**2015 Drinking Water Infrastructure**

**Needs Survey and Assessment**

Updating Your 2011 Survey

If you participated in the 2011 Needs Survey, first of all - Thank you! Second - The good news is that for the 2015 Survey, you only need to update your information to reflect your system’s needs as of 2015.

**Reviewing the file sent by the state**

Attached in this survey packet is the data for your system from 2011.

Take a look at the front page of the questionnaire and see if any of the information needs to be updated.

* Population served should include your direct retail population and also any consecutive populations you may serve. If your system only provides a percentage of water to another system through a consecutive connection, apply that same percentage to the population served for a total population served by your system. Please do not include emergency connections.
* Input any updated information on the right-hand side of the form.

Take a look at the project table from 2011. Be aware that this table may vary from what was originally submitted in 2011. This is because the survey has certain policies that we adhere to, and we may have needed to adjust your project data to meet these policies.

* You can modify this project table with updated information about existing projects and include new projects as appropriate. New projects should use unique project numbers that were not used in 2011.

**Updating the Project Table**

*Projects commonly needed in every 20-year survey period*

Projects that are likely to be needed every 20-year survey period have no asterisk in the “Remove/Modify/Validate” column. Therefore, these projects require very little documentation. Take a brief look to make sure that these projects are still valid needs for your system. If they are, a simple statement such as “Project is needed within the next 20 years and scope is the same as in 2011” will suffice to document these needs. Your statement can be provided in the documentation summary table at the end of the questionnaire or in a separate attachment.

*Projects not needed in every 20-year period*

If there is an asterisk in the “Remove/Modify/Validate” column, this means that the project is not generally considered to be needed within each 20-year survey. We ask that you look at these projects and determine if they have already started construction, if they are still needed, and if the scope is the same.

*Remove*

If a project has started construction prior to January 1, 2015, and the infrastructure does not have further needs within the 20-year survey period, remove it from the survey altogether. Please do not reuse that project number. We suggest you delete all of the project information and enter “Deleted” as the project name.

*Modify*

If a project was completed, but that infrastructure will have needs within the next 20 years, modify the project to reflect its new needs. For example, if a tank was built it may need a rehab within 20 years.

*Validate*

If a project is still needed and has not started construction, please let us know that this is the case and confirm that the scope of the project is the same. Your validation statement can be provided in the documentation summary table at the end of the questionnaire or in a separate attachment.

*Changes to project data*

If a project has changed from how it was recorded for the 2011 Survey, regardless of whether there is an asterisk in the remove/modify/validate column, please change the data accordingly and provide information about an updated cost, if available, and the need for the project. Some projects may have been modified by EPA in 2011 to meet the survey’s policies. These can be updated for 2015 as long as adequate documentation of need for the project type is provided in 2015.

*Reinstating a project that was deleted in 2011*

If a project has data in the first four columns but no other project data, it means that the project was not accepted by EPA due to policy issues. These deletions may have been due to insufficient documentation of need. You may want to reinstate the project and provide updated documentation of need and cost.

*Adding a new project*

If your system has additional needs that were not reported in the 2011 survey, add projects into the project table. Additional projects must be assigned new project numbers. Please do not reuse project numbers from 2011. Also, keep in mind that infrastructure cannot be accounted for more than once in the table. Please check to see if the new project may overlap with an existing project already on the table. Also please consider whether any green infrastructure or climate resiliency-related projects should be added that you may not have normally considered for the survey.

**Provide documentation**

The need for each project must be documented. There is a template documentation page (a tab in the spreadsheet) in the questionnaire file. Some projects can be documented with only a simple statement of need. Others must have more project-specific information which may include an independent document supporting the need. See the document, “2015 DWINSA Instructions for Systems” for more information about what types of documentation are needed to explain specific types of projects.

**Example**

Attached is an example survey with a front and back page, a project table from 2011, an updated project table for 2015, and a documentation summary table. This example shows what an existing survey from 2011 might look like and how the survey could be updated for the 2015 survey. The 2015 project table has changes from 2011 in highlighted cells.