



**REQUEST FOR PROPOSAL  
FOR  
DATABASE DESIGN AND PROGRAMMING SERVICES  
FOR  
RURAL COMMUNITY ASSISTANCE PARTNERSHIP, INC.**

**GENERAL INFORMATION**

**Purpose**

This Request for Proposal (RFP) is to contract for database design and programming services necessary to update or replace the existing Rural Community Assistance Partnership, Inc. (RCAP) reporting database program.

**Who May Respond**

Any interested programmer with experience in writing database applications.

**Instructions on Proposal Submission**

1. Closing Submission Date

Proposals are due by 4:00 p.m. on Tuesday, July 6, 2010.

2. Inquiries

Inquiries concerning this RFP should be directed to Dave Clark at (202) 408-1273 *no later than 4:00 p.m. Friday, June 18*. The install file for the existing database program will be made available to prospective bidders upon request.

3. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP are the responsibility of the bidder and will not be reimbursed by RCAP.

4. Instructions to Prospective Bidders

A proposal should be addressed as follows:

Robert Stewart  
Executive Director  
Rural Community Assistance Partnership, Inc.  
1522 K Street NW, Suite 400  
Washington, DC 20005

Proposals shall include one complete copy of all materials, plus a copy of all materials on a CD. The bidder's proposal must be submitted in a sealed envelope, clearly marked in the lower left-hand corner with the following information:

Request For Proposal  
(Date and time submitted)  
Sealed Bid  
RCAP Database Design and Programming Services

It is the responsibility of the bidder to ensure that the proposal is received by RCAP by the submission deadline.

A proposal may be judged nonresponsive and excluded from further consideration if it is not received by the submission deadline or does not follow the specified format.

5. Right to Reject

RCAP reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

6. Small Businesses, Minority-Owned Firms, Women's Enterprises.

Efforts will be made by RCAP to utilize small businesses, women's business enterprises, and minority-owned firms. A bidder qualifies if it meets the definition established by the Small Business Administration.

7. Notification of Award

It is expected that a contractor will be selected within two weeks of the closing submission date. Upon conclusion of negotiations with the successful bidder, all bidders submitting proposals in response to this RFP will be informed, in writing, of the name of the successful firm.

**Background**

RCAP, Inc. is a 501(c)(3) organization incorporated in Washington, DC. RCAP administers federally-funded nationwide environmental programs through a network of six regional partner organizations. These regional offices hire field staff to provide training and technical assistance to small, rural communities to address drinking water and wastewater system management and improvement, as well as other community development matters. RCAP is located at 1522 K Street NW, Suite 400, Washington, DC 20005. *Appendix A* provides a detailed overview of RCAP.

**Existing Database Description**

The current custom database was put into operation in 2001. RCAP and regional staff administer the database. They set user rights, edit data, run custom reports, and query/report using Access and Crystal Reports. Approximately 200 field staff – technical assistance providers (TAPs) – input data into a database that is resident on their laptop or PC and periodically synchronized to the master national database, currently hosted on an in-office server. Each TAP can input or modify data without regard to Internet connectivity, then synchronize to the national database when convenient. Multiple TAPs are able to synchronize simultaneously. TAPs see only data authorized by permissions set by an administrator.

A maintenance agreement with the original developer has been in effect since 2001. As a result, the database is functional on 32-bit and 64-bit systems.

**SCOPE OF WORK**

After considering the capacities of the existing database reporting system and the requirements of our funding agencies, RCAP has established the following specifications for a revision or replacement.

### **Synchronization/Replication**

Software must be able to function on each installation without being connected to the Internet. This would likely be accomplished through a local data store that would be synchronized or merged through replication to a master database when an Internet connection is available. This should include a method of automatic synchronization on open and closure of the database, with the option of a manual override.

### **Hardware and Software**

The database package must operate on both 32-bit and 64-bit systems and be fully compatible with Windows XP, Vista, and 7. The proposal should include all hardware, software, and other technical requirements, including current licensing costs for each component. The bidder should specify the programming language, the database program, reporting components, and all other components to be used.

Please recommend specifications for a server and a hosting arrangement. The server will no longer be located in the RCAP office. Proposals for turnkey hosting, support and maintenance contracts are also welcome.

### **Ownership**

All intellectual property will become the property of RCAP. All source code – both compiled and non-compiled versions – shall become the sole property of RCAP. All data remains the sole property of RCAP. The developer will be required to sign a transfer of ownership statement.

### **Existing Data Preservation**

The current database is less than 200 MB in size. We want to import as much existing data to the new system as possible. Ultimately, we would like to make available selected data from the master data file to a query and report function on our Web site, which would be negotiated with the successful bidder.

### **Table Design**

We will provide most of the table design, relationships and definitions, but we invite input on how to make the structure more efficient and effective for our overall needs.

We want streamlined input screens and numerous reports similar to those being used now, but designed with greater flexibility to make modifications as funder reporting needs changes and with a more intuitive navigational process.

We should be able to add dropdown menu options without programmer assistance.

The ability to modify table structures without programmer assistance is desirable, but not required. Once complete, table design and input screen modification shall be limited to the programmer and RCAP database administrator. Such changes should automatically update each local copy of the database upon synchronization.

A built-in help tool is desirable, and is a bid option.

Access to the “raw” data must be maintained, to enable further data manipulation and reporting.

A list of specifications for modifications to the existing database is included as *Appendix B*.

**Training**

Include in your bid two days of training for the six regional database managers and national RCAP database administrator to be conducted in the Washington, D.C. metro area. Include also four months of technical support as we implement the new program throughout the network. An hourly rate for support beyond that period may be negotiated.

**PERFORMANCE AND DELIVERY**

**Performance**

The RCAP database team will work closely with the contractor to review the design and draft versions as they are ready. Should there be a dispute, the RCAP Executive Director and the contractor shall work out any difference to the satisfaction of both parties. If necessary, resolution of any disputes shall be governed by the laws of the District of Columbia.

**Delivery Schedule**

The preferred final product delivery date is November 1, 2010. If a bidder cannot meet this deadline, please indicate the earliest delivery date possible.

Expected Milestones:

- Kickoff meeting
- Beta version release
- 2-3 week testing period
- Second beta version release
- 2-3 week testing period
- Final product release (except possibly the electronic manual)
- Training of RCAP and regional database managers

**Price**

The Bidder's proposed price for the project should be an all-inclusive maximum fixed-price fee. A cost schedule reflecting the estimated number of hours and rate by staff classification, including the total cost by staff category, travel costs, and other out-of-pocket expenses must be submitted.

A consolidated bid sheet should include individual pricing for the following items:

- |           |  |
|-----------|--|
| Base Bid  | <i>Exclusive of Options 1-5</i>                        |
| Option 1: | Auto-populating Census and Congressional District data |
| Option 2: | Pop-up help/wizard function                            |
| Option 3: | Server hardware and software                           |
| Option 4: | Server hosting (may be third party)                    |
| Option 5: | Maintenance agreement, including data backup           |

**Payment**

The payment schedule will be negotiated as part of the original contract. Progress payments will be allowed to the extent that RCAP can determine satisfactory progress is being made. Final payment will be made when RCAP has determined that the total scope of work has been satisfactorily completed and an intellectual property release has been executed.

Should RCAP reject any part of the program design, RCAP shall notify the contractor in writing of such rejection and give the reason(s). The right to reject an application shall extend throughout the term of this contract and for ninety (90) days after the contractor submits the accepted application with the final invoice for payment.

**Program Review**

All draft versions of the application prepared under this contract will be reviewed by RCAP and its database team to ensure that the program achieves the intended function and ease of operation.

**Confidentiality**

If the bidder deems any material submitted to be proprietary and confidential, that must be indicated in the relevant section(s) of the proposal.

The contractor shall agree to keep information related to all contracts in strict confidence. Other than reports submitted to RCAP, contractor agrees not to publish, reproduce, or otherwise divulge such information in whole or in part, or authorize or permit others to do so, taking reasonable measures to restrict access to the information to employees on a "need to know" basis. The contractor agrees to immediately notify, in writing, RCAP's authorized representative in the event the contractor determines or has reason to suspect a breach of this agreement.

**Understanding of Work to be Performed**

The bidder should describe its understanding of the work to be performed, including design procedures, estimated hours, and other pertinent information.

**Organization and Qualifications**

The bidder should describe its organization, size (in relation to similar databases developed), and structure. Indicate whether the firm is a small or woman- or minority-owned business.

The bidder should also describe the qualifications of staff to be assigned to the project and specify the team manager. Only include resumes of staff to be assigned to the design and programming. Education, position in firm, years and type of experience, continuing professional education, etc., will be considered.

**Options**

At the discretion of RCAP, this contract can be extended for an additional period of time. The cost for the additional period will be agreed to by RCAP and the contractor in writing as an amendment to the original contract.

## **PROPOSAL EVALUATION**

**Nonresponsive Proposals**

A proposal may be judged nonresponsive and excluded from further consideration if it is not received by the submission deadline or does not follow the specified format.

**Review Process**

RCAP may, at its discretion, request presentations by meeting with any or all bidders to clarify or negotiate modifications to proposals. However, RCAP reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the bidder can propose.

RCAP contemplates award of the contract to the responsible Bidder with the most cost-effective solution and the capabilities to perform the contract services.

The technical qualifications and pricing information will become part of the contract.

# APPENDIX A

## RCAP OVERVIEW

Founded in 1972, the Rural Community Assistance Partnership, Inc. (RCAP) is a 501(c)(3) service delivery network comprised of a national office and six regional partners that provide technical assistance, training, and financial resources to water and wastewater systems in 2,000 small rural communities – including tribes – each year throughout the U.S. and its territories. Most communities we assist are economically disadvantaged and have a population under 2,500, and many have significant minority populations. Our approximately 200 field staff members include registered professional engineers, certified operators, utility finance and board management specialists, community planners, and people with other relevant backgrounds.

RCAP works to achieve these outcomes in small rural communities:

- Improved environmental and community health
- Utilities that are in compliance with federal and state regulations
- Sustainable water and waste disposal systems
- Increased capability of local leaders to address current and future needs
- Improve coordination among federal, state and local agencies in the delivery of water and waste services

Each regional partner offers an array of services that directly respond to the needs of its area. These region-specific services include affordable housing development assistance; loans for water and wastewater infrastructure, as well as housing and business development; community and economic development; job training and placement; community-based education programs; and special programming for underserved populations. RCAP field staff track performance data to enhance our capacity to fulfill our mission of “improving the quality of life in rural communities.”

