RCAP will work to address readiness to proceed issues and start building a base of projects to be included in future priority lists. Once communities are enrolled under the RCAP program, RCAP will continue to work with them in meeting their compliance needs even though they may be "dropped" from the funding list. This will be done on a limited basis only and reported to the Ohio EPA program manager.

## Summary of Program Accomplishments

Ohio RCAP provided services under the Drinking Water Technical Services Set-Aside during PY 2020. Their services are offered to public water systems with 10,000 population or fewer. Attachment B-1 contains information taken from quarterly reports; it details activities and sites that received assistance during the program year. Additional information about Ohio RCAP training for the program year is included in Attachment B-2.

The PY 2020 objectives for Ohio RCAP were as follows:

### Objective 1

#### **Assist small systems on the Intended Project List, Project Priority List and the Great Lakes RCAP List to increase financial, managerial and system technical capabilities**

During PY 2020 Ohio RCAP assisted 101 systems on the Intended Project Priority List and the RCAP List.

### Objective 2

#### **Assist small systems with DWSRF applications and crosscutting requirements**

Number of systems assisted	45
Systems assisted with Nominations	27
Planning/Design Loan Applications	10
Construction Loan Applications	16
Disadvantaged Loan Applications	18
Crosscutting Requirements	16

Attachment C indicates the activities undertaken throughout the year for each system assisted.

### Objective 3

#### **Assist systems with determination of the most cost-effective option for a Public Water Supply to access safe drinking water**

Assist small systems with project development and/or readiness to proceed issues for funding by providing information and/or short course training that includes but is not limited to; hiring an engineer, developing project schedules, obtaining cost estimates, completing data collection for project (population impacted, median household income levels), defining the need and obtaining supporting documentation, description of the proposed project, project alternatives considered and why rejected. 46 systems were assisted.

#### **Objective 4**

##### **Assist systems with readiness to proceed issues**

Assist small systems with locating and procuring sources of funding in addition to the DWSRF. RCAP will coordinate financing packages with the following sources, including but not limited to: The Ohio Department of Development's Community Development Block Grant program, The Ohio Water Development Authority, Ohio's Issue 2 program, Ohio's Appalachian Regional Commission Grants program, Ohio's Department of Development Local Government Initiative Fund, The United States Department of Agriculture Rural Development program and RCAP's Community Loan Fund program for water infrastructure development. 70 systems were assisted.

#### **Objective 5**

##### **Assist systems with locating and procuring sources of funding in addition to the DWSRF**

Ohio RCAP coordinates financing packages for systems using The Ohio Department of Development's Community Development Block Grant program, The Ohio Water Development Authority, Ohio's Issue 2 program, Ohio's Appalachian Regional Commission Grants program, Ohio's Department of Development Local Government Initiative Fund, The United States Department of Agriculture Rural Development program and RCAP's Community Loan Fund program for water infrastructure development. 26 systems were assisted.

#### **Objective 6**

##### **Assist systems in the development and/or completion of all components of the asset management program**

During PY 2020, 34 Asset Management Plans (AMPs) were completed.

#### **Objective 7**

##### **Assist in increasing managerial and financial capability of small systems.**

In addition to assisting community's complete capability assurance documentation, 79 systems were assisted with planning and studies to increase managerial and financial capability of the system.

#### **Objective 8**

##### **Assist systems by sponsoring training seminars for small systems utility board training, financial management, asset management and budget and rate setting training**

Ohio RCAP continued their emphasis on providing training courses to water boards and system operators. To this end, Ohio RCAP held 16 training sessions throughout the state to provide training. Training information is provided in Table B-1.

**Table B-1. Classroom and Webinar Training**

Date	Location	Training	Participants	Systems
10/1/2019	Hicksville	Field Day	62	32
10/3/2019	Bluffton	Improve & Exercise Your Contingency Plan	14	7
1/22/2020	Webinar	Basics of Budgeting for Water Utilities	47	24
1/24/2020	Webinar	Mechanics of Financing Asset Management	48	30
1/30/2020	Dover	Manganese Compliance	29	14
1/31/2020	Webinar	Maintenance & Improving Planning	41	26
2/7/2020	Webinar	Rate Payer Rapport	37	23
2/11/2020	Canfield	Improve & Exercise Your Contingency Plan	32	22
2/19/2020	Webinar	Basics of Rate Setting	21	17
2/26/2020	Kenton	Writing and Implementing SOPs for Distribution	21	12
3/6/2020	Webinar	Planning for Your System's Future	15	15
3/13/2020	Webinar	Capital Improvement Plans	8	6
3/20/2020	Webinar	Planning, Lifecycle Cost and Present Worth	11	10
3/27/2020	Webinar	Know What you Need	12	8
4/3/2020	Webinar	Preliminary Engineering & Design	11	7
4/10/2020	Webinar	Bidding, Contracts & Specifications	13	8

**Objective 9:**

**Provide monitoring assessment and outreach services for the online training sessions**

Metrics for monitoring assessment and outreach services are listed below:

- Total systems tracked - 9
- Total systems trained online – 78
- Total attendees trained online - 119
- Total systems trained online for Utility Management - 44
- Total attendees trained online for Utility Management - 66
- Total systems trained online for Financial Management - 34
- Total attendees trained online for Financial Management – 53

**Objective 10:**

**Professional development training to improve the development and delivery of curriculum**

During the year, one RCAP staff member attended a Langevin training and obtained a certificate as a Training Generalist; one RCAP staff member attended an "Instructional Techniques for New Instructors" training; one RCAP staff member attended a one day "The Modern Classroom" training to learn about using new tools and methods using mobile apps, gamification, microlearning and virtual reality that can be incorporated into classes; two RCAP staff members attended a Langevin training in Columbus titled "Instructional Design for New Designers", and one RCAP staff member attended a Langevin virtual training titled "The Virtual Classroom Producer".

**Objective 11:  
Outreach and Marketing Improvements**

During the year RCAP made improvements to RCAP contact lists; prepared and distributed multiple advertisements for training events to approximately 1,800 people using Constant Contact; and conducted outreach and marketing to public water system via LinkedIn, Facebook and its website.

**Objective 12:  
Assist communities identified by Ohio EPA that need intensive technical assistance**

During PY 2020 Ohio RCAP provided intensive technical assistance to the following:

**Baltic** - During the year RCAP completed valve exercising; completed a valve exercising plan; and completed a contingency plan.

**Fletcher** - During the year RCAP completed a rate study.

**LaRue** - During the year RCAP conducted CDBG public hearings; completed a CDBG application; completed an Ohio EPA re-nomination; completed an Ohio EPA application; and acquired Ohio EPA and CDBG financing for the Water Tower Replacement Project.

**Nashville** - During the year RCAP completed an Ohio EPA nomination; completed an ARC pre-application; completed a CDBG application; and completed an OWDA design loan application.

**Proctorville** - During the year RCAP completed a financial summary and projection; completed an asset management plan; completed critical valve locating and exercising; completed valve mapping; completed a GIS map of the water system; and completed a contingency plan.

**Willshire** - During the year RCAP completed a backflow and cross connection plan; and facilitated distributing a brochure to all customers.

**Objective 13:  
Provide technical assistance to communities on the RCAP Referral List**

Number of communities assisted - 17

**Objective 14:  
Provide small systems asset management template**

Number of communities assisted - 6

## **Success Story Summary**

### **West Lafayette Regionalization with Coshocton**

The Village of West Lafayette was facing a documented VOC plume encroaching on their well field and time was running out. A nearby water system, Coshocton, with capacity to spare offered to extend waterlines to West Lafayette so their citizens would have a source of drinking water with adequate quality and quantity. In 2018 RCAP began working with the two systems to evaluate the feasibility of a connection between the two. The two systems began talking about ways to make this work and address other distribution issues in the Village. West Lafayette also had areas of low pressure and flow in their distribution system due to undersized mains, along with antiquated meters. In November of 2018 the Village of West Liberty voted to connect to Coshocton.

RCAP worked with both water systems to complete a regionalization analysis and develop a strategy for funding the project. They participated in a coordination meeting between the two water systems, Ohio EPA and the regional planning agency, OMEGA. A simple analysis of the pros and cons of regionalizing was performed and a water audit was conducted. RCAP assisted Coshocton in drafting and submitting applications for ARC, CDBG and Army Corps funding. In the design phase of the project, RCAP assisted Coshocton in obtaining \$352,500 in principal forgiveness and \$493,090 in a 0% design loan from Ohio EPA's WSRLA program, which was subsequently rolled into their construction loan. In the construction phase of the project, RCAP was able to secure a \$944,00 grant from the Army corps, \$3 million in WSRLA principal forgiveness, \$500,000 in H2Ohio funds and \$3,072,784 in an Ohio EPA 0% regionalization loan. This made the project affordable for all involved.

### **Conclusion**

During PY 2020, Ohio EPA and our technical assistance provider helped many small systems such as the Village of West Lafayette through training, in-person onsite meetings and 45 loan awards to small systems totaling \$41,376,869. By meeting our goals and objectives, we continue to provide Ohio's small systems with the technical, managerial and financial assistance they need.



## Appendix C

# Drinking Water Assistance Fund

# Source Water Assessment and Protection Annual Report

## Program Year 2020

**Division of Drinking and Ground Waters  
Drinking Water Assistance Fund  
September 2020**

Ohio EPA utilized a portion of the Local Assistance and Other State Programs set-aside to fund source water assessment and protection activities specified in the Drinking Water Assistance Fund Program Management Plan (DWAF PMP) for Program Year (PY) 2020. These funds were used to complete source water assessment and protection activities for public water systems; assist communities developing source water protection plans; conduct source water protection education and outreach; provide technical assistance; and manage general administrative and support information. This report summarizes the annual expenditures, goals and objectives of the Source Water Assessment and Protection (SWAP) Program and program accomplishments by activity.

During PY 2020, the program focused on implementing its three-year strategic plan. Program staff focused on updating guidance and procedures, better integrating source water protection into other environmental programs or initiatives and increasing coordination within the Division.

Program staff continued to complete new and revise out-of-date source water assessment reports, promote protective strategies, and provide direct technical assistance to public water system officials.

Program staff continued to meet with Clean Water Act program staff throughout PY 2020 to coordinate activities to achieve our shared goal of improved water quality. During PY 2020, meetings included staff from the Total Maximum Daily Load (TMDL) and Non-Point Source Programs. Additional coordination and integration activities included participating on the SWAP subcommittee of the Ohio Section of the American Water Works Association and working with staff of the Natural Resources Conservation Service to identify candidates for conservation funding.

