

Drinking Water System Project Implementation

Facilities Engineering Division

August 6, 2004

Results

This Division moves and keeps track of all the money in the Drinking Water State Revolving Loan Fund which is used to fund the water supply system projects regulated and approved by the Water Supply Division. This Division's responsibility for the program is fiduciary and administrative. Accountability and efficiency are its goals and measurements.

Key Indicators

Accountability for public funds is our principal program measurement, which is made by independent auditors of the program on a regular basis

Timeliness of services is our other key indicator, in the financial and construction oversight services we provide to the Water Supply Division, its customers and the financial institutions with which we operate.

Story Behind the Baseline

The Division provides the financial and construction oversight services for the Water Supply revolving loan fund program. The Water Supply Division determines needs and technical requirements for drinking water systems, and establishes a priority list for systems needing financial assistance to fund planning, design and construction projects. When a water system applies for a loan under the Drinking Water State Revolving Loan Fund, the Water supply Division reviews the application for scope and technical appropriateness and then forwards the application to the Facilities Engineering Division for financial and legal processing, including loan award, document preparation, reimbursement payment processing, eligibility determinations and auditing. The Division provides financial tracking of all projects and the loan fund itself. It also provides liaison between the state and the Municipal Bond Bank, VEDA and the commercial bank which retains actually deposits and disburses payments.

The Division also provides engineering and financial oversight for water system construction projects which receive state funding, just as with municipal water pollution control projects. The Division reviews bid documents for compliance with state and federal law and for reasonableness for bidding and construction. It also reviews engineering services and costs for project construction. It then provides field checks of construction and monitors progress, problems and expenditures, and determines satisfactory completion of projects through review of construction reports and records, and field inspections.

Strategies

With staff changes in the Water Supply Loan program in both the Water Supply and Facilities Engineering Divisions and some increase in available staff time there is an opportunity to examine the evaluation and approval process for loans and the movement of documents.

What Will be Done to Improve Performance?

With an increase in staff time payment request processing times should be reduced and final project audit production should be improved

Performance Measures and Projections

This division does not control its workload on Water Supply projects. The projects are generated in the Water Supply Division, and the payment requests are generated by the loan recipients. The length of projects and the number of payment requests and project cost changes are also out of the Division's control.

The Division will evaluate processing times and establish appropriate performance goals.