The RCAP national office engages in program management, applied research, policy development, public education, and advocacy on rural issues, especially with respect to community infrastructure. It also supports the work of the network by obtaining financial support, sharing knowledge and best practices across the network, and promoting dialog to help communities understand the relationship between the environment, public health, and economic viability.

More information is available at <http://www.rcap.org>.

## APPENDIX B

### Specifications for Modifications to the RCAP DCS

#### TECHNICAL/OVERALL

##### Administration Screens

1. Flexible user tree and permissions arrangement
2. RCAP administrator(s) has full access to data and ability to modify all permissions; able to add options to dropdown menus/fields
3. Regional administrators have full access to data for their region, control user permissions (arrange supervisors and staff, grant project access, etc.), enter TAP contact info.
4. When regional managers log in, they have rights to their staff's data
5. When TAPs log in, they have full rights to their data.
6. TAPs can grant access to their project records to other TAPs.

##### Archive

1. Objective is to reduce scrolling through outdated options (projects, TAPs, etc.)
2. Able to import existing/archived data and access it through the new system
3. Archiving standard: Projects and non-project entries auto-archive 12 months after a completion date is entered. For Facilities Development or Compliance project type, TAP is prompted to confirm construction is complete and/or the system is actually in compliance.
4. Able to access and run reports from archived data

##### Documentation/Help

1. User manual – electronic
2. Administrative manual
3. Database fully documented – technical documentation
4. Built-in help function optional – ex., mouse-overs. This will be determined field by field.

##### Desirable Optional Features

1. Auto-fill with data from other sources – determined field by field.
2. Wizards where possible
3. RCAP or regional website able to display data from the database. This would be a negotiated add-on not subject to the target completion date.

#### DATA/SCREENS/FORMS

##### Funding Program

A funding program is chosen when a project is enrolled. A project may have more than one funder over time, but only one at a time. If a new funder is added, the database compares the demographics and active tasks to the new funder's requirements. If not compatible, the new funder is rejected. The regional administrator may override by checking a hidden box and entering a narrative justification. The tasks remain active.

##### Fields

- Funding Program Name
- Start and end dates of the contract

- Funder name – dropdown menu plus narrative override
- Contract purpose – basic narrative about the purpose and types of work permitted.

Delete agreement #, amount, level of effort, and funding contacts.

## **Project Information**

Includes Project,

*Fields:*

- Project Name
- Initial Date
- End Date
- Project Status – Retain all categories.
  - Prompt: If no activity in prior quarter, “Change status to Pending?”
- Project Outcomes: Project-specific based on the 5 RCAP outcomes – Improved Community and Environ. Health; Sustainable Systems; Increased Capacity; Compliance; Improved coordination.
  - Pick one or more. When an outcome is selected, a list of related tasks becomes available. If the desired task isn’t listed, a new outcome must be selected that includes the task. (Outcomes are achieved when all tasks have been completed.)
- Funder Name (drop down list – pick one) – ‘Funder Change’ button. This initiates a software compliance checker.
- Project Type – Dropdown list; TAP can pick more than one. Delete capacity building, compliance and environmental health, disaster management, planning and development, solid waste, SRF MF, and SRF TO.
  - If Facilities Development, optional Project Cost field appears. (construction, soft cost, etc.)
  - If Facilities Development and funder is OCS, need construction start and end dates
- New System: Yes / No check box
- Infrastructure Type – Can only pick one from the list. Drinking Water, Wastewater or Solid Waste (NOTE: Would like to be able to clone a project to avoid TAP entering data twice for similar projects.)
- Need/Problem Description (replaces Service Plan) – Text field. Description of the service area and background on the problem. Include a dialog box with prompting questions:
  - “Describe unique project area characteristics, such as geography and economic issues.”
  - “Describe the problem.”
  - “Explain what technical assistance and/or training RCAP will provide.”
 (Note: Delete purpose and secondary funder; congressional and state legislative districts should auto-populate based on Zip, if possible; simplify connections box, if possible)
- Project Summary – (if needed, it uses the case study format). These fields will become available once all of the tasks are completed or cancelled.
  - Narrative – telling the story after it happened. Notable events. Obstacles. Unforeseen crises. Solution/Resolution.
- Bell/whistle: Ability to upload/attach pictures

## **Project Demographics** (replaces Community screen)

- Demographics represent the service area of the system being assisted. The Census is the default data source. Currently, TAPs manually enter Census data. Instead, Census data should be imported/auto-populate, perhaps by providing a dropdown list of all Census entities (limited by state selection). Must be able to easily update with 2010 Census data.
- A TAP must be able to override Census data, when appropriate. For example, if a project only represents part of a Census-recognized entity, one override option might be entering a percentage of the population and auto-populating remaining fields accordingly.



- The congressional district and state legislative districts should also auto-populate based on some other data point.

Example: A water system in Community X with the following demographics:

Population: 1000      Low Income: 600      MHI: \$26,000      # households: 350

If the community has two water systems, one which serves 300 connections, one that serves 100 connections, and we work with the system that serves 300 connections, then the demographics for the service area would be 75% of the Census figures:

Population: 750      Low income: 450      MHI: \$26,000      # households: 262

*Fields:*

- City – auto-populates
- State – TAP selects
- Zip Code – TAP selects
- County – auto-populates
- Congressional District – auto-populates
- State Legislative Districts – auto-populates
- Population – Auto-populates. (Note: For USDA Technitrain projects, if over 10,000, TAP is prompted for confirmation of regionalization or unincorporated area.)
- Income/Poverty – Data and verification based on funder. Ex: OCS – if not meet low income threshold, can't save the data. OCS uses poverty, USDA-RD uses MHI, EPA accepts either.
- Minority Population
  - EPA: Yes/No for federally recognized tribe; report other native people served.
  - OCS tracks Native American population data.
  - RD – specific minority pop. not required.
  - Auto-populates – sum Native American/Alaska Native and Native Hawaiian/Pacific Islander in one field.
  - Other minority data auto-populates or is optional.
- # of households
- Include Connections box from Project screen
- Bell/whistle: GPS location (if it can be automated)

**Contacts**

*Fields*

- TAP Name – Auto-fill based on login or pick from a drop down list. New hires entered by the regional admin. Default is based on who is logged in to the system when the project is completed. Can be changed.
- Community liaison contact information is required – name, address, phone, fax, email. More than one community contact can be entered.
- Can enter other contacts with full information, but not required.
- Contact types: Delete EPA Region, Funding Source, Leverage Source, Professional, Referral, and Regional RCAP. Change Federal Legislative to Congressional, and RD Agency to USDA Rural Development
- NOTE: TECH and EPA - full contact information only necessary on NPAs

**Tasks**

Tasks are selected when started. Task list may be dependent on outcome selected. A revised task list is attached in *Appendix C*.

*Fields*

- Task Description (Dropdown list. When a task is selected, the Completed box is activated.)
- Completed? Yes/No/Cancelled. Pick one.
- Completion or cancellation date field.
- When task is marked complete, the Indicator screen appears.

*Funder Specific:*

EPA – Database auto-populates the date (TAP can override) and TAP enters the % complete. Is the quarter needed? If so, can database auto-fill? When % complete =100, Indicator will appear.

Label	% complete	Date
1 <sup>st</sup> qtr	#%	1/1/10
2 <sup>nd</sup> qtr	#%	4/1/10
3 <sup>rd</sup> qtr	#%	6/1/10
4 <sup>th</sup> qtr	#%	9/1/10

**Indicators**

Indicator screen automatically appears when a Task is completed. Indicators are specific to each Task. TAPs are prompted to answer pre-defined Yes/No questions that can be numerically aggregated for reporting purposes.

Example: Task = Rate study. Indicator = Did the system board take action as a result of the rate study? Was the rate study implemented? Include date field.

**Activities**

Same as current database, including TAP hours. Each activity must be associated with one or more tasks, except Quarterly Summaries, Case Studies, and Project Summaries. Should be able to add a new task from the activity screen.

**Case Studies**

Automatically populates some fields based on the project name selected.

*Fields:*

- Project Name - pick from dropdown list. Option to choose from active or closed list
- Need/Problem Description – auto fill from project screen
- Demographics – auto fill from project screen
- Narrative – text to be entered by TAP

**Leveraging**

Must be able to reopen a project temporarily to enter funding awards.

*Fields:*

- Keep application and award information
- Add date of denial field
- Applications History should be changed to Award History
- Ability for database administrator to add funding sources.
- Delete Receipts section (was intended to track funds disbursements)
- Bell/Whistle: Ability to attach digital copy of award letter(s)

**System Trainings**

*Fields:*

- Is this a training related to an enrolled project? - Yes/No field  
If Yes, Project Name is selected from a dropdown list of active projects. Database creates a training task, marks it complete, and associated indicators appear.
- Funder
  - If project related, it defaults to the project funder. Regional administrator can override from list of current funders. If override, need a box to explain reason.
  - If not related to a project, TAP selects from list of current funders.
  - More than one funder can be selected.
  - When EPA is the funder, two additional question check boxes appear:
    - Was this training coordinated with ASDWA/the primacy agency? Yes/No
    - Is this a compliance/environmental health or capacity building training? Yes/No.
- Start date
- End date
- Location – city and state
- TAP Name – auto-populates
- Name of training
- # of participants
- Type of participants – board, operator, or staff (RD-specific). If more than one, identify majority.
- # systems represented
- # CEUs issued
- # certifications issued.
- Name of the certification
- Pre-test – average score (%)
- Post-test – average score (%)
- Database calculates % change in average score
- Planned behavioral changes – # of participants who indicate on evaluation forms that they would make changes as a result of the training. Database calculates % based on total # of training participants field.
- Narrative
- # of materials distributed – check box; if yes, use materials distributed screen
- Were the materials distributed useful? (Put on evaluation screen)

### **TA Consultation**

Captures TA that does not constitute a project. A project is defined by the service area and an agreement to provide a certain level of TA.