During PY 2020, staff continued to work on updating operational procedures to account for staffing changes, reorganization, software modifications, and outdated references.

In March 2020, Governor DeWine closed Ohio EPA's offices, asking employees to work from home in response to the COVID-19 pandemic. During the final quarter of PY 2020, program staff were unable to conduct field work related to new well siting and source water assessments or in-person meetings with public water system officials.

#### **A. Expenditures**

Ohio EPA used approximately 8.5 full time equivalent staff to support implementation of the SWAP activities specified in identified in Ohio's DW SRF Intended Use Plan for PY 2020.



## ***B. Goals and Objectives***

The goals and objectives for the Source Water Assessment and Protection Program for PY 2020 were as follows:

1. Complete source water assessments for new public water systems and revise previous delineations to address changed pumping configurations or better information.
2. Encourage and provide direct technical assistance to public water systems in development and implementation of source water protection plans.
3. Coordinate with other environmental programs to include source water protection in their siting and outreach activities.
4. Conduct public outreach and education; disseminate source water assessments to public water systems and the public via a secure web site.
5. Provide general program support activities for staff including: time accounting and budgeting, planning, personnel management, computer programming, network support, GIS management and data acquisition, data management, information tracking, staff training, federal reporting, etc.

## ***C. Overview of Program Accomplishments***

Program staff continued to complete new and revise out-of-date source water assessment reports, promote protective strategies, and provide direct technical assistance to public water system officials.

During PY 2020, 158 source water assessment reports were completed. Of these, 57 were for new wells or wellfields and 101 were revisions of earlier source water assessment reports due to new wells at existing wellfields, changed pumping rates, and other types of changes that warranted a revision of the earlier report.

Staff reported one or more meetings with 69 public water system operators or local source water protection teams, where they provided information and technical guidance on developing or implementing a local source water protection plan.

13 source water protection plans developed by municipal public water systems were received by the Agency during PY 2020, while 14 plans were endorsed by the agency within that timeframe. The Agency also received and accepted checklist-style protection plans from an additional 92 nonmunicipal systems (community and noncommunity). As of June 30, 2018, 60% of all community water systems covering 83.5% of the population served by community systems were substantially implementing source water protection measures under the criteria described in Ohio EPA's program.

Finally, staff responded to 134 technical assistance requests for site-specific maps showing locations of source water protection areas and any nearby waste or product management and storage facilities.

Staff also reviewed 21 coal or industrial minerals mining applications and 75 CWA Section 401 permits for potential drinking water impacts.

#### ***D. Program Accomplishment by Activity***

Accomplishments for each of the program activities identified in the PY 2020 DWAF PMP are summarized below:

**Activity 1 – Source Water Assessment.** Complete source water assessments for new public water systems and update delineations for new sources (well or water supply intakes).

#### **Proposed Outcome/Product**

1. Complete source water assessment reports for new public water systems.
2. Revise previous assessments to address changed pumping configurations or better information
3. Revise assessments completed in karst areas.
4. Review for endorsement assessment reports completed by public water systems.

#### **Actual Work Completed**

- **Assessment Reports.** Completed 158 SWAP reports for public water systems using ground water. Of these, 57 were for new wells or wellfields and 101 were revisions of earlier source water assessment reports due to new wells at existing wellfields, changed pumping rates, and other types of changes that warranted a revision of the earlier report.
- **New Well Sitings.** In addition to the above, SWAP staff assisted Drinking Water inspectors with siting 129 new wells, providing preliminary maps of the source water protection area with known potential contaminant sources shown. This preliminary mapping enables inspectors to observe required setbacks from various potential contaminant sources.

#### **Supplemental Environmental Benefits**

Describing and mapping source water assessment areas enables other environmental programs to prioritize their own regulatory and outreach activities based on their regulated facilities' proximity to public drinking water sources and those sources' susceptibility to contamination. The inclusion of susceptibility evaluations in SWAP reports helps these other programs to further target their efforts based on *likelihood of ground water impacts*. Source water protection information is used extensively by environmental consultants to aid in compliance with siting criteria and construction standards for regulated facilities and determining remedial goals for contaminated groundwater. Source Water Assessment Reports are also used extensively by other DDAGW staff for prioritizing inspections of Class V wells and Hydrogeologic Sensitivity Assessments under the Ground Water Rule).

**Activity 2 - Source Water Protection Planning.** Encourage and provide direct technical assistance to public water systems in development and implementation of source water protection plans.

**Proposed Outcome/Product(s)**

1. Local development of source water protection plans and local implementation of protective strategies.
2. Up to ten local/regional source water protection workshops, led by Ohio EPA.
3. Direct technical assistance to public water systems developing local source water protection plans.

**Actual Work Completed**

- **Protection Plan Reviews.** Reviewed 13 municipal Source Water Protection Plans; 14 were endorsed by the Agency. (See list in Appendix 1.
- **Meetings.** Participated in one or more meetings with 69 public water system operators or local source water protection teams, where staff provided information and guidance on developing or implementing a local source water protection plan. See list of public water systems in Appendix 2.
- **Checklist Plans.** Received 107 Source Water Protection Plan checklists from non-municipal systems.
- **Certificates.** Returned personalized and signed certificates of recognition to 103 public water systems that had sent in a source water protection plan or a checklist.

**Activity 3 – Coordination, Outreach/Education and Technical Assistance.** Conduct public outreach and education and disseminate source water assessments to public water systems; collaborate with State environmental programs to develop and implement source water protection strategies.

**Proposed Outcome/Product(s)**

1. Provide access to reports.
2. Document management.
3. Respond to technical assistance requests.
4. Update source water assessment and protection web pages.

**Actual Work Completed**

- **SWAP Web Page.** In August 2019, changes were made to Ohio EPA's web mapping application providing open access to drinking water source protection area information, removing the ability

to download data, and removing information on public water system well locations. This temporarily increased the number of requests for compliance assistant staff needed to process. The updated application also removed source water assessment reports needed for compliance with Asset Management and Consumer Confidence Report requirements.

- During PY 2020, Ohio EPA began the process of revising the website format to align with the state of Ohio standards. As part of this process, program staff began evaluating SWAP web page content.
- **SWAP Newsletter.** SWAP articles are submitted for inclusion in *The Spigot*, the Division's newsletter. SWAP-related content will reach the same audience and *The Spigot* provides an outlet for program updates throughout the year. An article titled, "Your Source Water is a Critical Asset" was included in the Summer 2019 *Spigot* (July 22, 2019).
- **Technical Assistance Maps.** Responded to 137 technical assistance requests for site-specific maps showing locations of source water protection areas. This information is used to aid in compliance with siting criteria and construction standards for regulated facilities and in determining remedial goals for contaminated ground water. Most of these requests came from consulting or engineering firms. Staff also reviewed 21 coal or industrial minerals mining applications, 75 CWA Section 401 permits, of which nine were for proposed pipeline projects, for potential drinking water impacts.
- **Inter-agency coordination.** Division staff, including SWAP staff, continued to meet with Clean Water Act program staff throughout PY 2020 to coordinate activities to achieve our shared goal of improved water quality. During PY 2020, meetings included staff from the Total Maximum Daily Load (TMDL) and Non-Point Source Programs.
- During PY 2020, the Ohio Section of the American Water Works Association created a SWAP Subcommittee and invited program staff to participate in monthly meetings.
- The 2018 Farm Bill included provisions directing at least 10% of conservation funding be allocated to source water protection areas. During PY 2020, program staff worked with staff from the Ohio office of the Natural Resources Conservation Service to identify candidate watersheds and source water protection areas for this conservation funding.
- **ORWA.** Staff held quarterly meetings with Farm Service Agency (FSA) staff and Ohio Rural Water Association (OWRA) Source Water Protection staff to coordinate development of local source water protection plans.
- **Region V Meeting.** Jeff Patzke attended the annual Region V Source Water Protection Managers meeting held in Indianapolis, IN. Craig Smith and Mike Bondoc joined remotely.

**Activity 4 – General Program Support.** Provide administrative, computer and data management and geographic information program support to program staff.

## Proposed Outcome/Product

1. Federal reporting

## Actual Work Completed

- **Annual Report.** Completed Program Year 2020 Source Water Assessment and Protection set-aside Annual Report, September 2020.
- **QA/QC.** Program staff continued to QA/QC the statewide geographic information system data layer of Source Water Protection areas and well locations.
- **General Management.** Provided general management and supervision to staff and completed required reports. All staff performed time accounting procedures and provided support for accounting, budgeting and purchasing.
- **Administrative Support.** Administrative staff provided general office support to program staff.
- **Technical Support.** Information management staff provided technical support for staff.
- **Strategic Planning.** Staff developed a three-year strategic plan for the program. The Strategic Plan focuses on 1) increasing implementation of protective strategies by public water systems and local governments; 2) developing/ strengthening state-wide protective strategies and inter-program partnerships; 3) increasing awareness of source water as a critical asset; 4) improving the source water assessment process; and 5) creating a program-wide culture of teamwork. The plan was scheduled for implementation at the beginning of PY 2020.

Table 1. List of PWS that received endorsement of a SWAP during PY 2020.

Aqua Ohio – Ashtabula
Aqua Ohio - Tomahawk Utilities
Ashland City
Chauncey
Chillicothe City
Cincinnati Public Water System
Defiance City
Fairfield City
Hamilton Public Water System
Molson Coors USA LLC
Oakwood City PWS
Sidney City PWS
Southwest Regional Water District
Winesburg Area Development Corporation

Table 2. List of PWS that Ohio EPA provided direct technical assistance to during PY 2020.

