



APPENDIX B

Public Water System – Capacity Assessment Questionnaire

SUMMARY

All DWSRF loan applications for funding of drinking water projects must include this Capacity Assessment Questionnaire which assists the Capacity Development Program in assessing the technical, managerial, and financial capacity of the public water system (PWS). This information is used to determine an approval recommendation for the loan to Delaware’s Water Infrastructure Advisory Council. Attach supporting documentation. Include supporting documentation even if previously submitted with a different loan application.

NAME OF PWS: _____

PWS ID#: DE _____

I. TECHNICAL CAPACITY

1. Service connections:

- Total number of service connections: _____
- Types of service connections: _____

2. Distribution system:

Provide a copy of your current distribution system map (PDF preferred).

Document attached: YES NO

3. What is the lowest water pressure throughout the water system: _____

4. Sanitary Survey:

- What was the date of the most recent Sanitary Survey conducted by the Office of Drinking Water? _____
- List significant defects from that report and identify defects that have not been corrected.

5. List the type and number of drinking water violations (e.g. health-based violations, monitoring and reporting violations, etc.) the water system has received in the past five years.

6. List the contaminant, the Maximum Contaminant Level (MCL), and the level detected for any increased monitoring the water system is required to perform.

7. Lead and Copper Rule (LCR):

- Indicate the number of lead and copper samples you must collect and the monitoring schedule for the water system to maintain compliance.

- Is the water system out of compliance with the LCR?

I. If in compliance, proceed to #8

II. If out of compliance, provide the plan of action to return to compliance.

Document attached: YES NO

8. Provide a copy of the last three monthly water works reports as reported to the Office of Drinking Water.

Documents attached: YES NO

9. Does the water system have adequate source water capacity? Briefly explain how this is ascertained.

10. Provide a copy of the water system's maintenance schedule or log book listing when and by whom the following tasks are performed:

- Tank inspections frequency: _____
- Performed by: _____

Document attached: YES NO

- Hydrant flushing frequency: _____
- Performed by: _____

Document attached: YES NO

- Valve exercising frequency: _____
- Performed by: _____

Document attached: YES NO

11. Provide a copy of the water system’s operating plan (standard operating procedures) in place for **all treatment plants** that serve the system.

Document attached: YES NO

12. Cross Connection Control Plan:

- Provide a copy of the water system’s cross connection control plan.

Document attached: YES NO

- How many employees have attended cross-connection control training in the past five (5) years? _____

13. List any security upgrades that have been implemented due to the vulnerability assessment or security training.

14. Has local law enforcement been consulted about security issues? If so, briefly describe arrangements that have been made with them to safeguard your water infrastructure.

15. Provide a copy of the water system's communication plan to alert consumers of a threat to public health.

Document attached: YES NO

II. MANAGERIAL CAPACITY

1. Asset Management Plan:

- Does the water system have a current asset management plan?

YES NO

If yes: When was the last time this plan was updated? _____

- Provide a copy of the plan.

Document attached: YES NO

2. What is the water system's long-term plan for growth, expansion, and/or upgrading the water system to address new regulatory requirements?

3. Consumer Confidence Report:

- Was the most recent Consumer Confidence Report (CCR) submitted to the Office of Drinking Water (ODW) on time? YES NO

- If YES, was the CCR approved by ODW? YES NO

- Was the CCR distributed to your customers on time? YES NO

4. Provide a copy of the water system's organizational chart that includes water system employees.

Document attached YES NO

5. Does the PWS have a policy to include background checks on newly hired personnel?
 YES NO

If YES, provide a copy of the policy.

Document attached: YES NO

6. Provide a copy of exit procedures for personnel that choose to, or are required to terminate their employment with the water system.

Document attached: YES NO

7. Licensed Water Operator information (if there are several operators, indicate which operator is the Direct Responsible Charge as specified in Delaware Regulations):

Name of Operator	License #	Expiration Date	Endorsements	DRC (Y/N)

8. Are there sufficient water operators with appropriate endorsements to cover each shift and to cover for staff on leave? : YES NO

9. Provide the number of hours an operator(s) is employed at the water system to conduct activities related to the operation of the water system: _____

10. Briefly describe how water operators are consulted on a regular basis about the condition and/or needs of the water system?