#### *Fields:*

- TAP Name – auto-populates
- Funder – drop down list
- Name of TA recipient – pick the name from a dropdown list of TA recipients that have already been assisted, or ability to enter a new name.
- Contact First and Last Name
- Contact Title
- Date of TA
- Location of TA – City, State
- Narrative
- Check Box: Is this TA now a project? Yes/No. If Yes, it prompts to confirm, then begins the enrollment process and asks TAP to name the project. All activities related to the recipient are moved into the project.

### **Advisory Committee**

Captures TAP or manager participation on advisory committees (see *DCS manual*).

#### *Fields:*

- TAP Name – auto-populates
- Funder
- Location – city, state
- Committee name (required)
- Narrative

### **Conferences/Workshops**

Data should be entered here whenever funder money is used to pay.

#### *Fields:*

- TAP Name – auto-populates
- Funders – can be more than one
- City and state
- Attended or Presented check box
- Start and end date
- Name of training
- Sponsor
- Certification Achieved
- CEUs earned:
- Narrative – is this still needed?

### **Funder Coordination**

This “screen” is only for required funder visits. Full contact information is required.

#### *Fields:*

#### USDA Rural Development Annual and Quarterly Meetings

- Meeting date
- TAP Name – auto-populates
- State
- RD contact name
- RD contact title – dropdown list: State Director; Program Director; Area Staff. If Area Staff selected, check box indicating they were designated by Program Director
- Narrative

#### EPA Annual Primacy Agency Meeting

- Meeting date
- TAP Name – auto-populates
- Name of agency
- Name of primacy contact (title?)
- Contact info for primacy contact
- Checkbox – yes/no when deliverable has been met

### **Materials Produced**

#### *Fields:*

- Funder

- Type (drop down list – newsletter, flyer, training manual)
- Title
- # produced
- Date produced (ready for distribution)
- Was funder acknowledgment included? Yes/No (all required acknowledgments displayed)

## **Materials Distributed**

### *Fields:*

- Funder
- Type (drop down list – newsletter, flier, training manual, Water Sense, etc.)
- Title
- Format (digital or paper)
- # distributed
- Date distributed
- Distributed to whom (board, operator, staff, public)
- Where distributed (city and state)
- Feedback - TBD

## **Networking/Collaboration**

*See DCS manual definition*

### *Fields:*

- TAP Name – auto-populates
- Funder
- Type (drop down list – funder, WARN, etc.)
- Location – city, state
- Name of agency – can be more than one
- Name and title of agency contact – can be more than one contact per agency
- Narrative

## **Screens**

1. Able to see all projects by funder, then select a project and go right to that screen. (Report?)

## **Reports**

### General Rules

1. Able to report on overall project, regardless of # of funders and years (TBD - fields)
2. Able to select individual fields for inclusion in custom reports
3. Maintain ability to query database using Access, Crystal Reports, etc.
4. Able to sort any report (project or NPA) by any field, total by any numeric field, and count any non-numeric field (Able to sort/view by state, by region, and by region and state)
5. Able to select specific quarter of program funding year, or cumulative from beginning of year. No need to enter specific dates; the DCS knows the various programs' annual start dates.
6. Bell/whistle: Able to generate custom reports via wizard (funder or management)
7. Bell/whistle: Produce graph and map reports. Establish color for each funder.

### Existing Reports

#### Report #1 – Project Detail:

- Separate Need/Problem Description (formerly Service Plan) and Tasks into two sections
- Ability to include/exclude each of the sections in the generated report.
- Ability to include/exclude specific contacts, tasks, activities, etc.
- Ability to include TAP name only (exclude contact info)

- Ability to sort/view by any field (TAP, status, Cong Dist, etc.)
- Ability to total multiple project demographics for legislative reporting

Report #2 – Project Demographics:

- Add TAP name field to general report – includable/excludable
- Ability to include/exclude individual fields

Report #3 – Legislative Report: Handled by report #1 with a total function. DELETE.

Report #4 – Type of Assistance: Handled by report #2 with sort and count functions. DELETE.

Report #5 – Project Progress: Handled by report #1. DELETE.

Report #6 – Project Service Period:

- Rename “Activity Status Report”
- Delete PSP data – status, start date, end date
- Include project status, start date, and end date fields

Report #7 – TAP Summary: Reports #1 and #2 can handle with TAP field. DELETE.

Report #8 – Project Leveraging:

- Add denial date field
- Delete TAP hours field
- Add funding source field
- Add total # and amount of applications and awards; able to select either or both for inclusion

Report #9 – Project File: Not used. DELETE.

New Reports

1. Multiple funder-specific reports that fill out required forms or tables. (See attachments)
2. Missing demographics, by funder, by TAP
3. Missing quarterly summary (date parameter), by funder, by TAP
4. No task progress, by funder, by TAP
5. No activity/activity aging, by funder, by TAP (also project & task aging) [ex. below ]
6. Case studies completed, by funder, by TAP
7. Completed projects (since they auto-archive 12 months after completion date; see *Archive 3.a.*)
8. Graphic view of projects by funder, by TAP; also by task number and status
9. Map projects by all projects, new projects, by TAP, by funder, etc.
10. Login/Logout – staff login date/time, whether data was entered/edited, logout date/time
11. Funder coordination – USDA and EPA required meetings – chart with quarter columns and state rows
12. Closed OCS Facilities Development projects with no construction start or end date.

NPA Reports

1. Improved/simplified browse feature when searching for entries.
2. Create a separate, flexible report for each non-project activity identified above (training, TA consult, etc.)
3. Retain “Include All Activities” and “Include NPA Narratives” check boxes. Default to include both. “Include All Activities” is used to compare individual TAPs or for a specific funder.

# APPENDIX C

## TASK LIST

Left-aligned, bold tasks are new or are retained in new database. Indented tasks are existing tasks to be consolidated.

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**Needs assessment**

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- Conduct needs assessment
  - Identify and prioritize problems
  - Complete a Preliminary Needs Assessment
  - Complete a Technical Assistance Work Plan
  - Conduct onsite interviews with staff
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**Legal entity / district formation**

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**System collaboration / partnership**

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- Form a partnership with other communities
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**Regionalization**

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- Evaluate potential for regionalization
  - Coordinate regional response
  - Facilitate the formation of regional cooperatives
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**Engineering / professional services procurement**

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- Help with procurement of engineering / professional services (RFQ, RFP)
- 

**Project design / plans review**

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- Review engineering, professional studies
  - Evaluate identified alternative solutions
  - Identify alternatives and appropriate technology for community
  - Identify alternatives for site selections of infrastructure
  - Assist with review of landfill design, operation, closure, and post-closure plans
  - Complete hydrogeologic study
  - Conduct feasibility studies for program implementation and/or expansion
  - Conduct feasibility studies for solid waste routing and/or collection
  - Conduct cost-benefit analysis of solid waste management options
- 

**Financing plan development**

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- Design financing plan
  - Determine eligibility for loan(s)
  - Research financial assistance for individual users
  - Identify funding source(s)
  - Research financing options for solid waste programs/facilities
  - Prepare cost estimates
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**Grant / loan application(s)**

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- Facilitate loan / grant application(s)
  - Prepare application for loan(s)
-

---

Secure interim project financing

---

---

**Financing terms - Letter of Conditions / loan closing**

---

Facilitate compliance with Letter of Condition / financing conditions & terms

---

Secure / close loan

---

---

**Environmental report**

---

Help to complete / review environmental report / assessment (may include archaeological work)

---

---

**Project / construction management**

---

Monitor construction / inspection

---

Develop and maintain project plan and timeline

---

Assist with project bidding process

---

Assist with review of pay requests

---

Facilitate right of way acquisition

---

Monitor / expedite plans and specs approval process

---

Prepare and obtain user agreements

---

Review / prepare project budget

---

Facilitate system abandonment or closure

---

Record all easements

---

---

**Financial reporting**

---

Assist with submission of required reports

---

Prepare monthly financial reports

---

Procure an annual audit

---

Consolidate financial statements at end of year

---

---

**Financial management**

---

Facilitate budget analysis

---

Develop bookkeeping and billing system

---

Review insurance coverages and make formal recommendations

---

Establish reserve account(s), i.e. emergency, debt service, depreciation, etc.

---

Establish written budget

---

Prepare costs recovery analysis

---

Establish five-year budget projection

---

---

**Rate study / review**

---

Conduct rate study

---

Develop rate structure

---

Assess cost for new connection

---

Make sure revenue covers full cost of service

---

Determine monthly collection rate

---

Implement PAYT/use-based fees

---

Promote/evaluate Pay-As-You-Throw(PAYT)/use-based fee collection programs

---

Provide community with unit base pricing analysis

---

Review rates at least annually

---

Use budget to help calculate rates

---

Use Long-Range Plan in calculation of rates

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---

**System capacity assessment**

---

- Evaluate community's TMF capacity
  - Conduct an Operations and Maintenance Evaluation (OME)
  - Test system equipment and treatment processes
  - Calculate whether water storage has capacity to meet current and projected demands.
  - Conduct a technical engineering evaluation of the water system
  - Conduct hydraulic computer analysis on the transmission and distribution system
  - Conduct pressure survey on the distribution system
  - Determine if the master meter is working correctly
  - Establish 10-year projection of water demand for water system
  - Establish a 10-year growth projection of the water system and customer base
  - Perform a capacity analysis of current water source to meet 10-year projection of water demand
- 

**Asset management / capital improvement planning**

---

- Develop strategic plan or long range and capital improvements plan
  - Develop equipment repair and replacement program
  - Develop written long-range plan required in the rules and regs pertaining to public water systems
  - Document condition and remaining service life of distribution, pumping and storage facilities
  - Establish prioritized Capital Improvement Plan and Written Equipment Replacement Plan
  - Identify all system components and facilities that will require construction in the next five years
- 

**Source water protection**

---

- Evaluate contaminant source and potential for recurrence
  - Inventory potential sources of contamination (PSOC's)
  - Develop wellhead protection program
  - Develop watershed protection program
  - Implement watershed / wellhead protection program
  - Complete delineation of watershed / wellhead protection area
  - Assist with education, implementation and disposal of farm wastes
  - Complete watershed / wellhead survey / monitor
  - Conduct assessment of source water that meets Requirements of Source Water Assessment Plan
  - Create system maps of the aquifer and aquifer recharge area
  - Generate a map that identifies and locates all potential sources of source water contamination
  - Identify aquifer recharge rate and total water pumped from the aquifer on an annual basis
  - Identify other water systems using same aquifer
- 

