Needs Survey Website

Purpose

• Online resource
• Communication tool between EPA/Cadmus and states
  – Track and review survey data
    • Shows accepted/deleted/modified projects
    • Shows which surveys have been processed and which have not
  – Request modifications for deleted/modified projects
Website Users

• EPA Headquarters and Contractor
  – Full access with the ability to read and edit data and to input tracking information

• EPA Regional coordinators
  – Read-only access to all surveyed systems within their region

• State
  – Access to all systems within their state
  – Edit access to data uploaded until data is “submitted” to EPA
    • Data becomes read-only access
  – Modification access

How to Access the Website

• Current Survey Web Address (still under construction):
  – http://www.dwneeds.com
  – Front page of website accessible to anyone
  – Data is password protected

• 2011 Survey Web Address:
  – States can look at data from 2011
  – Read-only access
Any user – no password required!

What Is On the Website
Login Page

• To access project data, a username and password are required
  • Username is email address; password is last name
    – You will be asked to change your password the first time you log on
  • Most states have indicated which users should have read/write capabilities or read only
    – If you haven’t, let EPA/Cadmus know

Website Symbols

• Many symbols used on the website

- Project not processed/reviewed
- Accepted with Cost
- Accepted with Adjusted Cost
- Accepted with No Cost
- Deleted
- Mark a Message as Read
- Edit/Enter a State Comment
- Positive Status
- Negative Status
- Cost Issue
- Read/Reply To a Message
- Add to Hot List
- Remove from Hot List
Project Status

- Website will indicate status of project as:
  
  - **Accepted**: Project accepted and cost or modeling parameter unchanged
  
  - **Accepted with Modified Cost**: Project accepted but change made that impacts cost
  
  - **Accepted with No Cost**: Project accepted but either no cost or no modeling parameter
  
  - **Deleted**: Project deleted (usually an allowability or documentation of need issue)

Sorting and Selecting

- All underlined and blue entries are “clickable”
  
  - Column heading
    - Click to sort
  
  - Project number
    - Click to go to project view
  
  - PWSID or System Name
    - Click to go to system view
System Stats Page

The System Stats page shows the statuses of all system surveys based on criteria specified in your current filter settings. Columns can be sorted by clicking on the column headers.

Projects Page

The Projects page shows all of the projects for each system based on your current filter settings. By default, the projects are sorted by water system and project number. You can sort by other columns by clicking on the column headers.
Progress Meter Page – Response Rate & Allotted Time Used

Survey Response Meter
Shows All Projects in All Systems within Mississippi
Shows response compared to timeline

<table>
<thead>
<tr>
<th>% Received From Mississippi To Date</th>
<th>Received Responses</th>
<th>Sample Size</th>
<th>Percentage Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>73%</td>
<td>73</td>
<td>185</td>
<td>32%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>% Expected From Mississippi To Date</th>
<th>Projected Responses</th>
<th>Sample Size</th>
<th>Percentage Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td>57%</td>
<td>70</td>
<td>195</td>
<td>37%</td>
</tr>
</tbody>
</table>

Allotted Time Meter
Shows surveys reviewed and uploaded and alloted hours used for Mississippi. Allotted time meter last updated 1/15/15

<table>
<thead>
<tr>
<th>% of Surveys Reviewed &amp; Uploaded</th>
<th>Reviewed &amp; Uploaded</th>
<th>Sample Size</th>
<th>% Received &amp; Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>67%</td>
<td>65</td>
<td>195</td>
<td>67%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>% of Allocated Hours Used</th>
<th># of Hours Used</th>
<th>Allocated Hours</th>
<th>% of Allocated Hrs Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>55%</td>
<td>28</td>
<td>56</td>
<td>55%</td>
</tr>
</tbody>
</table>

Progress Meter Page – Acceptance Rate

Accepted Projects Meter
Shows % and Projects for All Systems within Mississippi
Shows % of all projects accepted

<table>
<thead>
<tr>
<th>% Accepted From Mississippi To Date</th>
<th>Accepted Projects</th>
<th>Total Projects</th>
<th>Percentage Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>80%</td>
<td>2673</td>
<td>2395</td>
<td>80%</td>
</tr>
</tbody>
</table>

Adjusted Accepted Projects Meter
Shows % and Projects (excluding duplicate projects) for All Systems within Mississippi

<table>
<thead>
<tr>
<th>Adj. % Accepted From Mississippi To Date</th>
<th>Accepted Projects</th>
<th>Adj. Total Projects</th>
<th>Percentage Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>95%</td>
<td>2673</td>
<td>2328</td>
<td>95%</td>
</tr>
</tbody>
</table>
Contacts Page

For questions on how to use this website or general survey questions, please contact:

Donna Jensen
The Cadmus Group, Inc.
2520 Colonial Drive
Suite A
Halina, MN 55903

Email: Donna.Jensen@cadmusgroup.com
Phone: (612) 437-5266 - Monday through Friday, 11:30am to 7:30pm Eastern Time

