

STATE OF MICHIGAN
WORK PLAN FOR
STATE PROGRAM MANAGEMENT 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(d) allows a State to use up to ten percent (10%) of its capitalization grant allotment for State program management (SPM) activities including administration of the State’s Public Water Supply Supervision (PWSS) Program.

Goal

Implement Michigan’s PWSS Program.

Funds Requested

A table is attached that shows the **projected** balances remaining in the SPM 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 \$1,126,700 for the SPM Set Aside authorized under Section 1452(g)(2) of the federal SDWA. This level is approximately ten percent (10%) of the 2023 grant amount of \$11,267,000. From the 2023 DWSRF General Supplemental grant, EGLE is requesting \$2,653,774 for the SPM Set Aside. This level is approximately five and one-half percent (5-1/2%) of the 2023 grant amount of \$48,042,000. Therefore, EGLE is requesting a total of \$3,780,474 for SPM.

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

FTEs

In fiscal year (FY) 2024, at least 16.5 FTEs will be supported with funding provided by the SPM Set Aside for an approximate cost of \$2,470,474 utilizing 2023 grants. Specific activities that these FTEs perform are detailed below. This figure includes salary and wages, fringe benefits, and travel costs incurred to perform work tasks and professional development. The remaining money will be used for expenses such as supplies, materials, information technology (IT), telecommunications equipment, overhead, and support.

Program Work

The FTEs funded by the SPM Set Aside will conduct the activities required to maintain primacy of the PWSS Program in Michigan, including operator training and capacity development work.

The Drinking Water and Environmental Health Division (DWEHD) is committed to continuous improvement in administration of the PWSS Program. FTEs will focus on EGLE's commitments in the Annual PWSS Workplan, and those remaining items outlined in Michigan's Corrective Action Plan resulting from the United States Environmental Protection Agency's (USEPA) PWSS Program Review Final Report dated October 2017, and more recent reviews.

Activities include:

- Maintaining an inventory of public water supplies in Michigan.
- Providing compliance assistance to public water supplies.
- Conducting sanitary surveys and surveillance visits at public water supplies.
- Issuing permits for new construction or for modifications.
- Assessing public water supply compliance with the federal SDWA; the National Primary Drinking Water Standards; Michigan's SDWA, 1976 PA 399, as amended (Act 399); and the Administrative Rules.
- Educating water supplies and operators on the Michigan Lead and Copper Rule requirements, including inventory, sampling, corrosion control optimization, and lead service line removal.
- Providing technical guidance related to per- and polyfluoroalkyl substances (PFAS) detections and assisting public water supplies vulnerable to PFAS, including providing information and guidance related to treatment technologies, alternate sources, additional sampling, education, and communication.
- Initiating escalated enforcement actions, when indicated, to compel a public water supply to comply with applicable federal and state drinking water regulations.
- Maintaining program data and submitting reports to the USEPA as required.
- Transitioning program and local health department (LHD) staff, as well as all data and reporting processes, to using the Safe Drinking Water Information System (SDWIS State).
- Providing training to operators to increase compliance with the SDWA. Courses include Revised Total Coliform Rule, Lead and Copper, Distribution, Limited Treatment, Water Treatment, Math for Operators, Chemistry for Operators, etc.
- Maintaining a drinking water Operator Training and Certification (OTC) Program and offering training on SDWA rules and operational procedures.

- Continue to develop partnerships with colleges and local entities to enhance workforce initiatives that will assist in new recruitment of drinking water operators.
- Updating the enforcement policy for the OTC Unit.
- Producing Michigan's Annual OTC Report.
- Producing Michigan's Annual Capacity Development Report and the triennial Capacity Development Report for the Governor.
- Providing clerical, managerial, and administrative support to the scientific and engineering staff performing the activities listed above.

Additional Program Activities – IT Modernization, Support and Training (\$900,000)

Software Subscription, Hosting, Maintenance, and Training

This funding source will be used to pay a portion of the Software as a Service subscription agreement for Global Environmental Consulting's (GEC) Safe Water Information Field Tool (SWIFT); for PWSS sanitary surveys; Reports, Evaluations, Compliance, and Processing (RECAP)-Reports and Drinking Water Viewer (DWV) for assessments; and public facing reports. These applications will also be available to LHDs for the Noncommunity Water Supply (NCWS) Program implementation. Michigan's contract with GEC includes training of EGLE and LHD staff. In addition, GEC will continue to host and provide maintenance of SDWIS State for both Community Water Supply (CWS) and NCWS, Data Synchronization Engine, and all supporting applications.

Compliance Monitoring Data Portal

Michigan continues to contract directly with GEC to work toward a pilot and full production adoption of Compliance Monitoring Data Portal. In addition, GEC will be working with the State of Michigan drinking water laboratory for direct data migration once their new data system is launched in 2023-2024. Tasks will include training for laboratory and EGLE staff; training and help documentation; data preparation and migration; post implementation support; and Data Validator support.

LHD NCWS Training Support

The DWEHD and GEC will be developing guidance documents, desk guides, and job aids to supplement the LHD trainings for LHDs. These will target the roll out and implementation of SDWIS State and GEC companion software packages, including SDWIS Bridge, SWIFT, RECAP-Reports and DWV.

DTMB Support for GEC Software Contract (\$150,000)

This funding source will be utilized to cover costs related to the Michigan Department of Technology, Management, and Budget (DTMB) for project management and business analyst support for the GEC contract.

Jira Service Desk and Help System (\$10,000)

Using Jira Service Management and Confluence, EGLE DWEHD provides a service portal and knowledge database to all EGLE DWEHD users, both internal and external. These products allow public water supply owners and operators to easily access a self-service knowledge base

of frequently asked questions, guides, and toolkits to increase their confidence in navigating the Michigan Environmental Health and Drinking Water Information System (MiEHDWIS).

OTC Data System (\$250,000)

With the information obtained from last year's Request for Information, develop a Request for Proposal and begin the effort to purchase a software replacement for the legacy OTC Tracking System.

Agency Responsibilities

EGLE, DWEHD, administers Michigan's PWSS Program. DWEHD technical staff implements the CWS Program, and Michigan's LHDs, under contract with EGLE, implement the NCWS Program. DWEHD managerial staff approve staff time charges and all applicable charges to the SPM Set Aside. DWEHD technical and managerial staff oversee the work conducted by the LHDs by review of quarterly reports and annual evaluations. All invoices submitted for payment from the LHDs are approved by DWEHD NCWS staff.

DWEHD Administration Section staff process expenditures, including the approved invoices for payment to the LHDs, and track grant, contract, and Set Aside balances. The financial data included in this work plan and in the activity reports are obtained from the 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 will cover 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. State will inform the 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 staff. 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, and a joint conference call is held to go through all the activities in the 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.

Progress Reports

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

State Program Management Set Aside Projected Expenditures and Balances Remaining Grant Years 2019-2023						
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	\$2,499,477	\$2,499,477	\$0
2020	975487-20	BASE	10/01/2020	\$2,702,900	\$2,702,900	\$0
2021	975487-21	BASE	10/01/2021	\$2,700,400	\$2,700,400	\$0
2022	975487-22	BASE	09/30/2022	\$1,720,200	\$1,720,200	\$0
2023	PENDING	BASE	PENDING	\$1,126,700	\$1,126,700	\$0
2023	PENDING	SUPPLEMENTAL	PENDING	\$2,653,774	\$2,653,774	\$0