**Water rights / purchase or wastewater treatment**

---

- Identify and evaluate potential water source(s)
  - Negotiate utility water purchase / wastewater treatment contract
  - Facilitate utility water purchase / wastewater treatment contract negotiations
  - Assist with water rights / source approval application
  - Establish a written contract for purchased water
- 

**Consumer Confidence Report**

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- Prepare CCR reports
- 

**Public meeting / hearing / education**

---

- Conduct community informational meetings
  - Prepare public information notices
-

---

Conduct public hearings / meetings

---

Establish task force, identify local leadership

---

Establish community stakeholder (working) team

---

Facilitate regionalization efforts and educational programs

---

Educate community for successful bond or referendum

---

Prepare notices (e.g. boiling orders)

---

Conduct public education programs

---

Provide public education on composting

---

Attend introductory meeting

---

Conduct interest and attitudes survey

---

Distribute lending library materials

---

Provide information and evaluate solid waste management strategies

---

---

**Review Compliance Order**

---

---

**Negotiate reduction of fines / administrative penalties**

---

---

**Corrective Action Plan / Reporting**

---

---

Help community achieve compliance

---

Prepare written corrective action plan

---

Identify and document any water quality constituents with an increasing concentration that may exceed

---

---

**Assist in preparing NPDES Permit**

---

---

**Maintain compliance**

---

---

Help community maintain / enhance compliance

---

---

**Technical operations assistance**

---

---

Map proposed system or service area

---

Diagnose / troubleshoot operational problems

---

Assist with repair or replacement of equipment

---

Inspect system

---

Conduct sanitary survey

---

Prepare formal recommendations for resolving O & M problems

---

Complete infiltration / inflow study

---

Assist communities with equipment selection/purchase

---

Conduct waste characterization studies/audits

---

Establish maps that indicate operating pressure of  $\geq 20$  psi is maintained under normal conditions

---

Participate in optimization program, such as Comprehensive Performance Evaluation program

---

Provide system pumping stations with auxiliary power

---

Provide water operator with properly licensed back-up

---

Utilize remote monitoring devices (Cl<sub>2</sub>, tanks, turbidity, etc.) to respond to changing water quality

---

Research and evaluate options for sludge / biosolids disposal

---

Research options and develop plans for treatment and disposal of leachate

---

---

**Water usage / loss analysis**

---

---

Complete leak detection / water loss audit study

---

Calculate unaccounted-for water on a monthly basis

---

Compare master meter readings with wholesaler

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---

**Policies / procedures / ordinances / bylaws**

---

Develop / evaluate policies and procedures

Prepare / review ordinances and bylaws

Develop a cross-connection control program that meets Department of Health requirements

Develop customer complaint log

Develop purchase order policy

Develop written application for new services

Document all water quality complaints within the last year

Ensure wholesaler meets current drinking water regulations

Establish emergency contact information for customers

Establish procedures for operator to maintain knowledge of EPA proposals for new standards

Establish procedures for routinely evaluating the water system's source water quality

Establish procedures for the plant to be manned or provide sufficient alarms during operational cycle

Establish procedures to periodically update as-built plans, drawings, and other maps as elements change

Establish process by which unmetered services are discovered

Establish water quality parameters for process control

Establish written documentation on pumping stations run time, electrical power usage, starts per day

Establish written documentation that system treatment process units are in good physical condition

Establish written job descriptions for each position

Establish written monthly water production and/or treatment records for each source in the system

Establish written policies

Establish written policy for termination of non-payment

Establish written records for the condition and remaining service life of existing treatment facilities

Establish written records on the water plant's flow

Facilitate analysis of water samples

Inspect water storage tanks for corrosion or pitting at least every 3 years

Keep copies of master meter readings

Keep copy of records and keep them segregated from other business

Keep spare parts on hand for routine repairs for components that are not redundant

Keep written documentation of taste and odor problems

Maintain copies of other letters or notices from Dept of Health

Maintain copy of as-built plans, drawings and other maps drawn to scale

Maintain copy of most recent sanitary survey

Maintain maps that show the water system's existing service area

Maintain O&M manual or document what needs to be done if operator is not available

Maintain records for exceeding MCLs for inorganic, organic, radiochemical, or microbiological contaminants

Maintain records for violations of the Total Coliform Rule

Maintain well driller's logs and other construction data for each well

Maintain written records for routine inspections of chlorine dosing equipment

Maintain written records of residual chlorine detection at taps throughout the distribution system

Meter all water connections

Meter every connection

Prepare and keep records of the static, pumping, and drawdown levels of each well

Retain budget information for at least two years

Establish composting program

Establish recycling program

Establish regular office hours

Establish monthly written operational report

---

Establish emergency connections or alternative source of potable water

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---

**Operation or management plans / manuals**

Assist with utility staffing, budgeting, and operational start-up plans

Assist with development of manual(s)

Develop O & M plans

Develop inventory plan

Complete management plan

Prepare bacteria sampling plan

Negotiate utility system management contract

Assist in developing disaster/debris management plans

Establish a plan for backup or emergency source water

Establish record to track the number of hours each pump runs each day

Evaluate disaster/debris management plans

Implement sludge / biosolids disposal plan

Prepare a recycling plan

Prepare local/regional integrated solid waste management plans

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---

**Vulnerability assessment (VA)**

Conduct vulnerability assessment

Facilitate completion of Security VA

---

---

**Emergency response plan (ERP)**

Prepare emergency response plan (ERP)

Establish Emergency Response Plan as required in the AR Rules and Regs Pertaining to Public Water Sy

Establish a written emergency plan and file with Dept of Health

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---

**Income survey**

Conduct income survey

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**System / agency liaison**

Facilitate communication between community/system and primacy agency or other entities and utilities

Meet with RD

Meet with FEMA

Establish good working relationship with state agencies

Meet with primacy agencies

Assist in preparing PSC docket for CAN

Obtain appropriate license as required by Department of Health

Establish affiliation with technical or professional societies, i.e. AWWA, ARWA, etc.

Support national, state and local solid waste initiatives

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**Energy audit**

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**CONVERT TO TRAINING SCREEN**

Conduct board training

Provide bookkeeper training

Provide operator training on regulatory requirements

Educate operators to necessary certification level

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Conduct laboratory parameter / procedure training

---

Conduct disaster / debris management training

---

Develop publications, tools, or training opportunities

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---

**UNCATEGORIZED - DELETE**

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Other

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*NOTE: This is a sample report with table data abbreviated.*

**RCAP/USEPA SMALL COMMUNITY WASTEWATER PROJECT**  
**Second Quarter Report**  
**December 1, 2009 – February 28, 2010**

**Project Summary**

This is the Second Quarter report of project activities under the Rural Community Assistance Partnership (RCAP)/United States Environmental Protection Agency (USEPA) Small Community Wastewater Project 2009-2010. The Assistance Identification Number is: X-83446701-0.

The RCAP/USEPA Small Community Wastewater Project 2009-2010 began on September 1, 2009 and ends on August 31, 2010.

***Project Overview***

The SCWP is an outreach, training, and technical assistance program focused on addressing community-specific wastewater treatment issues in small, rural communities and systems. RCAP will carryout the program to specifically address goals outlined in EPA's Strategic Plan including "protecting water quality of rivers, lakes, and streams on a watershed basis" and RCAP will also work within the realm of "cross-goal strategies," strengthening partnerships and relationships with rural areas and tribes.

Rural areas often lack the expertise and resources necessary to address wastewater management challenges. RCAP's technical assistance and training address the unique needs to protect public health in rural areas, and to otherwise meet Clean Water Act (CWA) requirements. The SCWP is a component of the Sustainable Communities Assistance team activities.

Most of the program activities are provided at no cost to participating communities or systems and will be implemented by the following five major objectives:

- 1) Provide On-site Community-Specific Technical Assistance to Maintain or Achieve Compliance;
- 2) Provide Training for Capacity Building, Clean Water Act (CWA) Rules and Regulations, Asset Management, Best Practices for Operations and Maintenance, Water Efficiency, and Guidelines for Voluntary Onsite Decentralized Wastewater Management
- 3) Disseminate Centralized and Decentralized Wastewater Management Materials to Promote Best Practices
- 4) Obtain Staff Training and Continued Education in Centralized and Decentralized Wastewater Management Systems;
- 5) Coordinate Activities Between Federal, State, Tribal and Local Primacy Agencies.

This proposed nationwide technical assistance, outreach and training program will be implemented by the RCAP network using the six existing Regional RCAP's and their network of wastewater personnel. Subagreements will define the regional RCAP's work plans with specific activities to be completed under the RCAP/EPA SCWW proposal. Although some activities are specifically described below, RCAP will use their professional judgment, experience, and expertise to determine which activities are most effective and prioritize accordingly. The objectives will be carried out in order to assist small communities in restoring, maintaining, and sustaining their wastewater infrastructure.

Program objectives in this proposed work plan reflect activities, outputs and anticipated outcomes for the '09-'10 year.

**Objective One: Provide On-site Technical Assistance to Maintain or Achieve Compliance**

**Expected Outputs/Deliverables:** During the course of the ‘09 - ‘10 year, RCAP staff will work in 20 states (and possibly Puerto Rico (PR) and the United States Virgin Islands (USVI)) providing assistance to approximately 40 communities, including 2 tribes.

**Expected Outcomes:** The expected outcome for this objective is to ensure that over the course of the program a minimum of 50% of all communities receiving RCAP assistance achieve, maintain and/or progress toward compliance. This will be measured by tracking the number of RCAP communities that achieve, maintain and/or progress toward compliance with local, state, and federal Clean Water Act rules and regulations by the end of each project year, and prior to the end of the project.

**Outputs/Deliverables:** Through the Second Quarter, RCAP field staff provided onsite technical assistance to achieve or maintain compliance or provided training for Capacity Building to rural communities. RCAP has been involved in 76 wastewater projects in 78 communities in 34 states. RCAP projects served a total population of 115,897 rural residents in 41,087 households. The projects served 27,220 low-income individuals (See table 1. For more detailed information please See Regional Summaries Table 1a.)

**Table 1: Project Demographics by RCAP Region, Second Quarter**

RCAP Region	Population	Low Income	#HHs	Projects	Communities	States
Southern	12,566	2,379	6,194	11	11	5
Midwest	11,236	5,879	4,760	13	13	5
Western	15,324	5,242	7,898	12	12	6
Northeast	33,001	2893	8,769	8	8	4
Southeast	8,918	4127	2577	10	12	7
Great Lakes	34,852	6,700	10,889	22	22	7
<b>2nd Qtr Total:</b>	<b>115,897</b>	<b>27,220</b>	<b>41,087</b>	<b>76</b>	<b>78</b>	<b>34</b>

**Outcomes:** At this time (during the Second Quarter) total outcome calculation is not possible.

**Objective Two: Provide Training for Capacity Building, Clean Water Act (CWA) Rules and Regulations, Asset Management, Best Practices for Operations and Maintenance, Water Efficiency, and Guidelines for Voluntary Onsite Decentralized Wastewater Management**

**Expected Outputs/Deliverables:** In the ‘09 - ‘10 year, RCAP staff will conduct 25 workshops serving 350 individuals in 19 states. RCAP will continue to inform communities about EPA’s WaterSense program and disseminate WaterSense marketing materials (please see Objective 3, below).

**Expected Outcomes:** Outcomes are measured by the cumulative number of attendees completing RCAP’s training workshops and their ability to improve their understanding of technical wastewater management treatment and operations, financial management issues, passing certification exams, and overall system management. RCAP will also determine the effectiveness of EPA’s tools and programs through activities such as follow up open ended interviews to identify: the number of organizations that have implemented Asset Management, Effective Utility Management, and water efficiency measures; what tools they are using; and ways to refine and improve EPA tools.

**Outputs:**

In the first Quarter, RCAP conducted 10 workshops, training 162 community leaders, state and federal employees, RCAP staff, and others. At least 69 systems were present at the trainings.

In the Second Quarter, RCAP conducted 15 workshops, training 173 community leaders, state and federal employees, RCAP staff, and others. At least 96 systems were present at the trainings.

So far for the totals for the agreement period are: RCAP has conducted 25 workshops, training 335 community leaders, state and federal employees, RCAP staff, and others. At least 165 systems were present at the trainings.

**Table 2: RCAP Workshops, Second Quarter**

Training Course/Conference	City	State	Date	# Trained	# Systems Represented	% Increase in Knowledge
Utility Management for Local Officials	Mt. Vernon	OH	20091202	19	9	50%
CUPSS as a Asset Management Tool	Searsport	ME	20100224	2	1	Improvement
<b>Totals:</b>				<b>173</b>	<b>96</b>	<b>27%</b>

**Outcomes:**

In the first quarter of those tested, an average of 20% showed an increase in knowledge as a result of the training.

In the second quarter of those tested, an average of 27% showed an increase in knowledge as a result of the training.

So far this agreement period, there has been an average improvement of 23%.

**Objective Three: Disseminate Centralized and Decentralized Wastewater Management Materials to Promote Best Practices**

**Expected Outputs/Deliverables:**

RCAP will engage in outreach activities and disseminate 18 pieces of information of the types located in the above list to approximately 18,000 individuals in the ‘09 - ‘10 year. At least five regional or state newsletters as well as other publications will be published and disseminated.

**Expected Outcomes:**

RCAP anticipates that disseminating information will result in a more informed public and a community that will make more informed decisions about their wastewater treatment options. Each of the RCAP’s will provide readership responses received as to how practical and useful the information they received was and what use they intend to put that information to.

**Outputs:**

In the Second Quarter RCAP disseminated 5,500 *Rural Matters* magazines, the National RCAP’s nationally published magazine. *Rural Matters* has articles in it regarding Wastewater Management and other pertinent information about rural communities. The Safe Drinking Water Trust e-Bulletin is the RCAP webzine that is emailed to about 5,000 subscribers every three weeks. The e-Bulletin is sent to primarily operators and small community boards and the subject matter is mostly security with regards to drinking water and wastewater facility operation. (Table 3.)

Table 3a. shows incidence during the Second Quarter in which outreach regarding EPA (such as WaterSense and CUPSS) was recorded by the RCAP Staff. This is also mentioned in Objective 2. There were 6 recorded incidences of WaterSense activity, however, WaterSense program information is routinely embedded in the presentations and training that staff use.

**Table 3: Dissemination of Information**



Date	Publication	To Whom Distributed	# Distributed
Winter	Rural Matters	Congress, communities, water/wastewater professionals, etc....	5,500
<b>Total:</b>			<b>13,509</b>

**Table 3a: Outreach (the trainings listed here are the same as those listed in table2)**

Training Course/Conference	Date	Incidence of Outreach
Utility Management for Local Officials	20091202	Training conducted at Mt. Vernon by Sherry Loos and Josh Eggleston. Administration, Fiscal, Council/Board, Operators, consultant. Also, each attendee received with their training materials a copy of the Water Sense flyer and OhioWARN brochure.

**Outcomes:**

There were 6 recorded specific instances of WaterSense being disseminated or presented this quarter. There were 6 instances of asset management and CUPSS recorded. Some of the trainings had evaluations that indicated the participants would use the information later.

**Objective Four: Obtain Staff Training and Continued Education in Centralized and Decentralized Wastewater Management Systems**

**Outputs/Deliverables:** Upon request RCAP will provide a list of the industry conferences, online trainings, workshops, and other trainings over the course of the ‘09 - ‘10 year.

**Outcomes:** The outcome expected is that technical assistance providers will be equipped to provide information and training to community leaders, regulators, and others. The activity would be measured by the number of trainings or workshops that RCAP staff provide prior to the end of the ‘09 - ‘10 year.

**Outputs/Outcomes:**

10 RCAP staff were trained in a number of issues related to wastewater management including onsite wastewater management and decentralized wastewater alternatives in the Second Quarter. In addition, RCAP staff received specialty training in planning and implementation, economic development, sewage regulations enforcement, and emergency response. A complete list of the RCAP staff members receiving training this quarter in wastewater is presented below in Table 4.

**Table 4: Training of RCAP Staff**

First Name	Last Name	State	Training/Conference	City	State	Date
Bob	Britts	SC	Savannah River Basin Regional Water Resource Forum	North Augusta	SC	20100121

**Objective Five: Coordinate Activities between Federal, State, Tribal and Local Primacy Agencies**

RCAP field staff worked with regional and federal USEPA offices to discuss current and potential project communities. They also met with local and State Health Departments, local planning departments, State Departments of Environmental Protection and Natural Resources, Governors’ offices, Public Works Commissions, Jobs and Development Councils, and the National Environmental Services Center. Table 5, in Appendix A., contains some of the reported networking events this quarter.

**Outputs/Deliverables:** RCAP staff will provide a list of all federal, state, and local government agencies they work with over the course of the '09 - '10 year.

**Outcomes:** The expected outcome for coordination efforts is to make the best use of available resources and to avoid duplication of efforts. RCAP will track this by using unscripted, open ended interviews to determine if the information was helpful and how the information was used to provide feedback on coordination efforts from the federal, state and local agencies with whom they work.

**Table 5: Networking Events** (Please See Appendix A.)

**Leveraged Funding**

In the Second Quarter, the RCAP network has leveraged \$5,973 in grants, loans, and other funding to support community wastewater improvement efforts. The total for the year so far is \$465,388. A breakdown of the funds leveraged this quarter can be found in Table 6.

**Table 6: Funding Leveraged for RCAP Wastewater Projects, Second Quarter**

State	Project	Source	Type	Amount	Date
ME	Eastport Wastewater Plant-Polymer Proj	Local	In Kind	\$500	20091204
ME	Eastport Wastewater Plant-Polymer Proj	Local	Other	\$5,473	20091204
<b>Total:</b>				<b>\$5,973</b>	

**Regional Summaries**

RCAP assistance provided during the Second Quarter of the 2009-2010 project year is summarized below for each of the six RCAP regions. More information on individual wastewater assistance projects is provided upon request.

In Table 1a, the Project Type abbreviations are defined as follows:

- CB = Capacity Building
- EH = Compliance and Environmental Health
- DM = Disaster Management
- FD = Facilities Development
- LF = Loan Fund
- MF = Management and Finance
- OM = Operations and Maintenance
- PD = Planning and Development

**Table 1a Regional Project Demographics**

State	Project	Community	Pop.	Low Income	#HH	MHI	Assistance Type	Start Date	End date
<b>Southern</b>									
TX	Talon SSWSC	SunEagle Bay	536	0	536	\$28,214	EH	20090210	
Regional Totals:			12,566	2,379	6,194				
<b>Midwest</b>									
MO	Bland	Bland	565	62	299	\$26,667	EH	20090901	
Regional Totals:			11,236	5,879	4,760				
<b>Western</b>									

State	Project	Community	Pop.	Low Income	#HH	MHI	Assistance Type	Start Date	End date
WA	Vantage, Kittitas County Water District	Kittitas County Water District #6	70	0	25	\$26,250	CB	20091023	
Regional Totals:			15,324	5,242	7,898				
<b>Northeast</b>									
PA	Youngsville Borough Sewer Inventory Plan	Youngsville Borough	1,834	218	767	\$32,104	EH	20090316	
Regional Totals:			33,001	2,893	8,769				
<b>Southeast</b>									
VA	Pigg & Looney River Watersheds	Pigg & Old Woman's River areas	0	0	0	\$0	SP	20081001	
Regional Totals:			8,918	4,127	2,577				
<b>Great Lakes</b>									
WV	Newburg Waste Water	Newburg	360	100	155	\$24,063	EH	20080902	
Regional Totals:			34,852	6,700	10,889				
<b>National Totals:</b>			<b>115,897</b>	<b>27,220</b>	<b>41,087</b>				

Any additional information is available on request.

## Appendix A

**Table 5: Networking Events  
for  
EPA SCWW Second Quarter of '09-'10**

There are currently three types of “Networking events” that the RCAP Data Collection system(DCS) keeps track of: Table 5a: Funder Coordination, which are contacts with various funding agencies such as EPA and Rural Development; Table 5b: Advisory Committee Participation, which are contacts in which field staff are asked to participate to assist to advise a community or an organization that effects communities; and Table 5c: Networking/Collaboration with Other Entities, which contains networking events and collaborations that are not included in Tables 5a or 5b.

Note: The RCAP Data Collection System (DCS) keeps track of the three types of “Networking Events” differently. This is why the tables have different information in them. For instance, Table 5b: Advisory Committee Participation doesn't contain contact information because it is a group or committee that the RCAP field staff is working with.

**Table 5a: Funder Coordination**

Date	State	Name	Title	Agency
20091208	WA	Richard Benson	Large On-site Program Lead	Wash Ste Department of Health
20100119	PA	Vickie Johnson	Project Specialist	Pennvest

**Table 5b: Advisory Committee Participation**

Date	State	Group Name	Narrative
20100107	ID	Pacific Northwest Clean Water Association	<p>Pacific Northwest Clean Water Association (PNCWA) is dedicated to preserving and enhancing the water quality in the states of Idaho, Oregon, and Washington. PNCWA promotes the technical development of our members, the dissemination of information to the public and the advancement of science needed to protect the water environment.</p> <p>I participated in the review/revisal process and approved the 2010 budget and helped to set the tone for success in advancing the PNCWA mission in 2010.</p>

**Table 5c: Networking/Collaboration with Other Entities**

Date	State	F_NAME	L_NAME	Title	Agency
20091210	CA				Lahontan Regional Water Board/Tahoe
20100218	MO	Tracy	Haag	Environmental Engineer	Missouri Department of Natural Resources - St. Louis Regional Office

**Appendix B**

**RCAP SCWW Second Quarter (12/1/09 – 2/28/10) Report**

**A listing of “Compliance Progress” in projects.**

NOTE: Compliance projects in the RCAP DCS are those projects in which one of three “TASKS” are chosen for the Project: “Review Compliance Order”, “Help community achieve compliance”, or “Help community maintain / enhance compliance”. The following pages are a draft method of keeping track of the progress of compliance projects that are dangerously close to being under orders or are under orders for being out of compliance. The following chart represents active projects from this year. It should also be noted that the entire activity narratives are too large to include, so only a short piece of the activity is included.

State	Community	Tasks	Description	Progress
SD	Interior	Help community achieve compliance	MAP staff will work with the community and SD Department of Environment and Natural Resources (SD DENR) to assure compliance of its wastewater collection and treatment system with SD DENR regulations.	<p>9/01/09 - Task identified</p> <p>9/17/09 - Met with engineer</p> <p>10/06/09 - Call from Rapid City DENR staff</p> <p>10/30/09 - Called Municipal Finance Officer</p> <p>11/18/09 - Agency Visit with DENR staff in Pierre</p> <p>11/30/09 - Project pending until spring when engineer installs flow meters</p>

**Rural Community Assistance Partnership (RCAP)**  
**Second quarter**  
**December 1, 2009– February 28, 2010**

**USEPA SAFE DRINKING WATER TECHNICAL ASSISTANCE AND TRAINING  
PROGRAM FOR VERY SMALL/SMALL COMMUNITIES**

**PROGRAM OVERVIEW**

The Rural Community Assistance Partnership (RCAP) and its network of drinking water personnel will provide drinking water technical assistance and training services to very small/small communities. With technical assistance and training, RCAP will engage in outreach activities and disseminate drinking water information to very small/small communities. To enhance the knowledge and skills of RCAP drinking water field personnel, In-Service Training will be provided to each individual working in the program. This nationwide program has three major objectives, each with obtainable outputs and outcomes. The objectives are:

- 1) Provide Technical Assistance and Training in Understanding and Complying with Drinking Water Rules and Regulations for small/very small communities;
- 2) Provide Community Capacity Development Training for small/very small communities;
- 3) Create, Develop, Publish, And Disseminate Drinking Water Outreach Materials.

Over one year, the RCAP network of drinking water field personnel will provide technical assistance and training to approximately 125 very small/small communities in at least 20 states and Puerto Rico. The technical assistance and training will include problem solving assistance, on-site, community drinking water project assistance, special training for operators, community leaders, and on-site assistance in developing drinking water knowledge and skills. All technical assistance and training efforts will be in coordination with state primacy agencies, other appropriate state, regional and federal agencies, and tribal authorities.

“**Technical Assistance**” as used in this workplan:

Assistance is the timely provision of specialized advice and customized support to resolve specific problems and increase the recipients’ capacity;

- It is aligned with the mission and customer service values embraced by RCAP.
- It is a *collaborative* process that builds and strengthens relationships with the recipients’ in order to best meet their needs and solve their problems.
- It builds upon, honors, and coordinates with the recipients’ existing efforts and circumstances.
- It builds the recipients’ capacity by providing individuals and organizations with new knowledge and skills and the opportunity to apply these to current and future situations.
- It is grounded in current policy, professional standards, and best available research and practice.
- Assistance relationships are program-focused, and may use an *interactive*, on-site/hands-on approach as well as telephone or email assistance.
- Assistance delivery may include more than one person from an organization, customized to meet the needs of the recipient, and offers prescriptive solutions to a specific issue.

**General Summary and Tables:**

Through the Second quarter of the program year the RCAP network of drinking water field personnel provided training and assistance to 86 water projects in 90 communities in 37 states. This states total does not include PR and VI for the Northeast Regional RCAP. RCAP projects served a total population of 187,269 rural residents in 70,872 households. The projects served 48,865 low-income individuals. This assistance and training included problem solving assistance; on-site, hands-on community drinking water project assistance;

and training for operators and community leaders. All training efforts have been coordinated with state primacy agencies, other appropriate state, regional and federal agencies, and tribal authorities. (See table 1. For more detailed information please See Regional Summaries Table 1a at the end of the report)

**Table 1: Project Demographics by RCAP Region, Second quarter**

RCAP Region	Population	Low Income	#HHs	Projects	Communities	States
<b>Southern</b>	22,540	5,854	7,908	10	10	5
<b>Midwest</b>	12,356	2,865	5,518	12	12	5
<b>Western</b>	17,743	13,187	6,556	14	14	6
<b>Northeast</b>	61,853	9,567	22,743	12	16	7
<b>Southeast</b>	22,091	5,854	6,699	10	10	7
<b>Great Lakes</b>	50,686	11,538	21,448	28	28	7
<b>Total:</b>	<b>187,269</b>	<b>48,865</b>	<b>70,872</b>	<b>86</b>	<b>90</b>	<b>37</b>

In the Second quarter, RCAP conducted 10 workshops, training 144 community leaders, state and federal employees, RCAP staff, and others. At least 62 systems were present at the trainings. Of those tested, an average of 33% showed an increase in knowledge as a result of the training. (See table 2.)

**Table 2: Training Sessions in the Second quarter:**

Training Course/Conference	City	State	Date	# Trained	# Systems Represented	Type of Training	% Increase in Knowledge
Utility Management for Local Officials	Perrysburg	OH	20100220	14	8	CB, R	20
<b>Totals:</b>				<b>144</b>	<b>62</b>		<b>33%</b>
<b>Total Rules and Compliance Trainings:</b>		<b>10</b>	<b>Total R:</b>	<b>*74</b>	<b>*35</b>		<b>21%</b>
<b>Total Capacity Building Trainings:</b>		<b>9</b>	<b>Total CB</b>	<b>*122</b>	<b>*57</b>		<b>33%</b>

\*Please note some of the trainings could be classified as Rules AND Capacity Building. The totals reflect some participants being counted twice. Therefore, the total for all the trainings will not be equal to the sum of the Rules trainings and the Capacity Building trainings.

**Objective One: Provide Technical Assistance and Training in Understanding and Complying with Drinking Water Rules and Regulations**

**Milestones/Deliverables:**

Completion of 12 months of program: Regulatory Training to at least 25 communities. Conduct approximately 15 rule implementation training sessions. The appropriate ASDWA representative will be informed of each training session.

**Expected Outcomes:**

The expected outcome for this objective is to ensure that over the year of the program approximately 30% of all communities receiving RCAP assistance will achieve or maintain compliance for individually targeted regulatory violations with the majority that stay in the program generally progressing towards compliance.

**Outcomes/Milestones/Deliverables:**

The RCAP network was involved in 60 Environmental Health and Compliance project communities through

the Second quarter (see Table 1a).

Please see Appendix B for a matrix of community rule/regulation compliance progress. 33 communities are listed in the RCAP Data Collection system as having compliance issues specifically. Of those 33, 24 are listed as making significant progress (73%).

RCAP conducted 5 *rule implementation* training sessions in the Second quarter. The tests indicate a 21% increase in knowledge. There have been notes recorded from evaluations that suggest that participants will change their behaviors due to the trainings.

**Objective Two: Provide Community Capacity Development Training and Technical Assistance.**

RCAP Capacity Development Training will be targeted to very small/small water system operators, Board members local elected government officials, community leaders and the general public, as appropriate.

Completion of 12 months of the program: Capacity Development Technical Assistance to at least 40 communities. RCAP will conduct a minimum of 35 Capacity Development training sessions.

**Expected Outcomes:**

The expected outcome for this objective is over the year of the program approximately 40% of all communities receiving RCAP capacity development assistance operate in a more efficient and effective manner using appropriate technology, management and financial norms.

**Outcomes/Milestones/Deliverables:**

RCAP conducted 9 *capacity development* (i.e. technical, managerial, financial) training sessions in the Second quarter. On average, there was a 33% increase of knowledge in the participants. (See Table 2).

The RCAP network was involved in 26 Capacity Development project communities through the Second quarter. (see Table 1a). At this time they are all categorized as “progressing.”

**Objective three: Create, Develop, Publish, and Disseminate Drinking Water Outreach Materials.**

Over one year, RCAP will publish and provide outreach information dissemination to very small/small, low-income and/or minority communities, including tribal communities, focused on capacity development issues, decision maker’s skills and knowledge, new regulations, and major support services.

**Outputs/Deliverables:**

RCAP developed and/or distributed more than 15,015 copies of drinking water related articles (See Table 3). Table 3a lists outreach products that were distributed in the second quarter such as WARN documentation asset management information such as about CUPSS and WaterSense literature.