Akron City PWS	Creston Village	Marysville
Alliance City PWS	Village of Cridersville	Medina Co/Southern Water District PWS
Ashland City	Conneaut	Mt. Air
Delta Village	Defiance WTP	Napoleon City
Aqua Ohio – Ashtabula	Delco	North Canton City PWS
Aqua Ohio – Campbell	Delphos	Oakwood Village
Aqua Ohio – Firestone Trace	Deshler	Ottawa Village
Aqua Ohio – Mentor	Doylestown Village PWS	Orwell Village PWS
Aqua Ohio - Struthers	East Liverpool City	Paulding WTP
Aqua Ohio – Tomahawk Utilities	East Palestine Village PWS	Perrysville Village
Aqua Ohio – Worthington Hills	Fairfield	Pike Co Water
Avon Lake City PWS	Findlay	Portage County Water Resources – Shalersville
Barberton City	Gibsonburg	Rosedale
Bellaire	Hicksville	Russia
City of Bellbrook	Huron City	Shadyside
Bellville Village	La Rue Village	Stratton
Berea City PWS	Lakemore Village PWS	South Point
Bremen	Lima	Toledo
Bowling Green City	Lisbon Village	Wadsworth City PWS
Carrollton Village	Lodi Village PWS	Washington CH
Clyde WTP	Loudonville City	Waverly
Village of Chickasaw	Madison Co. SSWD District 1	Wellington Village PWS
Columbiana City PWS	Malvern Village PWS	Winesburg Area Development Corporation

**W.S.O.S. (RCAP) Final Report  
July 1, 2019 to June 30, 2020**

The following technical assistance was completed in accordance with the agreement between Ohio EPA and W.S.O.S. Community Action Commission for Small Systems Technical Assistance, July 1, 2019 – June 30, 2020. The goals of the technical assistance program are to: 1) assist small systems (less than 10,000 in population) and rural areas in complying with the Safe Drinking Water Act (SDWA) regulations; 2) market and use the Water Supply Revolving Loan Account (WSRLA) loan program to assist small systems in obtaining adequate funding to maintain and upgrade their infrastructure; and 3) protect public health and safety. The program goals were met by completing the following tasks:

**Task 1 – Assist small systems on the IPL, PPL, and RCAP List to increase TMF capabilities**

Number of systems assisted- 101

**Task 2 – Assist small systems with DWSRF applications and crosscutting requirements**

Number of systems assisted- 45

Systems assisted with-

Pre-Applications/Nominations- 27

Planning/Design Loan Applications- 10

Construction Loan Applications- 16

Disadvantaged Loan Applications- 18

Crosscutting Requirements- 16

**Task 3 – Assist small systems with project planning and determining the most cost effective option**

Number of systems assisted- 46

**Task 4 – Assist small systems with project development and readiness to proceed issues**

Number of systems assisted- 70

**Task 5 – Assist small systems with locating and procuring other sources of funding**

Number of systems assisted- 26

**Task 6 – Assist small systems with meeting the asset management requirement**

Number of systems assisted- 34

**Task 7 – Assist small systems with capacity development**

Number of systems assisted- 79

**Task 8 – Provide classroom training sessions to small systems**

Classroom and Webinar Trainings				
Date	Location	Training	Participants	Systems
10/1/2019	Hicksville	Field Day	62	32
10/3/2019	Bluffton	Improve & Exercise Your Contingency Plan	14	7
1/22/2020	Webinar	Basics of Budgeting for Water Utilities	47	24
1/24/2020	Webinar	Mechanics of Financing Asset Management	48	30
1/30/2020	Dover	Manganese Compliance	29	14
1/31/2020	Webinar	Maintenance & Improvement Planning	41	26
2/7/2020	Webinar	Rate Payer Rapport	37	23
2/11/2020	Canfield	Improve and Exercise Your Contingency Plan	32	22
2/19/2020	Webinar	Basics of Rate Setting	21	17
2/26/2020	Kenton	Writing and Implementing SOPs for Distribut	21	12
3/6/2020	Webinar	Planning for Your System's Future	15	15
3/13/2020	Webinar	Capital Improvement Plans	8	6
3/20/2020	Webinar	Planning, Lifecycle Cost and Present Worth	11	10
3/27/2020	Webinar	Know What You Need	12	8
4/3/2020	Webinar	Preliminary Engineering & Design	11	7
4/10/2020	Webinar	Bidding, Contracts & Specifications	13	8
			422	261

**Task 9 – Provide monitoring assessment and outreach services for the online training sessions**

Total systems tracked- 9

Total systems receiving Utility Management for Local Officials training online- 44

Total attendees Utility Management for Local Officials training online- 66

Total systems receiving Financial Management for Local Officials training online- 34

Total attendees Financial Management for Local Officials training online- 53

Total systems receiving training online- 78

Total attendees trained online- 119

**Task 10 – Professional development training to improve the development and delivery of curriculum**

During the year one RCAP staff member attended a Langevin training and obtained a certificate as a Training Generalist; one RCAP staff member attended an "Instructional Techniques for New Instructors" training; one RCAP staff member attended a one day "The Modern Classroom" training to learn about using new tools and methods using mobile apps, gamification, microlearning and virtual reality that can be incorporated into classes; two RCAP staff members attended a Langevin training in Columbus titled "Instructional Design for New Designers", and one RCAP staff member attended a Langevin virtual training titled "The Virtual Classroom Producer".

**Task 11 – Outreach & marketing improvements**

During the year RCAP made improvements to RCAP contact lists; prepared and distributed multiple advertisements for training events to approximately 1,800 people using Constant Contact; and conducted outreach and marketing to public water system via LinkedIn, Facebook and its website.



## **Task 12 – Provide assistance to communities that need intensive technical assistance**

Number of communities assisted- 6

### Community- Baltic

During the year RCAP completed valve exercising; completed a valve exercising plan; and completed a contingency plan.

### Community- Fletcher

During the year RCAP completed a rate study.

### Community- LaRue

During the year RCAP conducted CDBG public hearings; completed a CDBG application; completed an Ohio EPA re-nomination; completed an Ohio EPA application; and acquired Ohio EPA and CDBG financing for the Water Tower Replacement Project.

### Community- Nashville

During the year RCAP completed an Ohio EPA nomination; completed an ARC pre-application; completed a CDBG application; and completed an OWDA design loan application.

### Community- Proctorville

During the year RCAP completed a financial summary and projection; completed an asset management plan; completed critical valve locating and exercising; completed valve mapping; completed a GIS map of the water system; and completed a contingency plan.

### Community- Willshire

During the year RCAP completed a backflow and cross connection plan; and facilitated distributing a brochure to all customers.

## **Task 13 – Provide technical assistance to communities on the RCAP Referral List**

Number of communities assisted- 17

## **Task 14 – Provide small systems asset management template**

Number of communities assisted- 6

**Leveraged Funds-** During Program Year 2020, RCAP assisted 27 systems in obtaining \$43,711,971 in leveraged funds (\$27,882,862 in loan funds and \$15,829,109 in grant funds). See table below.

<b>Community</b>	<b>Loan</b>	<b>Grant</b>	<b>Source</b>
Alexandria	\$ 50,168		SRF
Allen WD	\$ 2,680,000	\$ 2,810,000	USDA RD
Bailey Lakes		\$ 10,000	SRF
Beaver	\$ 215,191		OPWC
Coal Grove	\$ 417,157		SRF
Coal Grove	\$ 2,598,691	\$ 1,956,625	SRF
Coal Grove		\$ 750,000	CDBG
Coshocton	\$ 3,072,784	\$ 3,000,000	SRF
Coshocton		\$ 944,000	Army Corps
Elida	\$ 278,912		
Germantown	\$ 75,008		SRF
Jefferson Co. Smithfield		\$ 341,132	SRF
Kenton	\$ 645,966		SRF
Kenton	\$ 207,769		SRF
Kenton	\$ 646,268		SRF
Kenton	\$ 453,721		OWDA
La Rue	\$ 79,483		SRF
La Rue		\$ 525,500	CDBG
La Rue	\$ 343,081	\$ 337,346	SRF
Leading Creek	\$ 6,194,196	\$ 786,232	SRF
Logan	\$ 152,025		SRF
Martinsburg		\$ 342,500	CDBG
Middleport	\$ 240,504		SRF
Mount Pleasant	\$ 52,725		OWDA
Mt. Pleasant	\$ 340,362		OWDA
Nashville		\$ 142,000	CDBG
New Waterford	\$ 95,877		SRF
New Waterford	\$ 366,831	\$ 329,450	SRF
New Waterford		\$ 244,200	ARC
New Waterford- Crestview	\$ 856,419	\$ 842,174	SRF
Pike Water, Inc.	\$ 469,879	\$ 1,000,000	H2O Ohio
Pomeroy	\$ 42,600		OWDA
Scioto Water RWD	\$ 4,900,000	\$ 600,000	USDA
Scioto Water, Inc.	\$ 558,094		SRF
Sebring	\$ 1,290,091		OWDA
Southern Perry County WD		\$ 604,000	CDBG
Spencerville	\$ 368,730	\$ 263,950	SRF
West Salem	\$ 190,330		OWDA
Subtotal	\$ 27,882,862	\$ 15,829,109	
Total	\$	43,711,971	

## **Needs Surveys**

No needs surveys were conducted in PY'20.

## **APPENDIX**

First Quarter Report - July 1, 2019 to September 30, 2019

Second Quarter Report - October 1, 2019 to December 31, 2019

Third Quarter Report - January 1, 2020 to March 31, 2020

Fourth Quarter Report - April 1, 2020 to June 30, 2020

RCAP Quarterly Report for July 1, 2019 to September 30, 2019

Task 1 – Assist small systems on the IPL, PPL, and RCAP List to increase TMF capabilities

Number of systems assisted- 69

Alexandria
Amesville
Aurora
Bailey Lakes
Baltic
Beaver
Belmont County
Big Prairie Water Company
Blanchester
Bolivar
Buckeye Beach Marina, Inc.
Carey
Cherry Ridge
Coal Grove
Coshocton
Danville
Dresden
East Canton
Fayette
Fletcher
Germantown
Hayesville
Jackson Lake Campground
Jefferson County W&SD
Kelleys Island
Kenton
LaRue
Lawrence County Water District
Leading Creek Conservancy District
Lodi
Logan
Lowell
Madeira
Madison Water District
Manchester
Martinsburg
Middlefield
Middleport
Mount Eaton

Mt. Pleasant
New Waterford
Noble County Commissioners
Noble County Water Authority
North Baltimore
Old Straitsville
Philo
Pike Water Incorporated
Pomeroy
Portersville East Branch
Proctorville
Put-In-Bay
Sardinia
Scioto Water, Inc.
Sebring
Shelby
Shiloh
South Amherst
South Point
Southern Perry County Water District
Spring Valley
St. Clairsville
Swan creek Water District
Tuppers Plains-Chester Water District
Tuscarawas County Metropolitan Sewer District
Vermillion
Washingtonville
West Liberty
West Salem
Willshire

**Task 2 – Assist small systems with DWSRF applications and crosscutting requirements**

Number of systems assisted- 13

Alexandria
Blanchester
Cherry Ridge
Coal Grove
Coshocton
Hayesville
Jefferson County W&SD
Lawrence County Water District
Leading Creek Conservancy District
Martinsville

New Waterford
Portersville East Branch
Sardinia

Pre-Applications/Nominations- 3

Alexandria
Hayesville
Portersville East Branch

Planning/Design Loan Applications- 3

Alexandria
Coal Grove
Portersville East Branch

Construction Loan Applications- 5

Alexandria
Coshocton
Jefferson County W&SD
New Waterford
Portersville East Branch

Disadvantaged Loan Applications- 5

Coal Grove
Coshocton
Jefferson County W&SD
New Waterford
Portersville East Branch

Crosscutting Requirements- 6

Blanchester - Bidding
Cherry Ridge - Income Survey
Lawrence County Water District - Income Survey
Leading Creek Conservancy District - Bidding
Martinsville - Environmental
Sardinia - Bidding

**Task 3 – Assist small systems with project planning and determining the most cost effective option**

Number of systems assisted- 19

Alexandria
Amesville
Beaver
Belmont County
Big Prairie Water Company
Blanchester
Bolivar
Carey
Cherry Ridge
Danville
Hayesville
Kenton
Middleport
Mount Eaton
Noble County Commissioners
North Baltimore
Sebring
St. Clairsville
Tuppers Plains-Chester Water District

**Task 4 – Assist small systems with project development and readiness-to-proceed issues**

Number of systems assisted- 44

Alexandria - Funding
Amesville - Funding
Bailey Lakes - Funding
Beaver - Determining most cost effective option
Beaver - Funding
Belmont County - Determining most cost effective option
Big Prairie Water Company - Determining Project Alternatives
Blanchester - Funding
Bolivar - Funding
Buckeye Beach Marina, Inc. - Funding
Carey - Determining Project Alternatives
Cherry Ridge - Determining Project Alternatives
Coal Grove - Funding
Coshocton - Funding
Germantown - Completing Data Collection
Hayesville - Funding
Jefferson County W&SD - Funding
Kelleys Island - Funding

Kenton - Funding
LaRue - Funding
Lawrence County Water District - Determining Most Cost Effective Option
Leading Creek Conservancy District - Funding
Lodi - Funding
Logan - Funding
Martinsburg - Funding
Middlefield - Funding
Middleport - Funding
Mount Eaton - Funding
Mt. Pleasant - Project Schedule
New Waterford - Project Schedule
Noble County Commissioners - Determining most cost effective option
North Baltimore - Funding
Old Straitsville - Funding
Philo - Funding
Pike Water Incorporated - Funding
Pomeroy - Funding
Portersville East Branch - Funding
Ripley Union Rural Water - Funding
Sardinia - Funding
Scioto Water, Inc. - Funding
Sebring - Funding
St. Clairsville - Determining Most Cost Effective Option
Tuppers Plains-Chester Water District - Funding
Tuscarawas County Metropolitan Sewer District - Funding
Tuscarawas County Metropolitan Sewer District - Prepared application for funding other than EPA SRF
West Salem - Funding

**Task 5 – Assist small systems with locating and procuring other sources of funding**

Number of systems assisted- 10

Beaver - OPWC
Blanchester - OPWC
Bolivar - OPWC
Coshocton - Army Corps
Hayesville - OPWC
Jefferson County W&SD - USDA
Kelleys Island - OPWC
Lodi - USDA
Tuscarawas County Metropolitan Sewer District - USDA
West Salem - OWDA



**Task 6 – Assist small systems with the asset management requirement**

Number of systems assisted- 13

Alexandria - TMF
Alexandria - Financial
Aurora - Template
Coal Grove - Financial
Coshocton - Financial
Hayesville - Template
Jefferson County W&SD - Financial
Lowell - Technical
New Waterford - Financial
Portersville East Branch - Financial
Proctorville - TMF
Vermillion - Template
Willshire - TMF

**Task 7 – Assist small systems with capacity development**

Number of systems assisted- 32

Alexandria - Other
Alexandria - Utility Planning
Alexandria - Utility Planning
Aurora - Utility Planning
Baltic - Utility Planning
Beaver - Financing Plan
Belmont County - Utility Planning
Bolivar -Financing Plan
Cherry Ridge - Financing Plan
Cherry Ridge - TA to Governing Board
Cherry Ridge - Utility Planning
Coal Grove - Utility Planning
Coshocton - Utility Planning
Danville - Financing Plan
East Canton - Other
Fayette - Other
Fletcher - Rate Study
Hayesville - Other
Hayesville - Rate Study
Hayesville - Utility Planning
Jackson Lake Campground - Financing Info
Jefferson County W&SD - Utility Planning
Lawrence County Water District - Financing Plan
Lodi - Other

Lowell - Utility Planning
Middleport - Financing Plan
New Waterford - Utility Planning
Noble County Commissioners - Utility Planning
Portersville East Branch - Utility Planning
Proctorville - Utility Planning
Russells Point - Utility Planning
Shelby - Utility Planning
Shiloh - Other
St. Clairsville - TA to Governing Board
Swancreek Water District - Other
Tuppers Plains-Chester Water District - Financing Info
Vermillion - Utility Planning
Willshire - Other
Willshire - Utility Planning

**Task 8 – Provide classroom training sessions to small systems**

There were no trainings during the quarter.

**Task 9 – Provide monitoring assessment for the online training sessions and track what systems have fulfilled the principal forgiveness training requirement**

Number of online systems for Utility Management- 6

Number of online training attendees for Utility Management- 7

Number of online systems for Financial Management- 4

Number of online attendees for Financial Management- 5

Number of online systems for Asset Management Awareness- 3

Number of online attendees for Asset Management Awareness- 3

Number of systems tracked- 9

**Task 10 – Professional development training for two staff to improve the development and delivery of curriculum, including on-line methods**

One RCAP staff member attended a Langevin training and obtained a certificate as a Training Generalist. One RCAP staff member attended an "Instructional Techniques for New Instructors" training. One RCAP staff member attended "The Modern Classroom" training to learn about using new tools and methods using mobile apps, gamification, microlearning and virtual reality that can be incorporated into classes.

**Task 11 – Outreach & marketing improvements including additional website and social media development and maintenance and a professionally printed multi-page brochure of classes and RCAP services to be sent to public water systems**

Improvements were made to RCAP contact lists and RCAP began working on a new catalog for promoting services and training that will be distributed in the next quarter.

**Task 12 – Provide assistance to communities that need intensive technical assistance**

Number of communities assisted- 5

Communities assisted- Baltic, Fletcher, LaRue, Proctorville, Willshire

**Community- Baltic**

Capacity development needs- Valve exercising; valve exercising plan, hydrant flushing plan, rate study; asset management plan.

Assistance provided- Exercised all critical valves and a majority of all valves.

Benchmarks accomplished- Exercised valves and trained staff on exercising valves.

Effectiveness- The village is slowly increasing their TMF capacity.

Next steps- Complete valve exercising plan, hydrant flushing plan, rate study, and asset management plan.

**Community- Fletcher**

Capacity development needs- Rate study.

Assistance provided- Communicated with clerk regarding financial documents needed for rate study.

Benchmarks accomplished- None.

Effectiveness- TBD.

Next steps- Complete rate study.

**Community- LaRue**

Capacity development needs- Financing for water tower replacement; asset management plan.

Assistance provided- Worked with village on public hearings for CDBG RPIG funding; worked on Ohio EPA construction loan application for Water Tower Replacement Project; communicated with village and engineers on documents requested by Ohio EPA for design loan to be approved in October; communicated with village officials, engineers and multiple Ohio EPA officials regarding design loan documentation and process.

Tasks accomplished- Completed CDBG public hearings.

Effectiveness- TBD

Next steps- Submit Ohio EPA construction loan application and CDBG RPIG application after permit-to-install is approved.

**Community- Proctorville**

Capacity development needs- Valve exercising; valve exercising plan; hydrant flushing plan; contingency plan; asset management plan; financing for water line replacement.

Assistance provided- Obtained financial data for asset management plan; completed financial summary and financial projection; obtained other documents for asset management plan; met with village and worked on asset inventory; drafted asset management plan; scheduled meeting with village to review draft asset management plan, develop action plan, locate and exercise valves, and complete condition assessment.

Benchmarks accomplished- Completed financial summary and projection.

Effectiveness- The village is slowly increasing their TMF capacity.

Next steps- Review draft asset management plan with village; develop action plan; locate and exercise valves; complete condition assessment.

**Community- Willshire**

Capacity development needs- Asset management plan; valve exercising; financing.

Assistance provided- Communicated with village officials regarding information needed for backflow/cross-connection program and financials; worked on determining feasible timeline for completion of asset management plan; submitted required items per proposed Findings and Orders; met with village officials to gather information for backflow/cross-connection plan and discussed mailing brochure for backflow/cross-connection; began gathering information for asset management plan; reviewed timelines and responsibilities; worked with village officials to finalize backflow and cross-connection plan; assisted community with mailing Ohio EPA brochure to all customers in order to satisfy requirement detailed in proposed Findings and Orders; reported monthly progress to Ohio EPA.

Tasks accomplished- Completed backflow and cross connection plan; mailed Ohio EPA brochure to all customers.

Effectiveness- The village is slowly increasing their TMF capacity.

Next steps- Map all valves and water mains; create financial pro-forma; complete asset management plan.

