

**NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

625 Broadway  
Albany, New York 12203-1010  
[www.dec.ny.gov](http://www.dec.ny.gov)

**NEW YORK STATE DEPARTMENT OF HEALTH**

Empire State Plaza, Corning Tower  
Albany, New York 12237  
[www.health.ny.gov](http://www.health.ny.gov)

Dear Municipal Representative,

Congratulations! Your community has been selected to work with a technical assistance provider to aid in the development and implementation of a Drinking Water Source Protection Program (DWSP2) Plan. As you may recall, the Drinking Water Source Protection Program is a state-run voluntary program created to assist municipalities with proactively protecting their drinking water sources. In 2019, the State solicited for interested communities to work with a technical assistance provider to complete and implement a Drinking Water Source Protection Program Plan. The State received applications from over 50 interested communities, including yours.

The State has engaged multiple technical assistance providers to assist communities across New York. The technical assistance providers include two state-hired consultants, Regional Planning Boards, New York Rural Water Association, and New York State Departments of Environmental Conservation and Health staff.

All technical assistance providers are using the State's *A Framework for Creating a Drinking Water Source Protection Program Plan* in developing community drinking water source water protection plans. The Framework is currently in a field-testing stage and your participation and feedback will be used as the State develops a final document. Your experience in this program will benefit both your community and your drinking water protection, as well as many others across the State.

The next step is for your municipality to indicate if you are interested in moving forward with the Drinking Water Source Protection Program Plan and would like to work with a technical assistance provider offered by the State. To accept the State's offer, read the *Roles and Responsibilities of Participating Municipalities, the State, and the Technical Assistance Providers* below, fill out the form and return to the State at [source.water@dec.ny.gov](mailto:source.water@dec.ny.gov) by **5/14/21**.



Department of Environmental Conservation

Department of Health

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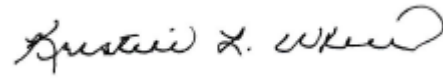
Upon receipt of a completed roles and responsibilities form, a technical assistance provider will contact you to begin your work on a Drinking Water Source Protection Plan. In the meantime, if you have questions about the Drinking Water Source Protection Program, the Framework or working with a technical assistance provider, please contact the New York State Drinking Water Source Protection Program team at [source.water@dec.ny.gov](mailto:source.water@dec.ny.gov).

We look forward to working with you!



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Edward Hampston, Director  
Bureau of Water Compliance  
New York State Department of Environmental Conservation



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Kristine L. Wheeler, Director  
Bureau of Water Supply Protection  
New York State Department of Health



Department of Environmental Conservation

Department of Health



Department of  
Environmental  
Conservation

Department  
of Health

# Drinking Water Source Protection Program

## Roles and Responsibilities of Participating Municipalities, the State, and the Technical Assistance Providers

Your community is being offered the opportunity to partner with the State to create a Drinking Water Source Protection Program (DWSP2). By participating, you will help strengthen a state-wide program that will provide municipalities with the tools necessary for them to develop and implement a protection plan for their drinking water source. This document provides background about the Drinking Water Source Protection Program and the roles and responsibilities of the technical assistance providers and participating municipalities. Please read the document in its entirety and sign and return the form at the end to confirm your interest in participating. We are excited to be working with communities across the state on this important phase of the Drinking Water Source Protection Program's development.

### Program Overview

New York State has launched the Drinking Water Source Protection Program (DWSP2) to assist municipalities with proactively protecting their drinking water sources. The goal is to help municipalities develop and implement a drinking water source protection plan for their source(s) of drinking water.

The State has released a working draft that will be used to develop their drinking water source protection plan, "*A Framework for Creating a Drinking Water Source Protection Program Plan*". The working draft includes an easy to follow summary touching on key components of a protection plan, and a resource kit with more detailed information to help communities accomplish each component. These key components are included below:

- Stakeholder Group
  - Form a Stakeholder Group
  - Establish Goals and Formulate a Vision

- Drinking Water Source Assessment
  - Develop an Overview of the Water System
  - Prepare a Drinking Water Source Protection Map
  - Create a Potential Contaminant Source Inventory
- Protection and Implementation Strategies
  - Identify Protection and Management Methods
  - Develop an Implementation Timeline
- Progression and Maintenance
  - Designate a Plan Management Team

### **Technical Assistance Providers**

Selected communities will work with one of five technical assistance providers to develop and implement a drinking water source protection plan. The technical assistance provider will be a State hired consultant, a DOH or DEC DWSP2 Staff member, a Regional Planning Board or the New York Rural Water Association.