**Table 3: Publications Developed and/or Distributed in the Second quarter:**

Date	Publication	To Whom Distributed	# Distributed
winter	Rural Matters	Congress, communities, water/wastewater professionals, etc....	5,500
<b>Total number distributed:</b>			<b>15,015</b>

**Table 3a: Outreach Products Distributed in the Second Quarter**

Date	State	Product Distributed
20091208	ME	Emergency Preparedness and Security List, Watershed to Well, EPA Small Systems Board training CD, EPA CUPSS User Manual and CD, EPA Step Guide, Operator Basics 2005 CD

**Objective Four: Ensure, via coordination with EPA, that proposed activities are not duplicated efforts and the information is accurate.**

Please see Appendix A for a list of networking, coordination, and advisory council events.

**Leveraged Funding:** In the Second quarter, RCAP leveraged \$684,746. The total for the agreement period is \$1,406,830. See table 4 below.

**Table 4: Leveraged funding in the Second quarter**

State	Project	Funder	Type	Amount	Date
NM	Lower Arroyo Hondo MDWCA	Local	Grant	\$16,000	20091214
NM	Lower Arroyo Hondo MDWCA	Other	Grant	\$25,000	20091210
IN	Garden City	Regional	Grant	\$643,746	20091209
<b>Total:</b>				<b>\$684,746</b>	

**Regional Summaries**

RCAP assistance provided during the Second quarter of the 2009-2010 project year is summarized below for each of the six RCAP regions. **Note:** Some of the projects contained multiple communities in which the demographics have been totaled previously, so the appropriate cells have been left blank. More information on individual wastewater assistance projects is provided upon request. Also please not table 1b and 1c - which are separate listings of the two major categories of project.

In Tables 1a, the Project Type abbreviations are defined as follows:

These are all considered *capacity building* type of community projects:

- CB = Capacity Building
- MF = Management and Finance
- LF = Loan Fund
- DM = Disaster Management
- PD = Planning and Development

These codes represent the *environmental health and compliance* type of community projects:

- EH = Compliance and Environmental Health
- FD = Facilities Development
- OM = Operations and Maintenance

**Table 1a:**

State	Project	Community	Pop.	Low Income	#HH	MHI	Assistance Type	Start Date	End date
<b>Southern</b>									
AR	Pangburn	Pangburn	654	170	0	\$25,357	MF	20091023	
<b>Regional Totals:</b>			22,540	5,854	7,908				
<b>Midwest</b>									
NE	Rosalie DW	Rosalie, Village of	194	0	79	\$26,094	EH	20100224	



State	Project	Community	Pop.	Low Income	#HH	MHI	Assistance Type	Start Date	End date
<b>Regional Totals:</b>			12,356	2,865	5,518				
<b>Western</b>									
CA	Canby	Canby CSD	400	300	250	\$25,000	CB	20071211	20100228
<b>Regional Totals:</b>			17,743	13,187	6,556				
<b>Northeast</b>									
VT	Proctor Water Department	Proctor Town	1,877	171	756	\$39,773	CB	20090309	
<b>Regional Totals:</b>			61,853	9,567	22,743				
<b>Southeast</b>									
DE	Slaughter Neck Water	Slaughter Neck	160	142	40	\$11,500	EH	20091101	
<b>Regional Totals:</b>			22,091	5,854	6,699				
<b>Great Lakes</b>									
IL	DeWitt Water	DeWitt	188	87	76	\$42,813	EH	20090622	
WV	Hiawatha Water	Hiawatha Water Assn	135	118	37	\$13,200	CB	20080401	
<b>Regional Totals:</b>			50,686	11,538	21,448				
<b>National Totals:</b>			<b>187,269</b>	<b>48,865</b>	<b>70,872</b>				

Table 1b: Environmental Health and compliance Projects

State	Community	Pop.	Low Income	#HH	MHI	Start Date	Assistance Type
CA	Moonstone Heights	33	4	14	\$32,000	20081201	EH
<b>Regional Totals:</b>		<b>71,761</b>	<b>24,420</b>	<b>26,797</b>			

Table 1c: Capacity Building Projects

State	Community	Pop.	Low Income	#HH	MHI	Start Date	Assistance Type
AR	Pangburn	654	170	0	\$25,357	20091023	MF
<b>Regional Totals:</b>		<b>112,860</b>	<b>24,022</b>	<b>42,976</b>			

## Appendix A

### List of DW Networking Events

#### “Funder Coordination” and “Advisory Committee Participation” Networking Events

The first table highlights “Funder Coordination” kinds of Networking Events. This type of networking event has Names, Titles and Agencies listed in the RCAP Data Collection System. The second table highlights “Advisory Committee Participation” types of networking events. This type of networking event only contains the name of the committee with which RCAP participated.

#### Funder Coordination:

Date	State	NAME	TITLE	AGENCY
20100224	WV	WALT IVEY	DIRECTOR EED	WV DHHR

**Advisory Committee Participation:**

Date	State	Group Name	Narrative
20100202	WI	Wisconsin Water and Wastewater Funding Sources Committee	Present: RCAP, USDA-RD, WDNR Environmental Improvements Fund, Wisconsin Dept. of Commerce, Commissioner of Public Lands, Foundation for Rural Housing, and Wisconsin Rural Water Association. Committee members discussed funding situation for funding agencies, specifically ARRA funding. Each agency then gave an update on activities being conducted. Wisconsin Rural Housing presented information on a new grant they have received that will allow them to provide funds to rehab or replace water systems for low-income households.

**“Networking/Collaboration with other entities” Networking Events:**

Date	State	First Name	Last Name	Title	OTHER
20091210	AZ	Deborah	Patton	Rural Community Development Spec ENV	U.S. EPA Region 9

**RCAP EPA DW technical Assistance and Training**

**A listing of “Compliance Progress” in projects  
For  
First and Second Quarter ’09-’10 (20090901 – 20100228)**

NOTE: The following pages are a draft method of keeping track of the progress of compliance projects that are dangerously close to being under orders or are under orders for being out of compliance. The following chart represents active projects from this quarter by State. It should also be noted that the entire activity narratives are too large to include, so only a short piece of the activity is included.

State	Community	Task	Description	Progress
WV	Independence	Help community achieve compliance	Help community eliminate the use of poor quality wells and restore quality drinking water to Independence area residences.	09/01/09 Task Carry over: Discuss extending water to Independence 09/08/09 Task Active: Meet with Lucy Larew about number of persons hauling water 10/29/09 Task Active: Assist Council to conduct interviews with engineering firms for waterline extension 11/30/09 Task Active: Working with Vaughn Coast and Vaughn Engineering to develop project 12/07/09 Task Active: Discuss funding with USDA 01/06/10 Task Active: Meet with community representative for more information 01/19/10 Task Active: Pursue funding for project with WV IJDC 02/28/10 Task Active: Pursue funding for project with USDA

## USDA Technitrain report tables, truncated

Table 1: Project Assistance by Infrastructure Type

STATE	DRINKING WATER	WASTE WATER	SOLID WASTE	OTHER	TOTALS
AK	1	1	3	1	6
AL	5	1			6
AR	11	2			13
<b>Totals</b>	<b>445</b>	<b>279</b>	<b>5</b>	<b>16</b>	<b>745</b>

Table 2: Type of Assistance by State

State	FD	MF	EH	CB	PD	OM	DM	SW	SP	Total
AK	1	1		3				1		6
AL	2	2	2							6
AR	2	7		1	2	1				13
<b>Totals</b>	<b>244</b>	<b>168</b>	<b>98</b>	<b>97</b>	<b>74</b>	<b>28</b>	<b>32</b>	<b>2</b>	<b>2</b>	<b>745</b>

Table 3: Safety and Security Technical Assistance

State	VA	ERP
AK		1
AZ	15	8
FL	6	3
<b>Totals</b>	<b>49</b>	<b>57</b>

Table 4: Amount Leveraged for Communities

STATE	PROJECT NAME	LEVERAGE SOURCE	LEVERAGE TYPE	AMOUNT	DATE COMMITTED
AR	Cotton Plant	SRF	Grant	1,900,000	01/15/10
AR	Cotton Plant	SRF	Loan	250,000	01/15/10
CA	Davenport County Sanitation District	CDBG	Grant	520,000	11/30/09
CA	San Joaquin	RD	Grant	2,000,000	09/01/09
CA	San Joaquin	SRF		2,000,000	09/01/09
CA	San Joaquin	CDBG	Grant	1,000,000	10/01/09
CA	San Joaquin	Other	Grant	2,100,000	10/01/09
CO	Florissant Water and Sanitation District	Other	Loan	67,500	10/09/09
<b>13</b>	<b>30 Projects</b>		<b>Total</b>	<b>55,864,500</b>	

Table 5: Training Sessions

State	BOARD		OPERATOR		STAFF	
	Trainings	Attendees	Trainings	Attendees	Trainings	Attendees
AZ	2	15				
CO			1	110		
MT	1	8				
OH	15	233			1	9
<b>TOTAL</b>	<b>30</b>	<b>328</b>	<b>1</b>	<b>110</b>	<b>1</b>	<b>9</b>

# HHS-OCS PERFORMANCE PROGRESS REPORT

## COVER PAGE

		Page	of Pages
1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS Number	
		3b. EIN	
4. Recipient Organization (Name and complete address including zip code)		5. Recipient Identifying Number or Account Number	
6. Project/Grant Period  Start Date: <i>(Month, Day, Year)</i>   End Date: <i>(Month, Day, Year)</i>	7. Reporting Period End Date <i>(Month, Day, Year)</i>	8. Final Report? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		9. Report Frequency <input type="checkbox"/> <i>annual</i> <input type="checkbox"/> <i>semi-annual</i> <input type="checkbox"/> <i>quarterly</i> <input type="checkbox"/> <i>other</i> <i>(If other, describe: _____)</i>	
10. Performance Narrative <i>(attach performance narrative as instructed by the awarding Federal Agency)</i>			
11. Other Attachments <i>(attach other documents as needed or as instructed by the awarding Federal Agency)</i>			
<b>12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.</b>			
12a. Typed or Printed Name and Title of Authorized Certifying Official		12c. Telephone <i>(area code, number and extension)</i>	
		12d. Email Address	
12b. Signature of Authorized Certifying Official		12e. Date Report Submitted <i>(Month, Day, Year)</i>	
13. Agency use only			

## Attachment A Performance Measures

		Page	of Pages				
1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS	4. Reporting Period End Date <i>(Month, Day, Year)</i>				
		3b. EIN					
<b>A. Performance Measures</b>							
(1) Measure Number or Label	(2) Objective/Goal Description	(3) Measure	(4) Baseline	(5) Target Year	(6) Project Target	(7) Actual To Date	(8) Explanation
A-01	Serve states in region	Name of state <sup>1</sup>					
B-01	Serve low-income populations (RF <sup>2</sup> )	# of people served					
B-02		# of households served					
B-03		# of communities served					
B-04		# of people living in poverty served as defined by the HHS Guidelines					
B-05		# of Native American people served					
C-01	Serve rural communities	# of communities served below a population of 500					
C-02		# of communities served with a population between 501 and 2,500					
C-03		# of communities served with a population between 2,501 and 5,000					
C-04		# of communities served with a population between 5,001 and 10,000					
C-05		# of communities served with a population over 10,001					
C-06		Average size of community					
C-07		Population of Smallest community served					
C-08		Population of Largest community served					
D-01	Assist in developing affordable, safe water and wastewater treatment facilities through RCAP <sup>3</sup> projects	# of needs assessments conducted					
D-02		# of long-term facilities development projects					
D-03		# of community and leadership development projects					
D-04		# of disaster preparedness and recovery projects					
D-05		# of loan fund projects					
D-06		# of management and financial projects					
D-07		# of regulatory compliance projects					
D-08		# of operations and maintenance projects					
D-09		# of source water protection					

<sup>1</sup> Each grantee would be expected to fill out the entire form for every state it serves.