Linda Hilt
The Cadmus Group, Inc.
2520 Colonial Drive
Suite A
Halina, MN 55903

Email: Linda.Hilt@cadmusgroup.com
Phone: (612) 437-5002 - Monday through Friday, 11:30am to 7:30pm Eastern Time

For questions on statistics, system lists and logistics, please contact:

Michelle Young
The Cadmus Group, Inc.
57 Water Street
Waterbury, MA 01272

Email: Michelle.Young@cadmusgroup.com
Phone: (877) 737-7183 - Monday through Friday, 9:30am to 5:00pm Eastern Time

To report problems with the website, please contact:

Web Master
The Cadmus Group, Inc.
Email: webmaster@heres.com
Phone: (877) 357-9990 - Monday through Friday, 11:30am to 7:30pm Eastern Time

For a complete list of Drinking Water Infrastructure Needs Survey contacts, including state contacts, click here to download the DWNS Directory

Hot List Page

Click to remove projects from your hot list

<table>
<thead>
<tr>
<th>Project Hot List</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Project Hot List is the project view, you have to be logged in to view the projects. You can click on the project name to see the details. To remove projects from your hot list, click on the trash can icon to the left of the project.</td>
</tr>
</tbody>
</table>
Unread Messages Page

Log Out Tab

- Clicking on the Log Out tab will log out the current user and return the browser to the Log In screen.
System View – Projects Tab

System View – Details Tab
System View – Messages Tab

This Water System has no messages.

System View – Tracking Tab

<table>
<thead>
<tr>
<th>Date</th>
<th>Analyst</th>
<th>Location</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/15/2011</td>
<td>Amanda Emth</td>
<td>Helena MT</td>
<td>Survey submitted to Calamus for review</td>
</tr>
<tr>
<td>7/15/2011</td>
<td>Amanda Emth</td>
<td>Helena MT</td>
<td>Survey Received</td>
</tr>
<tr>
<td>7/1/2011</td>
<td>Amanda Emth</td>
<td>Helena MT</td>
<td>Survey sent to Watertown MA</td>
</tr>
<tr>
<td>8/2/2011</td>
<td>Chase Rames</td>
<td>Watertown MA</td>
<td>Survey Received</td>
</tr>
<tr>
<td>8/9/2011</td>
<td>Danielle Poulin</td>
<td>Watertown MA</td>
<td>Survey Sent To Helena MT</td>
</tr>
<tr>
<td>8/9/2011</td>
<td>Danielle Poulin</td>
<td>Watertown MA</td>
<td>Survey Sent To Helena MT</td>
</tr>
<tr>
<td>8/10/2011</td>
<td>Amanda Emth</td>
<td>Helena MT</td>
<td>Survey Received</td>
</tr>
<tr>
<td>8/13/2011</td>
<td>Amanda Emth</td>
<td>Helena MT</td>
<td>Survey Received</td>
</tr>
<tr>
<td>8/13/2011</td>
<td>Andi P. Koenig</td>
<td>Helena MT</td>
<td>Survey Received</td>
</tr>
<tr>
<td>8/13/2011</td>
<td>Andi P. Koenig</td>
<td>Helena MT</td>
<td>Survey uploaded to website</td>
</tr>
<tr>
<td>8/13/2011</td>
<td>Andi P. Koenig</td>
<td>Helena MT</td>
<td>Survey uploaded to website</td>
</tr>
</tbody>
</table>

Water System Name: ADAMS D.O.W.A. #2-SOUTH
System Status: 103 - System did not complete inventory information.
System View – Projects Table

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project Name</th>
<th>Type of Need</th>
<th>Resources for Need</th>
<th>Total Cost</th>
<th>Date of Estimate</th>
<th>Site of Estimate</th>
<th>Cost of Estimate</th>
<th>Hot List</th>
</tr>
</thead>
<tbody>
<tr>
<td>210</td>
<td>REHAB FEWELL TANK</td>
<td>F</td>
<td>44</td>
<td>$150</td>
<td>10</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>211</td>
<td>REHAB FEWELL TANK</td>
<td>F</td>
<td>44</td>
<td>$150</td>
<td>10</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>213</td>
<td>REHAB FEWELL TANK</td>
<td>F</td>
<td>44</td>
<td>$150</td>
<td>10</td>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Project View – Messages Tab

Click to Add/Remove project from your Hot List
**Electronic Data Entry**

- Some states find “previewing” of data useful as the upload process will let you know if there are errors
  - States will not be able to submit surveys through the website for 2015
  - Email Excel file to accommodate contractor review

**Modifications**

- Through website, states can identify deleted/modified projects
  - Appears on messages tab for each project
- States can submit “modifications” for projects including:
  - A better explanation of need
  - Additional documentation
Modifications

• Independent documentation will have to be mailed or e-mailed
• Survey-generated documentation can be submitted via the website
  – Note: currently the website is still under construction, modification examples only
Questions?