11. Are water system employees provided with written job descriptions?

YES NO

If YES – provide a copy of the job description for either your Water Operator or Direct Responsible Charge.

Document attached: YES NO

12. Source Water and Well Head Protection:

- List any considerations the water system has made based upon the Source Water Assessment provided by Delaware Department of Natural Resources and Environmental control. A copy of the public water system's assessment can be found at: <http://delawaresourcewater.org/assessments/>

- If the water system is using a ground water source, has it developed a well head protection plan? YES NO

If YES – provide a copy of the well head protection plan.

Document attached: YES NO

13. What is the percentage of non-revenue water and how were these figures determined?

(Non-revenue water is water that is not billed and no payment is received. It can be either authorized, or result from apparent and real losses. Unbilled Authorized Consumption is a component of non-revenue water and consists of unbilled metered consumption and unbilled un-metered consumption)

14. Does an interconnection exist with a neighboring public water system?

YES NO

If NO, is an interconnection being considered? YES NO

15. Is the system a member of the Delaware Water/Wastewater Agency Response Network? YES NO

16. Water System Records:

Are water system records secure and accessible to appropriate water system staff?

YES NO

If YES, briefly describe how the records are secured.

17. MUNICIPAL OWNED PUBLIC WATER SYSTEMS: Provide documentation that elected officials have agreed to proceed with this loan application as stated herein. (Meeting minutes are acceptable documentation).

Document attached: YES NO

18. Provide a copy of the water system's risk and resiliency assessment (*as required under Americas' Water Infrastructure Act of 2018*).

Document attached: YES NO

19. Provide a copy of the water system's emergency response plan (*as required under Americas' Water Infrastructure Act of 2018*).

Document attached: YES NO

III. FINANCIAL CAPACITY

1. Is the water system funded and fiscally managed as a separate fund?

YES NO

- If "YES," provide a brief explanation as to how the water system funded and fiscally managed as a separate fund.

- If “NO,” provide a brief explanation as to how the water system funds are managed?

2. Provide a brief explanation as to how the operating reserve, capital reserve, and emergency reserve are funded, audited, and maintained.

3. At the time of this application, does the water system have enough emergency reserve funding from which to draw in the event of an emergency? YES NO

If NO, Does the water system have an existing line of credit to draw from in the event of an emergency? (list credit provider and amount of the line of credit)

4. How are customers with delinquent payments addressed?

5. Water Rate Structure:

- How often is the water rate structure reviewed? _____
- When was the water rate structure last reviewed? _____
- Do revenues from water billing provide adequate funds to meet the water system’s annual operating expenses? YES NO

If NO, provide a brief explanation as to how the water system expects to manage this issue (*next page*).

16. Check the type(s) of training that would be most beneficial to the water operator(s).

Choose from list below:

<input type="checkbox"/> How to prepare for Sanitary Survey	<input type="checkbox"/> Water System Basics for non-water system personnel
<input type="checkbox"/> SDWA Requirements and your PWS	<input type="checkbox"/> Emerging Contaminants (e.g. PFAS)
<input type="checkbox"/> Cross Connection Control	<input type="checkbox"/> SDWA & Compliance Planning
<input type="checkbox"/> Disinfection By-Product Rule	<input type="checkbox"/> Public Notification Requirements
<input type="checkbox"/> Lead and Cooper Rule	<input type="checkbox"/> Asset Management Plans
<input type="checkbox"/> Consumer Confidence Reports	<input type="checkbox"/> Capital Improvements Planning
<input type="checkbox"/> Sampling schedules and your PWS	<input type="checkbox"/> Rate Setting
<input type="checkbox"/> Valve Exercising/System Flushing	<input type="checkbox"/> Budgeting for PWSs
<input type="checkbox"/> Operations and Maintenance Manuals	<input type="checkbox"/> Sampling Plans
<input type="checkbox"/> Emergency Preparedness and Response	

Other: