

# STATE OF MICHIGAN

## WORK PLAN FOR SMALL SYSTEMS TECHNICAL ASSISTANCE SET ASIDE GRANT YEAR 2023 FISCAL YEAR 2024

### Background

40 CFR Part 35, State and Local Assistance, Subpart L Drinking Water State Revolving Funds (DWSRF) were established to “. . . ensure that each State’s program is designed and operated in such a manner as to further the public health protection objectives of the Safe Drinking Water Act (SDWA) . . .” (§35.3500). To achieve the objective of improved public health protection, §35.3535(c) allows a State to use up to two percent (2%) of its capitalization grant allotment to provide technical assistance to small systems.

### Goal

Support State technical assistance staffing to provide technical assistance to small systems in meeting the requirements of the Michigan Safe Drinking Water Act, 1976 PA 399, as amended.

### Funds Requested

A table is attached that shows the **projected** balances remaining in the Small Systems Technical Assistance (SSTA) Set Aside for the open grant years, and the amount requested in the grant year (GY) 2023 application. Please note that these projected balances are estimates calculated from actual and projected expenditures. They do not reflect amounts that may or may not have been drawn on the grants yet by staff in the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Finance Division. Also, it is important to note that projected expenditures do not reflect any federal sequestrations or unknown state funding reductions that may occur.

From the 2023 Base DWSRF Grant, EGLE is requesting \$225,340 for the SSTA Set Aside authorized under Section 1452(q) of the federal SDWA. This level is two percent (2%) of the 2023 grant amount of \$11,267,000. From the 2023 DWSRF General Supplemental Grant, EGLE is requesting \$240,210 for the SSTA Set Aside. This level is 0.5 percent (1/2%) of the 2023 grant amount of \$48,042,000. Therefore, EGLE is requesting a total of \$465,550 for SSTA.

The amount requested will be used to support full-time equivalents (FTE) and related program work. Funds will be expended from the oldest open GY first.

## FTEs

In fiscal year (FY) 2024, approximately 2.9 FTEs in the Drinking Water and Environmental Health Division (DWEHD) will be supported with funding provided by the SSTA Set Aside grants, for an approximate total cost of \$438,050. This figure includes salary and wages, fringe benefits, and travel costs incurred to perform work tasks and professional development. The figure does not include other expenses such as supplies, materials, information technology, and telecommunications equipment and support. The FTEs funded by this Set Aside are for existing positions within the DWEHD. Specific activities that these FTEs perform are detailed below.

## Program Work

The FTEs funded by this Set Aside are responsible for:

- Providing technical assistance to local health department (LHD) staff responsible for implementation of the Noncommunity Water Supply (NCWS) Program in Michigan.
- Assisting LHD staff in providing direct technical assistance to NCWS owners and operators.
- Overseeing the work conducted by the LHDs to implement the NCWS Program throughout Michigan.
- Reviewing engineering plans and issuing permits for treatment systems at NCWSs.
- Providing direct assistance to small public water systems that employ treatment to comply with drinking water standards, primarily those that treat for arsenic, nitrates, and per- and polyfluoroalkyl substances (PFAS).
- Providing direct assistance to facilities that are exploring, or have installed, secondary treatment for public health purposes therefore becoming a small public water supply.
- Conducting one-on-one or group technical training for LHD staff, NCWS owners and operators, and other stakeholders involved in the operation and maintenance of small systems. This technical training typically focuses on:
  - Investigatory techniques used to identify a problem with a NCWS or well, and remedies to correct a given problem.
  - Cross connection control, including proper use and maintenance of control devices.
  - Properly completing and submitting all required documentation or certifications, such as monthly operation reports.
- Assisting LHDs, NCWSs, and consultants involved with the development and operation of small systems with understanding rule and code requirements to improve compliance rates.
- Participating in DWEHD Small Systems Training for certified operators, including collaboration with the Operator Training and Certification Unit to provide certification avenues for new secondary treatment supplies.
- Updating technical guidance documents, fact sheets, brochures, or forms that can be used by the LHDs or distributed to NCWSs, well drillers, and pump installers to help improve or maintain compliance with applicable regulations.

- Administering Michigan’s NCWS database, WaterTrack and Safe Drinking Water Information System (SDWIS State).
- Planning Michigan Environmental Health and Drinking Water Information System (MiEHDWIS) implementation and training for LHDs and small system owners/operators.
- Providing and maintaining the means for LHDs to report compliance records not able to be processed through WaterTrack until alternatives are available.
- Providing periodic reports to LHDs of NCWSs that do not have a certified operator or have one whose certification will soon be expiring.

## **Additional Program Activities**

In FY 2024, the following activities will be funded all or in part using monies from the SSTA Set Aside. Monies will always be expended in the oldest open GY first.

### **WaterTrack Hosting (\$12,500)**

WaterTrack, the primary database used by EGLE to manage NCWS compliance and enforcement data, will be decommissioned in the beginning of 2024. Through the current transition from WaterTrack to SDWIS State, and for a period of time after the complete data migration, the WaterTrack database (not the application) will still be hosted on Department of Technology, Management, and Budget servers for data quality checks and any necessary data recovery.

### **LHD NCWS Training (\$15,000)**

The DWEHD will continue to hold trainings for LHDs regarding the roll out and implementation of SDWIS State and Global Environmental Consulting companion software packages. Trainings will consist of a two-day conference in October 2023, several targeted virtual trainings, regional in-person training, and onsite in-person assistance.

## **Agency Responsibilities**

EGLE, DWEHD, administers the Public Water Supply Supervision (PWSS) Program. DWEHD technical staff implements the Community Water Supply Program and Michigan’s LHDs, under contract with EGLE, implement the NCWS Program. DWEHD staff, funded by the SSTA Set Aside, provide technical assistance to both the LHDs and to NCWS owners and operators to assist them in maintaining compliance with SDWA regulations. DWEHD managerial staff approves staff time charges and all applicable charges to the SSTA Set Aside.

DWEHD Administration Section staff processes expenditures and track grant, contract, and Set Aside balances. The financial data included in this work plan and in the activity reports is obtained from DWEHD Administration Section financial reports. Finally, EGLE Finance Division staff is responsible for requesting draws from the capitalization grants for the expenditures processed by the DWEHD Administration Section.

## **Schedule**

This work plan covers the period from October 1, 2023, to September 30, 2024.

## Evaluation Process

At the beginning of each calendar year, DWEHD employees, under the direction of their supervisor, must create performance objectives. These objectives may correlate to tasks and special projects included in the Set Aside work plans. Employees are expected to demonstrate progress in accomplishing the desired outcomes throughout the year. All DWEHD managers meet with their staff periodically to discuss available metrics, current workload, and what shifts, or task prioritization may be needed. The State of Michigan will inform the United States Environmental Protection Agency (USEPA) of changes to the work described in the work plans.

Finally, each year, DWEHD PWSS Program staff establish an Annual Work Plan with USEPA Region 5. The Annual Work Plan includes all activities that DWEHD staff must satisfactorily complete during the year. At the end of the year, both DWEHD and USEPA Region 5 staff review if the activities were completed or not; a joint conference call is held to go through all the activities in the work plan. Also, USEPA Region 5 staff annually assess Michigan's overall performance on meeting national and regional performance goals by means of a written assessment that identifies the areas where Michigan's program has met or exceeded the goals, and areas that need improvement.

LHD performance in completing their contractual requirements for administration of the NCWS program is evaluated by DWEHD staff. Staff review reports from the LHDs submitted quarterly throughout the year, and staff routinely communicate with their assigned LHDs to remain current on issues they may be encountering.

## Progress Reports

At the end of each FY, the DWEHD will submit an activity report to the USEPA listing activities and expenditures from the SSTA Set Aside.

<b>Small Systems Technical Assistance Set Aside                      Projected Expenditures and Balances Remaining                      Grant Years 2019-2023</b>						
Grant Year	Grant Number	GRANT NAME	Date Awarded	Amount Awarded	Projected Amount to be Expended by September 30, 2024	Projected Balance Remaining on September 30, 2024
2019	975487-19	BASE	10/01/2019	\$540,220	\$540,220	\$0
2020	975487-20	BASE	10/01/2020	\$540,580	\$540,580	\$0
2021	975487-21	BASE	10/01/2021	\$540,080	\$540,080	\$0
2022	975487-22	BASE	09/30/2022	\$344,040	\$344,040	\$0
2023	PENDING	BASE	PENDING	\$225,340	\$225,340	\$0
2023	PENDING	SUPPLEMENTAL	PENDING	\$240,210	\$240,210	\$0