All technical assistance providers will follow the DWSP2 Framework to help communities develop comparable protection plans tailored to their source water and community needs.

All technical assistance providers will return feedback to the State on the development and implementation of drinking water source protection plans and the DWSP2 Framework. Feedback from the technical assistance providers will be in the form of regular meetings with the State, in which they will provide an update on all community DWSP2 progress and in quarterly and final written reports, in which they will summarize the overall DWSP2 experience including potential obstacles and lessons learned.

### **Community Commitments and Contribution**

This is a voluntary program, and there will be no out-of-pocket costs to participating municipalities for developing their drinking water source protection plan. However, municipalities are expected to commit staff, resources (e.g. local data, conference rooms) and time to the process. The technical assistance provider will help the municipality execute each step in the DWSP2 Framework, and the municipality will be very involved in the process and make the final decisions about implementation activities.

The State may contact communities working with the consultant for feedback on developing and/or implementing their plan. Methods of feedback may include telephone calls, emails, and questionnaires. The community may provide feedback at will to the consultant who will report to the State periodically. Or, the community may provide feedback directly to the State where they feel it is necessary.

## **Anticipated Activities**

It is expected that working with a technical assistance provider to develop and start to implement a DWSP2 Plan will take 18 months. Within that timeframe, the following are anticipated activities that the community should be ready to engage in.

### **First 12 Months**

- The technical assistance provider will help the municipality create a local stakeholder group to engage in initial and frequent meetings throughout the program.
- The municipality, along with the stakeholder group, will be responsible for notifying their community of its participation in the DWSP2 and share the final drinking water source protection plan with the community.
- As part of preparing the protection plan, the community will be responsible for providing information to the technical assistance provider and potentially the State that will facilitate in creating a drinking water source protection map and a potential contamination source inventory. Examples of background information that may be requested:
  - Existing Intermunicipal Agreements
  - GIS Verification – Maps
  - Existing Source Water Assessment
  - Most Current Delineation of Source Water Area
  - Land Use, Stream Classification
  - Zoning (Overlays), Building Code
  - Parcel Data (polygon) – Landowner List
  - Drinking Water Quality and Quantity Data
  - Source Water Quality and Quantity Data
  - Municipal Facility Information
  - Conservation Easement Data
  - Existing Drinking Water Source Protection Plan
  - Municipal Organization Chart
  - Municipality Source Water Protection Laws
  - Water Supply Permits
  - Comprehensive Planning Report
- The community will work with the technical assistance provider in determining the best protection and management strategies for the community based on the drinking water source protection map and potential contaminant source inventory. The municipality will make the final decisions about selecting protection and management strategies that they will implement.
- The technical assistance provider will facilitate the finalization of the municipality's drinking water source protection plan in consultation with the municipality.

## 12 – 18 Months

- The technical assistance provider will offer guidance to the municipality as it starts implementing their drinking water source protection plan. The municipality will be responsible for committing staff to this task. The technical assistance provider will deliver an assessment and feedback on the initial implementation work.
- The municipality may seek funding to support implementation activities from an array of clean water grants or low-cost loan programs.
- The technical assistance provider will continue to help the municipality facilitate stakeholder group meetings regarding progress on implementing their plan for up to 6 months after completion of the plan. The municipality should use its usual methods of notifying the public of meetings, (e.g., webpage updates, flyers).

## Opting Out of the Program

The State is looking to work with municipalities who are committed to the program. However, the State recognizes that there may be extenuating circumstances that cause a municipality to need to opt-out of the DWSP2. In these rare instances, the municipality will be required to notify the State in writing of its decision to end their participation in the program. Within 30 days of the date of the notification, the municipality will be required to set up a meeting for all municipal staff that participated in the program to discuss with the State and the consultant the need to opt-out.

## Acceptance of Technical Assistance and Updated Contact Info

Please provide acknowledgement, acceptance and commitment to the roles, responsibilities and local resources required as outlined above by completing the information below. Clicking 'Submit' will bring up a pre-filled email for you to return to the State.

<b>Community Name:</b>	
<input type="checkbox"/>	Community above accepts the technical assistance being offered by the State.
<input type="checkbox"/>	Community above hereby acknowledges, accepts, and commits to the Roles and Responsibilities set forth above.

Primary Authorized Contact		Additional Authorized Contact	
<b>Name:</b>		<b>Name:</b>	
<b>Title:</b>		<b>Title:</b>	
<b>Phone:</b>		<b>Phone:</b>	
<b>Email:</b>		<b>Email:</b>	