



Asset Management Screening Questions

The following questions will be asked to public water system officials by Ohio EPA during an asset management screening.

(Revised Date: 11/12/2019)

1. Does the governing body hold meetings that are open to the public and announced in advance?
2. Is there a high-level table of organization that identifies critical personnel with clearly defined job duties and assigned individuals?
3. Is there a continuity plan in place for critical personnel through succession planning?
4. Do operators, the governing body and other employees regularly attend training to enable them to maintain their skills?
5. If the system has/had a significant deficiency, has it been addressed or is it on an acceptable schedule to be addressed?
6. Does the water system have a written approved capacity?
7. Has the system identified infrastructure changes necessary to meet future demand, if applicable?
8. Does the system have a schematic of water source(s), treatment, storage, and distribution?
9. Does the system have an up-to-date map showing the location of assets?
10. Does the system have an asset inventory including the following:
 - Asset name,
 - Known purchase or installation date,
 - Status of asset, and
 - Locations of assets
11. Has each asset been evaluated on the following:
 - Condition,
 - History of maintenance and repair (Note: this could be included in a separate maintenance log)
 - Estimated remaining useful life,
 - Prioritized based on criticality and condition
12. Does the water system have a prioritized list for repair, rehabilitation, replacement and expansion of existing assets?
13. Has the water system identified funding needed for any repair, rehabilitation, replacement and expansion projects?
14. Does the system have a capital improvement plan (CIP) for the next three to five years with detailed project information including:
 - The projects are listed in order of the year scheduled
 - Description of each project
 - Need for and benefits of the project
 - Estimated project cost (including design/construction)
 - Funding sources
15. Does the system have a description and estimated cost for any significant projected projects for the next 5 to 20 years?
16. Have the water rates been evaluated in the past 3 years, if applicable?
17. Does the water system have documentation of all customers being billed for water usage, if applicable?
18. Is there a funding strategy in place to cover the costs associated with this asset management program (e.g., operation and maintenance costs, capital improvement projects, repair, replacement, rehabilitation, and expansion of existing assets)?
19. Does the system have supporting documentation on the following, as applicable:
 - Security,
 - Use of system equipment,
 - Billing practices and revenue collections, and
 - Purchasing authority
20. Does the system have a description of internal contracting and spending procedures for both routine and emergency repairs and replacements?
21. Does the system have an adequate operations and maintenance program, including:
 - SOPs for daily operations,
 - Maintenance schedules, and

- An adequate maintenance log
22. Does the system have an acceptable contingency plan?
23. Does the water system have one of the following?
- An endorsed source water protection plan?
 - If yes:
 1. Has it been reviewed according to the schedule stated in the plan or at least every 3 years if there was no review schedule?
 2. Were any revisions submitted to Ohio EPA, if applicable?
 - An accepted protective strategies checklist?
 - If yes:
 1. Has it been reviewed in the past 5 years?
 2. Were any revisions submitted to Ohio EPA, if applicable?
24. Does the system have less than 15% water loss? If not, are efforts being made to reduce this?
25. Are steps being taken to detect and address leaks?
26. Is the system tracking the following metrics:
- Operating ratio
 - Total PWS Expenses
 - Total PWS Revenue
 - Operating cost to produce water per service connection
 - Total PWS Expenses
 - Total number of service connections
 - Breaks per ten miles of pipe
 - Total number of distribution line breaks
 - Total miles or feet of distribution pipes
 - Non-revenue water
 - Total gallons of billed water exported (e.g., interconnections)
 - Total gallons of billed, metered consumption (e.g., water billed to service connections or sold through a bulk station)
 - Total gallons of billed, unmetered consumption (e.g., flat fee structure accounts). This usage must be estimated if unknown.
 - Total gallons produced
 - Planned v. unplanned maintenance tasks per year on vertical assets
 - Total number of planned maintenance tasks (e.g., routine)
 - Total number of unplanned maintenance tasks (e.g., emergency)
 - An additional customer service metric
 - The PWS must determine one additional customer service metric to track and report each year.
- Note: Public water systems can track the raw metrics data (e.g., total PWS expenses, total PWS revenue, total number of service connections), and the final calculated metrics (e.g., operating ratio, operating cost to produce water per service connection). They will need to report the raw metrics data to Ohio EPA annually, but they can choose to track both the raw and calculated.
27. **Financial review** - The financial portion of the asset management program will be reviewed by Central Office.
- **For non-loan screenings:**
 - The following financial information must be submitted **within 30 days following the screening** to Susan Schell in DDAGW-CO Susan Schell in Ohio EPA's Central Office via email at susan.schell@epa.ohio.gov, fax at (614) 644-2909, or hard copy mail at Ohio EPA – DDAGW, Lazarus Government Center, Attn: Susan Schell, 50 W. Town St., Suite 700, P.O. Box 1049, Columbus, OH 43216-1049:
 1. Latest water rate ordinance/schedule
 2. Documentation of triennial water rate evaluation (i.e., water rates evaluated in past 3 years)
 3. Documentation of all customers being billed for water usage, if applicable
 4. One of the following for the past 5 years:

- a. Publicly owned PWS: Copies of the past 5 years of Comprehensive Annual Financial Reports (CAFR) or substantively equivalent documents, **OR**
 - b. Non-publicly owned PWS: Most recent five years of financial statement documentation of assets, liabilities, income, expenditures, balances, and equity of the system
- 5. All of the following for the next 5 years:
 - a. Income statement, balance sheet, Income statement, balance sheet, and statement of cash flow for the PWS operating fund,
 - b. Amortization schedule of all PWS debt, including terms of all outstanding debt
 - c. Capitalization of long-term debt anticipated in the next five years
 - d. Any existing information demonstrating bond or credit rating
- **For loan screenings:**
 - The following financial information must be submitted to the DEFA Project Coordinator in DEFA-CO:
 - 1. Copy of the latest water rate ordinance/schedule
 - 2. Table of organization, including the financial section
 - 3. Water supply capital improvement plan
 - 4. Schedule of indebtedness for the water infrastructure
 - 5. Past Financial Performance
 - a. Copies of the last 5 years of Comprehensive Annual Financial Reports (CAFR), OR
 - b. The financial statement for each of the past 5 years of operation. Note: Either of these sources (i.e., CAFR or financial statements) must have the enterprise or proprietary funds separated (the water, sewer, and all other funds must be delineated separately).
 - c. Basis of accounting used in development of the CAFR or financial statement.
 - 6. Projected Financial Statement
 - a. Projected financial statements for each of the next 5 years of water fund operation, OR
 - b. A pro forma statement, which is a cost projection of the proposed water system revenues and expenses, including predicted deficits and surpluses. The statement must include the next 5 years of operation, but it may be developed in planning horizon intervals of 5, 10, and 20 years.
 - Contact Ohio EPA to determine where to send the information.