



Department of
Environmental
Conservation

Department
of Health

Department
of State

Agriculture
and Markets

Drinking Water Source Protection Program

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

*To participate in this program, municipalities should be aware of the Roles and
Responsibilities outlined below.*

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 DWSP2 Plan for their source(s) of drinking water by providing technical assistance. Technical assistance providers (TA provider) are available to help municipalities through every step of the plan development process, **free of charge**.

The State has released a working draft that will be used as a guide to help communities develop their DWSP2 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.

Community Commitments and Contribution

This is a voluntary program, and there will be no out-of-pocket costs to participating municipalities for developing their DWSP2 Plan. However, municipalities are expected to commit staff, resources (e.g., local data, conference rooms) and time to the process. The TA provider will work with the municipality to 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.

Technical Assistance Providers

Selected communities will work with a TA provider to develop and begin implementation of their DWSP2 Plan. The TA provider will follow the DWSP2 Framework to help communities develop protection plans tailored to their source water and community needs. TA providers will utilize their expertise, information included in the DWSP2 Framework and provided to them by the community, geographic information

systems and more to complete each component of the DWSP2 Framework and provide the community with a DWSP2 Plan.

All TA providers will return feedback regarding the DWSP2 Framework and associated resources for the State to improve and prepare a public comment version of program documents.

Anticipated Activities for Community and TA Providers

It is expected that working with a TA provider to develop and begin implementation of a DWSP2 Plan will take 18 months. However, the timeframe is adaptable to allow communities to continue meeting other priorities. Within the 12-18 months, the following are anticipated activities that the community should be ready to engage in.

First 12 Months

The TA provider will help the municipality create a local stakeholder group to engage in initial and regular (e.g., monthly) meetings throughout the program. The community will be responsible for notifying their constituents about participation in the program. Below is an example of the meeting schedule to complete the four main DWSP2 Framework phases.

Stakeholder Meeting 1: Month 1

- Community will listen to DWSP2 introductory presentation given by the TA provider
- Community and TA provider will begin discussion of DWSP2 Goals and Vision Statement

Stakeholder Meeting 2: Month 2

- Community will provide information and data to the TA provider such as land use, regulations, drinking and source water quality data, source water related intermunicipal agreements, comprehensive planning reports, etc.
- Community and TA provider will discuss Drinking Water Source Assessment components (i.e., water system overview worksheet, mapping, and potential contaminant source inventory)

Stakeholder Meeting 3: Months 3 – 5

- Community and TA provider will finalize Drinking Water Source Assessment components
- Community and TA provider will review and finalize Goals and Vision Statement
- Community and TA provider will begin discussion of Protection and Management Methods

Stakeholder Meeting 4: Months 6 – 8

- Community and TA provider will continue discussion of Protection and Management Methods
- Community and TA provider will develop an Implementation Timeline

Stakeholder Meeting 5: Months 9 – 10

- Community will make final decisions about Protection and Management Methods and Implementation Timeline
- Community will designate a Plan Management Team

Stakeholder Meeting 6: Months 11 – 12

- Community and TA provider will review and finalize DWSP2 Plan

Remaining 12 – 18 Months

- The TA provider will offer guidance to the municipality as they start implementing their DWSP2 Plan. The municipality will be responsible for committing staff to this task.
- The municipality may seek funding to support implementation activities from an array of clean water grants or low-cost loan programs included in the DWSP2 Framework.