<sup>2</sup> RF indicates that the section applies to both RCAP grantees and the ITCA

<sup>3</sup> Indicates that the section applies only to the RCAP grantees.

		projects					
D-10		# of other short-term technical assistance projects not classified above					
E-01	Develop indigenous leadership so that the facilities will be sustained over the long term (RCAP)	# of trainings conducted (all types)					
E-02		# of training attendees (all types)					
E-03		# of board trainings					
E-04		# of board training attendees					
F-01	Conduct networking and outreach activities (RF)	# of funding collaborations					
F-02		# of WARN collaborations					
F-03		# of presentations lead (non-training)					
F-04		# of publications created (non-newsletter)					
F-05		# of publications updated, translated, or otherwise revised (non-newsletter)					
F-06		# of publications disseminated digitally (by email) (non-newsletter)					
F-07		# of paper publications disseminated (by mail or in person) (non-newsletter)					
F-08		# of email newsletters published (number of issues)					
F-09		# of contacts on email mailing list (number distributed)					
F-10		# of paper newsletters published (number of issues)					
F-11		# of contacts on paper mailing list (number distributed)					
F-12		# of new face-to-face contacts					
G-01	Leverage additional funds to increase project success (RCAP)	# of communities assisted that applied for funding					
G-02		# of communities assisted this year that were awarded funding					
G-03		# of communities assisted this year that were denied funding					
G-04		# of communities assisted this year where funding is pending					
G-05		Total dollar amount of funding in loans received by the communities assisted this year					
G-06		Total dollar amount of funding in grants received by the communities assisted this year					
H-01	Create revolving loan funds to support small community projects (RCAP)	# of loans granted					
H-02		Total dollar amount of loans distributed					
H-03		Smallest loan					
H-04		Largest loan					
I-01	Monitor the completion of construction projects (RCAP)	# of long term facilities projects where construction was STARTED (post-OCS grantee work outcome)					
I-02		# of long term facilities projects where construction was					

		COMPLETED (post-OCS grantee work outcome)				
J-01	Serve tribal communities (ITCA <sup>4</sup> )	# of workshops to inform tribal councils, water boards and citizens regarding drinking water				
J-02		# of proposals prepared for infrastructure development				
J-03		# of onsite community technical assistance visits by ITCA staff				
J-04		# of onsite managerial assistance visits by ITCA staff				
J-05		# of working group meetings				
J-06		# of certification program advisory group meetings				
J-07		Please add any other comments regarding ITCA activities.				
K-01	Revise and develop new trainings (ITCA)	# of new trainings developed this Fiscal Year				
K-02		# of trainings revised and updated this year				
L-01	Conduct trainings to ensure tribal communities have certified water operators (ITCA)	Total # of training attendees (all types)				
L-02		# of consumer confidence training attendees				
L-03		# of confined spaces training attendees				
L-04		# of cross connection training attendees				
L-05		# of drinking water sampling training attendees				
L-06		# of emergency response training attendees				
L-07		# of general module training attendees				
L-08		# of hydraulics and pumping training attendees				
L-09		# of mathematics course attendees				
L-10		# of refresher cross-connection training attendees				
L-11		# of water quality standards academy attendees				
L-12		# of school of work training attendees				
L-13		# of wastewater collection training attendees				
L-14		# of wastewater treatment-act. Sludge training attendees				
L-15		# of wastewater treatment lab attendees				
L-16		# of wastewater treatment systems – lagoon training attendees				
L-17		# of wastewater treatment level 2 training attendees				
L-18		# of water distribution training attendees				
L-19		# of water distribution level 2 training attendees				
L-20		# of water treatment training attendees				
L-21		# of water treatment level 2 training attendees				
L-22		# of TWS operator work group				

<sup>4</sup> Indicates that the section applies only to the ITCA.

		training attendees					
L-23		# of water laboratory analyst training attendees					
L-24		# of total max daily load workshops attendees					
L-25		# of water security training attendees					
L-26		# of source water assessment training attendees					
L-27		# of satellite conferences attendees					
L-28		# of pumps and motors training attendees					
L-29		# of cost savings and utility operations training attendees					
M-01	Train water operators to be able to pass certifications (ITCA)	# of individuals who passed certification tests					
M-02		# of individuals who failed certification tests					
N-01	Issue and reissue certifications (ITCA)	# of new certifications issued					
N-02		# of certifications reissued					
N-03		# of certifications issued through reciprocity agreements					
N-04		Of all the certifications issued, # of lagoon					
N-05		Of all the certifications issued, # of wastewater collection (1)					
N-06		Of all the certifications issued, # of wastewater treatment (1)					
N-07		Of all the certifications issued, # of wastewater treatment (2)					
N-08		Of all the certifications issued, # of wastewater treatment (3)					
N-09		Of all the certifications issued, # of wastewater lab analyst (1)					
N-10		Of all the certifications issued, # of water distribution (1)					
N-11		Of all the certifications issued, # of water distribution (2)					
N-12		Of all the certifications issued, # of water distribution (3)					
N-13		Of all the certifications issued, # of water lab analyst					
N-14		Of all the certifications issued, # of water treatment (1)					
N-15		Of all the certifications issued, # of water treatment (2)					
N-16		Of all the certifications issued, # of water treatment (3)					
N-17		Of all the certifications issued, # of other					

## Definitions

- **Community** – Is the service area, which may be a town, county, or a subset of either.
- **ITCA** – Inter Tribal Council of Arizona
- **Leveraged Funding** – Includes any local matching funds or funds raised by or for the community to accomplish the RCAP related projects. It does not include other Federal funding sources (EPA or RD) that fund the RCAP grantee.
- **Newsletters** – Are promotional documents primarily created for the purpose of outreach and providing organizational updates. They may also include information to increase readers’ knowledge of the field.
- **Presentations** – Includes webinars and in-person presentations.



- **Publications** – Are documents designed with the primary purpose of increasing readers’ knowledge on a particular topic or on the field in general and include recorded presentations either distributed online or by DVD.
- **RCAP** – Rural Community Assistance Program
- **RF** – Rural Community Development Facilities Grant
- **Trainings** – Are formal training sessions involving a group of people. Individual trainings should be classified as technical assistance.

### **Project Definitions To Be Defined**

- **Long-term facilities development projects**
- **Community and leadership development projects**
- **Disaster preparedness and recovery projects**
- **Loan fund projects**
- **Management and financial projects**
- **Regulatory compliance projects**
- **Operations and maintenance projects**
- **Source water protection projects**
- **Other short-term technical assistance projects not classified above** – Includes vulnerability assessments (VA) and emergency response plans (ERP)

## DCS Activity Aging

Database Last Updated: xx/xx/xxxx xx:xx:xx AM

### PROJECTS WITHOUT ACTIVITIES

PROJECT	LAST ACTIVITY DATE	GRANT	TAP
Towpath Condos Wastewater	(No Activities On Record)	HHS 2009-2010	Baker
Middlefield Drinking Water (VA / ERP)	(No Activities On Record)	TECH 2009-2010	Baker
Pleasantdale Educational Project	(No Activities On Record)	EPA DW 2009-2010	Singh
Bradford County Sanitation Committee	(No Activities On Record)	HHS 2009-2010	Singh
<b>Total = xx</b>			

### NO ACTIVITIES - OVER A MONTH

PROJECT	LAST ACTIVITY DATE	DAYS AGED	GRANT	TAP
Deerfield Water & Fire District	20100122	55	HHS 2009-2010	Baker
Woodstock Wastewater Upgrade Assessment	20100112	65	EPA WW 2009-2010	Balmer
Duanesburg Income Survey	20100107	70	HHS 2009-2010	Balmer
Guacio Water Conservation	20091230	78	HHS 2009-2010	Torres
Playita Drinking Water Assesment Survey	20091230	78	HHS 2009-2010	Torres
<b>Total = xx</b>				

### ACTIVITIES - LESS THAN A MONTH

PROJECT	LAST ACTIVITY DATE	DAYS AGED	GRANT	TAP
Proctor Water Department	20100223	23	EPA DW 2009-2010	Clark
Comite Desarrollo Portillo Miramar (EJP)	20100310	8	EPA DW 2009-2010	Campos
Canton Water District - DBP Requirements	20100317	1	EPA DW 2009-2010	Astarita
Bridgeport Sewer System Expansion	20100228	18	EPA WW 2009-2010	Perley
Green Mt. Conservation Group	20100315	3	EPA WW 2009-2010	Morency
Canton Water District Asset Mgmt	20100217	29	HHS 2009-2010	Reynolds
Saco River Corridor Commission (ARCMap)	20100316	2	HHS 2009-2010	Astarita
Aceituna Filtration Plant	20100228	18	TECH 2009-2010	Campos
Winterport Water District (System Map)	20100316	2	TECH 2009-2010	Astarita
<b>Total = xxx</b>				