

# 2011 Drinking Water Infrastructure Needs Survey and Assessment

## Checklist for State Review of Questionnaires

### Look at the Questionnaire as a Whole

- Did the system consider their entire inventory from “source to tap”? See List 1 in the *Lists of Codes* for possible projects.
- Has the water system considered their full 20-year needs?
- Has the water system considered future needs such as rehabilitating or replacing existing infrastructure that is currently in adequate condition but is likely to need attention within 20 years? Using the inventory tables may help identify missing projects.
- Does the state know of problems that are not addressed by the projects listed by the water system? Reviewing state files for sanitary surveys, CPEs, monitoring reports, or other state records may help identify additional needs.
- Has the water system intentionally limited the types of projects it listed?
  - ➔ Have they excluded projects because of concerns about possible enforcement actions or public disclosure?
  - ➔ Did they limit their needs based on their budget?
  - ➔ Did they exclude projects because they do not intend to request funding?

### Review Each Project on the Questionnaire

- Is each need allowable? Independent documentation may emphasize what is politically or publically acceptable for the system such as improving fire protection or promoting new development. If the justification provided describes an unallowable reason for need, is there also an allowable reason for the project that would apply?
  - ➔ If the project is described as for growth, is it actually needed to address a deficiency facing existing customers?
  - ➔ If the project is documented for fire protection, is it actually needed to primarily address a water quality problem or lack of adequate storage for current users?
- Is each row for each project complete? Are all columns other than Regulation, Cost Estimate, and Date of Cost completed?
- Did the system use appropriate codes (Type of Need, Reason for Need, etc.) to represent the project?
- If there is no cost estimate, can EPA model the cost?
  - ➔ Is there only one type of need for the project?
  - ➔ Can EPA model the project cost (see “Quick Reference Sheet” for projects that cannot be modeled)?
  - ➔ Are modeling parameters provided?

### Review the Documentation for Each Project

- Does the documentation clearly indicate where each project is discussed? (Example: Are there tabs, highlighting, post-it notes, etc. showing where each project reason for need and/or cost is located in the documentation?)
- Does the documentation provide a complete and project-specific description of the project? (Example: “This project is to rehabilitate the 1.0 MG tank that was built in 1962. It has never been rehabilitated and is in very poor condition.”)
- Is the documentation dated appropriately?
  - ➔ If documentation of need is dated prior to January 1, 2007, the system or state must include a signed statement regarding whether the project is still valid, scope has not changed, and construction has not started as of January 1, 2011.
  - ➔ If documentation of cost is dated prior to January 2, 2001, it will not be used in the Assessment; the cost will be modeled if possible.
- Does the project have the required level of documentation?
  - ➔ Is “weight of evidence” documentation (see “Quick Reference Sheet” for definition) required? If so, is adequate information provided to meet this requirement?
  - ➔ Is independent documentation required? Is it provided?
- Is the project for redundancy or drought/climate readiness, does it have a “green” component, or is it in the early planning stages?
  - ➔ Does the documentation show the system’s commitment to the project?