**Task 13 – Provide technical assistance to communities on the RCAP Referral List and to those who request additional assistance as the result of training activities; provide the manual for and conduct The Art and Science of Utility Rate Analysis and Structure short course; conduct Asset Management short course**

Number of communities assisted- 8

Belmont County
Coal Grove
Coshocton
Danville
Fayette
Lawrence County Water District
Lowell
Mount Eaton

**Task 14 – Provide asset management template to small PWS**

Number of systems assisted- 3

Aurora
Hayesville
Vermillion

**Leveraged Funds**

<b>Community</b>	<b>Loan</b>	<b>Grant</b>	<b>Source</b>
Allen WD	\$ 2,680,000	\$ 2,810,000	USDA RD
Bailey Lakes		\$ 10,000	SRF
Coal Grove	\$ 417,157		SRF
Elida	\$ 278,912		
Jefferson Co. Smithfield		\$ 341,132	SRF
Spencerville	\$ 368,730	\$ 263,950	SRF
West Salem	\$ 190,330		OWDA
Totals	\$ 3,935,129	\$ 3,425,082	
	\$ 7,360,211		

RCAP Quarterly Report for October 1, 2019 to December 31, 2019

Task 1 – Assist small systems on the IPL, PPL, and RCAP List to increase TMF capabilities

Number of systems assisted- 60

Alexandria
Amesville
Baltic
Beaver
Belmont County
Big Prairie Water Company
Blanchester
Bolivar
Brilliant
Buckeye Beach Marina, Inc.
Cadiz
Carey
Cherry Ridge
Coal Grove
College Corner
Coshocton
Danville
Fairlane Water Company
Fletcher
Germantown
Hayesville
Jewett
Kenton
LaRue
Lawrence County Water District
Leading Creek Conservancy District
Lexview Allotment
Lodi
Logan
Lowell
Madison Water District
Mantua
Martinsburg
Middlefield
Middleport
Minerva
Mount Eaton
Mt. Pleasant
Nelsonville

New Waterford
North Baltimore
Old Straitsville
Pike Water Incorporated
Portersville East Branch
Proctorville
Salem
Sardinia
Scioto Water, Inc.
Sebring
Shelby
Shiloh
Somerset
Southern Perry County Water District
St. Clairsville
Sunday Creek Water District
Swan creek Water District
Tuppers Plains-Chester Water District
Village of Mt Victory
Wakeman
Willshire

**Task 2 – Assist small systems with DWSRF applications and crosscutting requirements**

Number of systems assisted- 12

Germantown
Kenton
Leading Creek Conservancy District
Logan
Martinsburg
Middleport
Mt Victory
New Waterford
Old Straitsville WA
Scioto Water, Inc.
Sebring
Southern Perry County Water District

Pre-Applications/Nominations- 2

Kenton
Middleport

Planning/Design Loan Applications- 2

Logan
Germantown

Construction Loan Applications- 3

Old Straitsville WA
New Waterford
Scioto Water, Inc.

Disadvantaged Loan Applications- 3

Old Straitsville WA
New Waterford
Scioto Water, Inc.

Crosscutting Requirements- 7

Kenton - Bidding Requirement
Leading Creek Conservancy District - Bidding Requirement
Martinsburg - Bidding Requirement
Mt Victory - Income Surveys
Scioto Water, Inc. - Bidding Requirement
Sebring - Bidding Requirement
Southern Perry County Water District – TA regarding EA

**Task 3 – Assist small systems with project planning and determining the most cost effective option**

Number of systems assisted- 22

Alexandria
Amesville
Beaver
Belmont County
Bolivar
Brilliant
Buckeye Beach Marina, Inc.
Carey
Cherry Ridge
Fairlane Water Company
Hayesville
Kenton
LaRue
Lawrence County Water District
Logan



Middleport
Minerva
Nelsonville
Old Straitsville
Sardinia
Shiloh
St. Clairsville

**Task 4 – Assist small systems with project development and readiness-to-proceed issues**

Number of systems assisted- 41

Alexandria - Funding
Amesville - Funding
Beaver - Funding
Beaver - Prepared application for funding other than EPA SRF
Big Prairie Water Company - Determining Project Alternatives
Blanchester - Funding
Bolivar - Completing Data Collection
Brilliant - Funding
Buckeye Beach Marina, Inc. - Funding
Cherry Ridge - Determining most cost effective option
Coal Grove - Funding
Coshocton - Funding
Danville - Funding
Georgetown - Funding
Germantown - Completing Data Collection
Hayesville - Funding
Kenton - Funding
LaRue - Project Schedule
Lawrence County Water District - Funding
Leading Creek Conservancy District - Funding
Lodi - Funding
Logan - Funding
Madison Water District - Other
Martinsburg - Funding
Middlefield - Funding
Middleport - Funding
Minerva - Funding
Mount Eaton - Funding
Mt Victory - Other
Nelsonville - Funding
Nelsonville - Prepared application for funding other than EPA SRF
New Waterford - Funding
New Waterford - Project Schedule

North Baltimore - Funding
Old Straitsville - Funding
Pike Water Incorporated - Funding
Portersville East Branch - Project Schedule
Proctorville - Completing Data Collection
Salem - Funding
Sardinia - Funding
Scioto Water, Inc. - Funding
Southern Perry County Water District - Funding
Swanecreek Water District - Other
Tuppers Plains-Chester Water District - Funding

**Task 5 – Assist small systems with locating and procuring other sources of funding**

Number of systems assisted- 9

Beaver - CDBG Critical Infrastructure
Beaver - OPWC
Coal Grove - CDBG
Coshocton - ARC
Coshocton - CDBG
La Rue - CDBG
Martinsburg - CDBG Critical Infrastructure
Nelsonville - OWDA
Salem - USDA

**Task 6 – Assist small systems with the asset management requirement**

Number of systems assisted- 10

Alexandria - TMF
Baltic - TMF
Bolivar - TMF
Hayesville - TMF
Lodi - TMF
Lowell - TMF
Proctorville - TMF
Sebring - TMF
Shiloh - TMF
Willshire - TMF

**Task 7 – Assist small systems with capacity development**

Number of systems assisted- 31

Alexandria - Utility planning
Amesville - Financing Plan
Baltic - Utility Planning
Beaver - Financing Plan
Belmont County - Utility Planning
Bolivar - Utility Planning
Cadiz - TA to Governing Board
Carey - Utility Planning
Cherry Ridge - Utility Planning
Coal Grove - TA to Governing Board
Coshocton - TA to Governing Board
Fletcher - Rate Study
Hayesville - Financing Plan
Hayesville - Other
Jewett - TA to Governing Board
La Rue - TA to Governing Board
La Rue - Utility Planning
Lawrence County Water District - Financing Plan
Leading Creek Conservancy District - TA to Governing Board
Lexview Allotment - Other
Lodi - Utility Planning
Lodi - Utility Planning
Lodi - Utility Planning
Logan - Financing Plan
Lowell - TA to Governing Board
Nelsonville - Financing Plan
New Waterford - TA to Governing Board
Proctorville - Utility Planning
Russells Point - Utility Planning
Shiloh - Other
Somerset - TA to Governing Board
St. Clairsville - TA to Governing Board
Sunday Creek Valley Water District - TA to Governing Board
Tuppers Plains-Chester Water District - Financing Info
Willshire - Other

**Task 8 – Provide classroom training sessions to small systems**

Date	Location	Course	Entity	# of Participants	# of Systems
10/01/19	Hicksville	Field Day	RCAP	62	32
10/03/19	Bluffton	Improve & Exercise Your Contingency Plan	RCAP	14	7
TOTAL				76	39

**Task 9 – Provide monitoring assessment for the online training sessions and track what systems have fulfilled the principal forgiveness training requirement**

Number of online systems for Utility Management- 11

Number of online training attendees for Utility Management- 16

Number of online systems for Financial Management- 9

Number of online attendees for Financial Management- 11

Number of systems tracked- 9

Cadiz
Coal Grove
Coshocton
Jewett
La Rue
Leading Creek Conservancy District
New Waterford
Somerset
Sunday Creek Valley Water District

**Task 10 – Professional development training for two staff to improve the development and delivery of curriculum, including on-line methods**

Two RCAP staff members attended a Langevin training in Columbus titled "Instructional Design for New Designers".

**Task 11 – Outreach & marketing improvements including additional website and social media development and maintenance and a professionally printed multi-page brochure of classes and RCAP services to be sent to public water systems**

Prepared and distributed three advertisements for training events to almost 1,800 people using constant contact.

## **Task 12 – Provide assistance to communities that need intensive technical assistance**

Number of communities assisted- 5

Communities assisted- Baltic, Fletcher, LaRue, Proctorville, Willshire

### **Community- Baltic**

Capacity development needs- Valve exercising; valve exercising plan; rate study; contingency plan; asset management plan.

Assistance provided- Met with mayor, operator, and fiscal officer and discussed the process of completing an asset management plan; collected financial records to start the financial review process; toured and took photos of the water plant processes; communicated with the village regarding the contingency plan and asset management plan; worked on both the contingency plan and asset management plan; scheduled conference call for January 2020.

Benchmarks accomplished- Q1 valve exercising and valve exercising plan.

Effectiveness- The village is slowly increasing their TMF capacity.

Next steps- Complete rate study, contingency plan, and asset management plan.

### **Community- Fletcher**

Capacity development needs- Rate study.

Assistance provided- Received most of the requested rate study data from the community; organized data in a draft worksheet with missing and questioned information highlighted; completed draft rate study; provided draft of rate study to the community for review and input; communicated with the community regarding their review of the draft rate study.

Benchmarks accomplished- Q2 Draft rate study.

Effectiveness- TBD.

Next steps- Finalize rate study and present to council.

### **Community- LaRue**

Capacity development needs- Financing for water tower replacement; asset management plan.

Assistance provided- Communicated with the village and engineers regarding the October 31 deadline for PTI submittal; worked with operator to identify critical and non-critical valves in the distribution system and reviewed contingency plan and actions in preparation of exercising valves in the near future; communicated with the village and engineer regarding the Ohio EPA construction loan application and principal forgiveness requirements; communicated with the village officials and engineer regarding project schedule and financing deadlines; made plans to exercise distribution valves.

Tasks accomplished- Q1 CDBG public hearings.

Effectiveness- TBD

Next steps- Submit Ohio EPA construction loan application and CDBG RPIG application after permit-to-install is approved.

### **Community- Proctorville**

Capacity development needs- Valve exercising; valve exercising plan; hydrant flushing plan; contingency plan; asset management plan; financing for water line replacement.

Assistance provided- Met with village in October 2019 to review draft asset management plan and discuss next steps; located and exercised all critical valves and 1/3 of non-critical valves; started working on new contingency plan; completed valve mapping; communicated with the village regarding the contingency plan; transferred existing contingency plan to the newer plan format; compiled list of missing information and setup meeting with village officials to work on the contingency plan.

Benchmarks accomplished- Q1 Financial summary and projection; Q1 Draft asset management plan; Q2 Critical valve locating and exercising; Q2 Valve mapping.

Effectiveness- The village is slowly increasing their TMF capacity.

Next steps- Continue to update asset management plan; complete new contingency plan.

**Community- Willshire**

Capacity development needs- Asset management plan; valve exercising; financing.

Assistance provided- Met with mayor, BPA president and clerk to review upcoming deadlines and discuss requirements and assignments to meet deadlines; submitted documentation to satisfy two requirements of proposed findings and orders.

Tasks accomplished- Q1 Backflow and cross connection plan; Q1 Facilitated distributing brochure to all customers.

Effectiveness- The village is slowly increasing their TMF capacity.

Next steps- Create financial pro-forma; complete asset management plan.

**Task 13 – Provide technical assistance to communities on the RCAP Referral List and to those who request additional assistance as the result of training activities; provide the manual for and conduct The Art and Science of Utility Rate Analysis and Structure short course; conduct Asset Management short course**

Number of communities assisted- 12

Belmont County
Buckeye Beach Marina, Inc.
Coal Grove
College Corner
Coshocton
Danville
Fairlane Water Company
Lawrence County Water District
Lodi
Lowell
Mount Eaton
Shiloh

**Task 14 – Provide asset management template to small PWS**

Number of systems assisted- 3

Hayesville
Lodi
Shiloh

## Leveraged Funds

Community	Loan	Grant	Source
Alexandria	\$ 50,168		SRF
Coal Grove	\$ 417,157		SRF
Kenton	\$ 645,966		SRF
La Rue	\$ 79,483		SRF
Leading Creek	\$ 6,194,196	\$ 786,232	SRF
Martinsburg		\$ 342,500	CDBG
Totals	\$ 7,386,970	\$1,128,732	
		8,515,702	

RCAP Quarterly Report for January 1, 2020 to March 31, 2020

Task 1 – Assist small systems on the IPL, PPL, and RCAP List to increase TMF capabilities

Number of systems assisted- 63

Addyston
Alexandria
Amesville
Baltic
Baltic Water
Beaver
Bellaire
Belmont County
Big Prairie Water Company
Blanchester
Bolivar
Brilliant
Buckeye Beach Marina, Inc.
Carey
Cherry Ridge
Coal Grove
Coshocton
Crawford
Crestline
Danville
East Palestine
Fairlane Water Company
Fletcher
Germantown
Hayesville
Kenton
La Rue
Lawrence County Water District
Leading Creek Conservancy District
Lexview Allotment
Lodi
Logan
Lowell
Madison Water District
Martinsburg
Middlefield
Middleport
Minerva
Mount Eaton



Mount Victory
Mt Victory
Mt. Pleasant
Nashville
Nelsonville
New Waterford
Noble County Water Authority
North Baltimore
Old Straitsville
Philo
Pike Water Incorporated
Portersville East Branch
Proctorville
Sardinia
Scioto Water, Inc.
Sebring
Shiloh
South Point
Southern Perry County Water District
St. Clairsville
Tuppers Plains-Chester Water District
Wakeman
Washingtonville
Willshire

**Task 2 – Assist small systems with DWSRF applications and crosscutting requirements**

Number of systems assisted- 29

Amesville
Bellaire
Bolivar
Buckeye Beach Marina, Inc.
Alexandria
Bolivar
Coal Grove
Coshocton
Crestline
Germantown
Hayesville
Kenton
La Rue
Lawrence County Water District
Lodi
Middlefield

Middleport
Mount Victory
Mt. Eaton
Nashville
Nelsonville
New Waterford
New Waterford- Crestview
New Waterford- Phase 3A
New Waterford- Phase 3B
Noble County Water Authority
Old Straitsville
Philo
Pike Water Incorporated
Portsville East Branch
Sardinia
Southern Perry County Water District
Washingtonville

Pre-Applications/Nominations- 25

Amesville
Bellaire
Bolivar
Buckeye Beach Marina, Inc.
Coshocton
Crestline
Hayesville
Kenton
La Rue
Lawrence County Water District
Lodi
Middlefield
Middleport
Mt. Eaton
Nashville
Nelsonville
New Waterford- Crestview
New Waterford- Phase 3A
New Waterford- Phase 3B
Noble County Water Authority
Old Straitsville
Philo
Portsville East Branch
Sardinia
Washingtonville

Planning/Design Loan Applications- 3

Germantown
Kenton
New Waterford

Construction Loan Applications- 6

Bolivar
Coal Grove
La Rue
Pike Water Incorporated
Southern Perry County Water District
Washingtonville

Disadvantaged Loan Applications- 7

Bolivar
Coal Grove
La Rue
New Waterford
Pike Water Incorporated
Southern Perry County Water District
Washingtonville

Crosscutting Requirements- 4

Alexandria - Bidding Requirement
La Rue - Bidding Requirement
Mount Victory - Income Survey
Noble County Water Authority - Income Survey

**Task 3 – Assist small systems with project planning and determining the most cost effective option**

Number of systems assisted- 24

Amesville
Beaver
Bellaire
Belmont County
Carey
Cherry Ridge
Coshocton
Crawford
Crestline
East Palestine

Fairlane Water Company
Hayesville
Kenton
La Rue
Lawrence County Water District
Middlefield
Minerva
Mt. Pleasant
Nashville
New Waterford
Noble County Water Authority
North Baltimore
Philo
St. Clairsville

**Task 4 – Assist small systems with project development and readiness-to-proceed issues**

Number of systems assisted- 42

Amesville - Funding
Beaver - Funding
Beaver - Prepared application for funding other than EPA SRF
Bellaire - Funding
Big Prairie Water Company - Determining Project Alternatives
Blanchester - Funding
Bolivar - Funding
Bolivar - Funding
Brilliant - Project Schedule
Buckeye Beach Marina, Inc. - Funding
Carey - Determining most cost effective option
Cherry Ridge - Obtaining Cost Estimates
Cherry Ridge - Other
Coal Grove - Funding
Coal Grove - Prepared application for funding other than EPA SRF
Coal Grove - Project Schedule
Coshocton - Project Schedule
Crawford - Determining Project Alternatives
Crestline - Obtaining Cost Estimates
East Palestine - Project Schedule
East Palestine - Determining most cost effective option
Fairlane Water Company - Determining Project Alternatives
Germantown - Funding
Hayesville - Funding
Kenton - Prepared application for funding other than EPA SRF
Kenton - Prepared application for funding other than EPA SRF

La Rue - Funding
La Rue - Prepared application for funding other than EPA SRF
La Rue - Project Schedule
Lawrence County Water District - Funding
Logan - Funding
Madison Water District - Project Schedule
Martinsburg - Other
Middleport - Funding
Minerva - Funding
Minerva - Project Schedule
Mount Eaton - Funding
Mt. Pleasant - Prepared application for funding other than EPA SRF
Nashville - Funding
Nashville - Funding
Nelsonville - Funding
New Waterford - Funding
New Waterford - Funding
New Waterford - Funding
New Waterford - Funding
New Waterford - Funding
Noble County Water Authority - Funding
North Baltimore - Funding
North Baltimore - Funding
Old Straitsville - Funding
Philo - Funding
Pike Water Incorporated - Funding
Portersville East Branch - Funding
Sardinia - Funding
Scioto Water, Inc. - Funding
Southern Perry County Water District - Project Schedule
Tuppers Plains-Chester Water District - Funding
Washingtonville - Funding

**Task 5 – Assist small systems with locating and procuring other sources of funding**

Number of systems assisted- 11

Beaver - CDBG Critical Infrastructure
Beaver - OPWC
Coal Grove - CDBG
Coshocton - CDBG
Hayesville - OWDA
La Rue - CDBG
Minerva - OWDA
Mt. Pleasant - OWDA

Nashville - ARC
New Waterford - ARC
Sebring - OWDA

**Task 6 – Assist small systems with the asset management requirement**

Number of systems assisted- 18

Baltic - TMF
Bolivar - Financial
Cherry Ridge - TMF
Coal Grove - Financial
Germantown - Financial
Kenton - Financial
La Rue - Financial
Lodi - TMF
Lowell - TMF
Nashville - TMF
New Waterford - Financial
Pike Water Incorporated - Financial
Proctorville - TMF
Shiloh - TMF
Southern Perry County Water District - Financial
Washingtonville - Financial
Wellington - Template
Willshire - TMF

**Task 7 – Assist small systems with capacity development**

Number of systems assisted- 46

Addyston - Utility Planning
Alexandria - Financing
Amesville - Financing
Baltic Water - Utility Planning
Beaver - Financing
Bellaire - Utility planning
Belmont County - Utility Planning
Bolivar - Financing
Cherry Ridge - Utility Planning
Coal Grove - Financing Plan
Coshocton - Financing
Crawford - Utility Planning
Crestline - Financing
Fairlane Water Company - Utility Planning
Fletcher - TA to Governing Board

Germantown - Financing
Hayesville - Financing
Hayesville - Other
Kenton - Financing
La Rue - Financing Plan
Lawrence County Water District - Financing
Lodi - Financing Plan
Lodi - Utility Planning
Lowell - Utility Planning
Middlefield - Financing Plan
Middleport - Financing
Minerva - Financing
Mt. Eaton - Financing
Mt. Pleasant - Financing
Nashville - Financing
Nashville - Other
Nashville - Rate Study
Nelsonville - Financing
New Waterford - Financing
Noble County Water Authority - Utility Planning
North Baltimore - Financing
Old Straitsville - Financing
Philo - Financing
Pike Water, Inc. - Financing
Portersville East Branch - Financing
Proctorville - Utility Planning
Sardinia - Financing
Scioto Water - Financing
Sebring - Financing
Sebring - Other
Sebring - Rate Study
Shiloh - Other
South Point - O&M Costs
South Point - O&M Costs
Southern Perry County Water District - Financing
St. Clairsville - TA to Governing Board
Wakeman - Utility Planning
Willshire - Utility Planning

**Task 8 – Provide classroom training sessions to small systems**

Date	Location	Course	# of Participants	# of Systems
01/22/20	Webinar	Basics of Budgeting for Water Utilities	47	24
01/24/20	Webinar	Mechanics of Financing Asset Management	48	30
01/30/20	Dover	Manganese Compliance	29	14
01/31/20	Webinar	Maintenance & Improvement Planning	41	26
02/07/20	Webinar	Rate Payer Rapport	37	23
02/11/20	Canfield	Improve and Exercise Your Contingency Plan	32	22
02/19/20	Webinar	Basics of Rate Setting	21	17
02/26/20	Kenton	Writing and Implementing SOPs for Distribution	21	12
03/06/20	Webinar	Planning for Your System's Future	15	15
03/13/20	Webinar	Capital Improvement Plans	8	6
03/20/20	Webinar	Planning, Lifecycle Cost and Present Worth	11	10
03/27/20	Webinar	Know What You Need	12	8
		Total	322	207

**Task 9 – Provide monitoring assessment for the online training sessions and track what systems have fulfilled the principal forgiveness training requirement**

Number of online systems for Utility Management- 20

Number of online training attendees for Utility Management- 31

Number of online systems for Financial Management- 15

Number of online attendees for Financial Management- 25

Number of systems tracked- 9

Cadiz
Coal Grove
Coshocton
Jewett
La Rue
Leading Creek Conservancy District
New Waterford



Somerset
Sunday Creek Valley Water District

**Task 10 – Professional development training for two staff to improve the development and delivery of curriculum, including on-line methods**

No activity this quarter. Task completed in Quarter 1 and 2.

**Task 11 – Outreach & marketing improvements including additional website and social media development and maintenance and a professionally printed multi-page brochure of classes and RCAP services to be sent to public water systems**

During the quarter RCAP conducted outreach and marketing to public water system via LinkedIn and Facebook.

**Task 12 – Provide assistance to communities that need intensive technical assistance**

Number of communities assisted- 6

Baltic
Fletcher
LaRue
Nashville
Proctorville
Willshire

**Community- Baltic**

Capacity development needs- Valve exercising; valve exercising plan; rate study; contingency plan; asset management plan.

Assistance provided- Continued work on the contingency plan and asset management plan; conducted conference call with the operator of record.

Benchmarks accomplished- Q1 valve exercising; Q1 Valve exercising plan.

Effectiveness- The village is slowly increasing their TMF capacity.

Next steps- Complete rate study, contingency plan, and asset management plan.

**Community- Fletcher**

Capacity development needs- Rate study.

Assistance provided- Communicated with the community regarding their review of the draft rate study; communicated with the community regarding their intention to address water loss before increasing rates.

Benchmarks accomplished- Q2 Draft rate study.

Effectiveness- TBD.

Next steps- Assist village with identifying water loss; finalize rate study and present to council.

**Community- LaRue**

Capacity development needs- Financing for water tower replacement; asset management plan.

Assistance provided- Conducted conference call with engineers, OEPA and ODOD officials regarding funding and project timelines; met with village officials regarding legislation and principal forgiveness requirements; completed and submitted RPIG application; completed Ohio EPA re-nomination; communicated with Ohio EPA regarding need for more documentation of public health hazard for CDBG-RPIG financing; revised financing plan; prepared project information sheet for BOPA meeting, facilitated BOPA meeting via video conferencing/ conference calling on 03/20/20; completed Ohio EPA construction financing application; prepared site title

opinion letter; packaged together and submitted Ohio EPA application; communicated multiple times with village, BOPA, project engineer, ODSA, and Ohio EPA regarding the project.

Tasks accomplished- Q1 CDBG public hearings; Q3 CDBG application; Q3 Ohio EPA re-nomination; Q3 Ohio EPA application.

Effectiveness- TBD

Next steps- Communicate with Ohio EPA and ODOD to make sure financing is approved.

### **Community- Nashville**

Capacity development needs- Contingency plan; valve exercising plan; backwash prevention plan; financing; rate study; asset management plan.

Assistance provided- Attended council meeting to discuss EPA Sanitary Survey and various deficiencies & violations; communicated with project engineer regarding development of engineering report to determine methods to correct issues within the system; gathered financial reports from fiscal officer; communicated with village to obtain information and materials to begin work on contingency plan update and rate study; obtained copies of financial statements and worked with project engineer to develop project scope for WSRLA nomination; completed and submitted WSRLA nomination; communicated with fiscal officer and operator on development of a new contingency plan; gathered financial records for review; prepared ARC pre-application; began preparing the historical analysis portion of the rate study.

Tasks accomplished- Q3 Ohio EPA nomination; Q3 ARC pre-application.

Effectiveness- TBD

Next steps- Complete contingency plan; complete rate study.

### **Community- Proctorville**

Capacity development needs- Valve exercising; valve exercising plan; hydrant flushing plan; contingency plan; asset management plan; financing for water line replacement.

Assistance provided- Met with village to discuss asset management and contingency planning; toured existing water treatment plant to obtain information for the contingency plan; completed a map of the water system; communicated with Ohio EPA regarding status of asset management and technical assistance; mailed the village a GIS wall map of their water system; completed water system contingency plan; communicated with village regarding future tasks.

Benchmarks accomplished- Q1 Financial summary and projection; Q1 Draft asset management plan; Q2 Critical valve locating and exercising; Q2 Valve mapping; Q3 Map of water system; Q3 Contingency plan.

Effectiveness- The village is slowly increasing their TMF capacity.

Next steps- Continue to update asset management plan.

### **Community- Willshire**

Capacity development needs- Asset management plan; valve exercising; financing.

Assistance provided- Worked with village's operator and consultant on SOPs for water plant and system; spoke with Mayor regarding rate issue identified by auditor's office; worked on managerial section of asset management plan.

Tasks accomplished- Q1 Backflow and cross connection plan; Q1 Facilitated distributing brochure to all customers.

Effectiveness- The village is slowly increasing their TMF capacity.

Next steps- Complete SOPs; complete financial pro-forma; complete asset management plan.

**Task 13 – Provide technical assistance to communities on the RCAP Referral List and to those who request additional assistance as the result of training activities; provide the manual for and conduct The Art and Science of Utility Rate Analysis and Structure short course; conduct Asset Management short course**

Number of communities assisted- 13

Bellaire
Belmont County
Buckeye Beach Marina, Inc.
Coal Grove
Coshocton
Crestview
Danville
Fairlane Water Company
Lawrence County Water District
Lodi
Lowell
Mount Eaton
Shiloh

**Task 14 – Provide asset management template to small PWS**

Number of systems assisted- 1

Wellington - Template
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**Leveraged Funds**

<b>Community</b>	<b>Loan</b>	<b>Grant</b>	<b>Source</b>
Beaver	\$ 215,191		OPWC
Germantown	\$ 75,008		SRF
Logan	\$ 152,025		SRF
Mount Pleasant	\$ 52,725		OWDA
Scioto Water, Inc.	\$ 558,094		SRF
Sebring	\$ 1,290,091		OWDA
Total	\$ 2,290,409		

RCAP Quarterly Report for April 1, 2020 to June 30, 2020

Task 1 – Assist small systems on the IPL, PPL, and RCAP List to increase TMF capabilities

Number of systems assisted- 67

Addyston
Alexandria
Amesville
Baltic
Barnesville
Beaver
Bellaire
Belmont County
Big Prairie Water Company
Blanchester
Bolivar
Brilliant
Buckeye Beach Marina, Inc.
Canfield
Cherry Ridge
Coal Grove
Coshocton
Crawford
Crestline
East Palestine
Fairlane Water Company
Fletcher
Hamden
Hayesville
Holloway
Kenton
La Rue
Lawrence County Water District
Leaders Mobile Home Park
Leetonia
Lodi
Logan
Lowell
Madison County
Madison Water District
Martinsburg
McConnellsville
Middlefield
Middleport

Minerva
Mount Eaton
Mount Victory
Mt Victory
Mt. Pleasant
Nashville
Nelsonville
New Waterford
Noble County Water Authority
Noble Water Company
North Baltimore
Old Straitsville
Philo
Pike Water Incorporated
Pomeroy
Portersville East Branch
Proctorville
Sardinia
Sebring
Seville
Shiloh
South Point
Southern Perry County Water District
St. Clairsville
Tuppers Plains-Chester Water District
Wakeman
Washingtonville
Willshire

**Task 2 – Assist small systems with DWSRF applications and crosscutting requirements**

Number of systems assisted- 12

Alexandria
Blanchester
Bolivar
Coal Grove
Lowell
Madison County
Middleport
Mt Victory
Nelsonville
Sardinia
South Point
Southern Perry County Water District

Pre-Applications/Nominations- 0

Planning/Design Loan Applications- 3

Lowell
Middleport
Nelsonville

Construction Loan Applications- 4

Coal Grove
Madison County
Sardinia
South Point

Disadvantaged Loan Applications- 6

Coal Grove
Lowell
Middleport
Nelsonville
Sardinia
South Point

Crosscutting Requirements- 5

Alexandria - Bidding Requirement
Blanchester - Bidding Requirement
Bolivar - Bidding Requirement
Mt Victory - Income Survey
Southern Perry County Water District - Bidding Requirement

**Task 3 – Assist small systems with project planning and determining the most cost effective option**

Number of systems assisted- 20

Amesville
Barnesville
Blanchester
Buckeye Beach Marina, Inc.
Cherry Ridge
Crawford
Crestline
East Palestine
Fairlane Water Company
Hayesville

Holloway
Kenton
Leaders Mobile Home Park
Lodi
Madison County
Middleport
Mount Eaton
Nashville
Nelsonville
St. Clairsville

**Task 4 – Assist small systems with project development and readiness-to-proceed issues**

Number of systems assisted- 49

Alexandria - Prepared application for funding other than EPA SRF
Amesville - Funding
Amesville - Prepared application for funding other than EPA SRF
Barnesville - Funding
Beaver - Funding
Beaver - Prepared application for funding other than EPA SRF
Beaver - Project Schedule
Bellaire - Funding
Big Prairie Water Company - Determining Project Alternatives
Blanchester - Funding
Bolivar - Funding
Bolivar - Gathering Supporting Documentation
Brilliant - Other
Buckeye Beach Marina, Inc. - Funding
Cherry Ridge - Determining Project Alternatives
Cherry Ridge - Funding
Coal Grove - Funding
Coshocton - Funding
Crawford - Determining Project Alternatives
Crestline - Gathering Supporting Documentation
East Palestine - Funding
East Palestine - Prepared application for funding other than EPA SRF
Fairlane Water Company - Determining Project Alternatives
Hamden - Funding
Hayesville - Project Schedule
Kenton - Funding
La Rue - Funding
Lawrence County Water District - Funding
Leaders Mobile Home Park - Funding
Leetonia - Gathering Supporting Documentation

Lodi - Funding
Logan - Funding
Madison County - Completing Data Collection
Madison Water District - Project Schedule
Martinsburg - Funding
Martinsburg - Project Schedule
McConnelsville - Funding
Middlefield - Funding
Middleport - Funding
Middleport - Prepared application for funding other than EPA SRF
Middleport - Project Schedule
Minerva - Other
Mount Eaton - Funding
Mt. Pleasant - Funding
Mt. Pleasant - Prepared application for funding other than EPA SRF
Nashville - Funding
Nelsonville - Funding
Nelsonville - Prepared application for funding other than EPA SRF
New Waterford - Funding
New Waterford - Gathering Supporting Documentation
Noble County Water Authority - Funding
North Baltimore - Project Schedule
Old Straitsville - Funding
Philo - Funding
Pike Water Incorporated - Funding
Pomeroy - Funding
Pomeroy - Prepared application for funding other than EPA SRF
Sardinia - Funding
South Point - Funding
Southern Perry County Water District - Funding
Tuppers Plains-Chester Water District - Funding
Washingtonville - Funding

**Task 5 – Assist small systems with locating and procuring other sources of funding**

Number of systems assisted- 15

Alexandria - OWDA
Amesville - ARC
Beaver - CDBG Critical Infrastructure
Blanchester - OWDA
Coshocton - ACOE
East Palestine - ARC
Hayesville - OWDA
Lodi - CDBG



Middleport - ARC
Mt. Pleasant - OWDA
Nashville - ARC
Nashville - CDBG Allocation
Nashville - OWDA
Nelsonville - ARC
New Waterford - ARC
Pomeroy - OWDA
Washingtonville - ARC

**Task 6 – Assist small systems with the asset management requirement**

Number of systems assisted- 16

Baltic - TMF
Cherry Ridge - TMF
Coal Grove - Financial
Hayesville - TMF
Holloway - TMF
Lodi - TMF
Lowell - Financial
Madison County - Financial
Middleport - Financial
Nashville - TMF
Nelsonville - Financial
Proctorville - TMF
Sardinia - Financial
Seville - TMF
South Point - Financial
Wakeman - TMF

**Task 7 – Assist small systems with capacity development**

Number of systems assisted- 50

Addyston - Utility Planning
Amesville - Financing
Baltic Water - Utility Planning
Barnesville - Financing
Beaver - Financing
Bellaire - Financing
Bellaire - Utility Planning
Belmont County - Utility Planning
Blanchester - Financing
Bolivar - Financing
Bolivar - Other

Buckeye Beach Marina, Inc. - Financing
Canfield - Utility Planning
Cherry Ridge - Financing
Cherry Ridge - Other
Coal Grove - Financing
Coshocton - Financing
Crestline - Developing Budgets
East Palestine - Financing
Fairlane Water Company - Financing Plan
Fletcher - Utility Planning
Hamden - Financing
Holloway - TA to Governing Board
Kenton - Financing
La Rue - Financing
Lawrence County Water District - Financing
Leaders Mobile Home Park - Financing Plan
Lodi - Financing
Lodi - Utility Planning
Logan - Financing
Martinsburg - Financing
McConnelsville - Financing
Middlefield - Financing
Middleport - Financing
Mount Eaton - Financing
Mt. Pleasant - Financing
Nashville - Financing
Nashville - Other
Nelsonville - Financing
New Waterford - Financing
Noble County Water Authority - Financing
Noble Water Company - Utility Planning
Old Straitsville - Financing
Philo - Financing
Pike Water Incorporated - Financing
Pomeroy - Financing
Proctorville - Utility Planning
Sardinia - Financing
Seville - Utility Planning
Shiloh - Other
South Point - Financing
South Point - Other
Southern Perry County Water District - Financing
St. Clairsville - TA to Governing Board
Wakeman - Utility Planning
Washingtonville - Financing

**Task 8 – Provide classroom training sessions to small systems**

Date	Location	Course	# of Participants	# of Systems
04/03/20	Webinar	Preliminary Engineering & Design	11	7
04/10/20	Webinar	Bidding, Contracts & Specifications	13	8
		Total	24	15

**Task 9 – Provide monitoring assessment for the online training sessions and track what systems have fulfilled the principal forgiveness training requirement**

Number of online systems for Utility Management- 7

Number of online training attendees for Utility Management- 12

Number of online systems for Financial Management- 6

Number of online attendees for Financial Management- 12

Number of systems tracked- 9

Cadiz
Coal Grove
Coshocton
Jewett
La Rue
Leading Creek Conservancy District
New Waterford
Somerset
Sunday Creek Valley Water District

**Task 10 – Professional development training for two staff to improve the development and delivery of curriculum, including on-line methods**

One staff member participated in an On-Line Training Production course.

**Task 11 – Outreach & marketing improvements including additional website and social media development and maintenance and a professionally printed multi-page brochure of classes and RCAP services to be sent to public water systems**

During the quarter RCAP conducted outreach and marketing to public water system via LinkedIn, Constant Contact and via its website.

## Task 12 – Provide assistance to communities that need intensive technical assistance

Number of communities assisted- 6

Baltic
Fletcher
LaRue
Nashville
Proctorville
Willshire

### **Community- Baltic**

Capacity development needs- Valve exercising; valve exercising plan; rate study; contingency plan; asset management plan.

Assistance provided- Completed the contingency plan and continued work on the asset management plan.

Benchmarks accomplished- Q1 valve exercising; Q1 valve exercising plan; Q4 contingency plan.

Effectiveness- The village is slowly increasing their TMF capacity.

Next steps- Complete rate study and asset management plan.

### **Community- Fletcher**

Capacity development needs- Rate study.

Assistance provided- Communicated with the community regarding efforts being made to make Ohio EPA loan payment and progress toward increasing water rates.

Benchmarks accomplished- Q2 Draft rate study.

Effectiveness- TBD.

Next steps- Assist village with identifying water loss; finalize rate study and present to council.

### **Community- LaRue**

Capacity development needs- Financing for water tower replacement; asset management plan.

Assistance provided- Participated virtually in bid opening; advised village on need to rebid due to all bids being >10%; facilitated conference call with project team to discuss revised project cost, financing, and re-bid; participated virtually in bid opening #2; prepared final financing plan; revised Ohio EPA application; communicated with operator regarding the opportunity to apply for the RCDI GIS mapping grant and explained his commitment to locate valves and supply any paper mapping they may have; communicated with Ohio EPA, village, and project engineer regarding Ohio EPA financing; reviewed Ohio EPA loan agreement and exhibit and provided feedback to Ohio EPA.

Tasks accomplished- Q1 CDBG public hearings; Q3 CDBG application; Q3 Ohio EPA re-nomination; Q3 Ohio EPA application; Q4 Ohio EPA and CDBG financing approved for water tower replacement.

Effectiveness- The village is slowly increasing their TMF capacity.

Next steps- Exercise water valves.

### **Community- Nashville**

Capacity development needs- Contingency plan; valve exercising plan; backwash prevention plan; financing; rate study; asset management plan.

Assistance provided- Communicated with operator and fiscal officer regarding information needed to develop contingency plan; communicated with engineer regarding well inspections and status of General Plan revisions based on inspection information; followed up with fiscal officer on status of materials needed for planning loan; followed up with engineer on cost estimate needed for ARC pre-application; prepared and submitted a Holmes County CDBG Allocation application; prepared OWDA design loan application; prepared and submitted ARC pre-

application; participated in video call with engineer, village and Holmes County Planning Commission to adjust project scope to allow immediate award of CDBG Allocation funds (remainder of project rehabilitation will occur as a Phase 2 with WSRLA and other financing); coordinated schedule for GIS mapping of the system; completed and submitted OWDA planning loan application; reached out to village to schedule GIS and field visit to discuss valve exercising, flushing program and contingency plan; updated Ohio EPA on RCAP technical assistance.

Tasks accomplished- Q3 Ohio EPA nomination; Q3 ARC pre-application; Q4 CDBG application; Q4 OWDA design loan application.

Effectiveness- The village is slowly increasing their TMF capacity.

Next steps- Complete valve exercising, flushing, and contingency plan.

**Community- Proctorville**

Capacity development needs- Valve exercising; valve exercising plan; hydrant flushing plan; contingency plan; asset management plan; financing for water line replacement.

Assistance provided- Communicated with Ohio EPA regarding the asset management plan and water system map completed; sent village contingency plan for their review; revised contingency plan; sent contingency plan to Ohio EPA and village; provided link to the document to the village and Ohio EPA.

Benchmarks accomplished- Q1 Financial summary and projection; Q1 Draft asset management plan; Q2 Critical valve locating and exercising; Q2 Valve mapping; Q3 Map of water system; Q3 Draft contingency plan; Q4 Final contingency plan.

Effectiveness- The village is slowly increasing their TMF capacity.

Next steps- Continue to update asset management plan.

**Community- Willshire**

Capacity development needs- Asset management plan; valve exercising; financing.

Assistance provided- Communicated with new operator and mayor concerning NOVs.

Tasks accomplished- Q1 Backflow and cross connection plan; Q1 Facilitated distributing brochure to all customers.

Effectiveness- The village is slowly increasing their TMF capacity.

Next steps- Complete SOPs; complete financial pro-forma; complete asset management plan.

**Task 13 – Provide technical assistance to communities on the RCAP Referral List and to those who request additional assistance as the result of training activities; provide the manual for and conduct The Art and Science of Utility Rate Analysis and Structure short course; conduct Asset Management short course**

Number of communities assisted- 17

Belmont County
Bellaire
Buckeye Beach Marina, Inc.
Coal Grove
College Corner
Coshocton
Crestline
Danville
Fairlane Water Company
Fayette
Lawrence County Water District
Lodi
Lowell

Madison County
McConnelsville
Mount Eaton
Shiloh

**Task 14 – Provide asset management template to small PWS**

Number of systems assisted- 0

**Leveraged Funds**

<b>Community</b>	<b>Loan</b>	<b>Grant</b>	<b>Source</b>
Beaver	\$ 215,191		OPWC
Coal Grove	\$ 2,598,691	\$ 1,956,625	SRF
Coal Grove		\$ 750,000	CDBG
Coshocton	\$ 3,072,784	\$ 3,000,000	SRF
Coshocton		\$944,000	Army Corps
Kenton	\$ 207,769		SRF
Kenton	\$ 646,268		SRF
Kenton	\$ 453,721		OWDA
La Rue		\$ 525,500	CDBG
La Rue	\$ 343,081	\$ 337,346	SRF
Middleport	240,504		SRF
Mt. Pleasant	\$ 340,362		OWDA
New Waterford	\$ 95,877		SRF
New Waterford	\$ 366,831	\$ 329,450	SRF
New Waterford		\$ 244,200	ARC
New Waterford- Crestview	\$ 856,419	\$ 842,174	SRF
Pike Water, Inc.	\$ 469,879	\$ 1,000,000	H2O Ohio
Pomeroy	\$ 42,600		OWDA
Scioto Water RWD	\$ 4,900,000	\$ 600,000	USDA
Southern Perry County WD		\$ 604,000	CDBG
Subtotal	\$ 14,849,977	\$ 11,133,295	
Total		\$25,983,272	