

## **APPENDIX A - Eligible and Ineligible Activities for Funding Under the Hawaii Wellhead Protection Financial Assistance Program**

### **Financial assistance-eligible activities to support local wellhead protection programs; contact person; formation of a wellhead protection team; team responsibilities**

(1) Financial assistance-eligible activities shall support the development or implementation of a local wellhead protection program and be consistent with the state of Hawaii wellhead protection program.

(2) A public water supply shall provide the SDWB with the name, title, and address of a contact person who shall take the lead in the development and implementation of the wellhead protection team, including local administration of the wellhead protection financial assistance project/program funding.

(3) A public water supply shall provide the SDWB with evidence of the formation of the wellhead protection team. The team shall consist of the public water supply manager, the county, and representatives of the following entities:

- (a) Business and industry.
- (b) Agriculture.
- (c) Education.
- (d) Planning.
- (e) An environmental group.
- (f) The general public.

(4) The wellhead protection team shall be responsible for providing a time line for the completion of financial assistance eligible activities identified in the financial assistance application.

### **Financial assistance-eligible activities; development and implementation of certain partnership agreements.**

The development and implementation of partnership agreements between counties for the purpose of wellhead protection is financial assistance-eligible.

### **Financial assistance-eligible planning activities focusing on wellhead protection.**

The following planning activities are eligible for financial assistance funding:

- (a) preparing county water and planning documents/plans that incorporate drinking water source protection;
- (b) developing a local wellhead protection plan/program;
- (c) other planning activities/projects focusing on wellhead protection, deemed eligible by SDWB.

**Financial assistance-eligible delineation activities.**

Financial assistance-eligible delineation activities shall be proposed, described, and completed in accordance with the wellhead protection area delineation guidance established by the department in the state of Hawaii source water assessment and wellhead protection programs.

If deemed necessary by the department due to the lack of accessibility to existing wells, the area geology indicates groundwater contamination is present within the wellhead protection area, the following activities may be deemed financial assistance-eligible:

- (a) the installation of monitoring wells for the collection of static water level information.
- (b) the installation of sentinel wells to monitor water quality within the wellhead protection area.
- (c) other delineation activities/projects focusing on wellhead protection, deemed eligible by SDWB.

**Financial assistance-eligible contaminant source and land use inventory activities.**

Contaminant source and land use inventories to identify existing and potential threats within the wellhead protection area of a public water supply are financial assistance-eligible.

The following contaminant source and land use inventory activities are financial assistance-eligible activities:

- (a) Updating a contaminant source inventory, including;
  - (1) Record searches to identify potential sources of contamination and land uses that have a potential to impact the groundwater;
  - (2) General surveys to identify potential sources of contamination and land uses that have a potential to impact the groundwater;
  - (3) On-site inspection of facilities that have a potential to impact the groundwater;
  - (4) Record searches to identify historical land uses that have a potential to impact the groundwater; and
  - (5) The mapping of existing and potential sources of contamination within the wellhead protection area.
- (b) creating or purchasing GIS data layers related to contamination sources and land use.
- (c) other contaminant source/land use inventory activities/projects focusing on wellhead protection, deemed eligible by SDWB.

**Financial assistance-eligible management activities.**

Financial assistance-eligible management activities shall provide an elevated level of protection to the wellhead protection area.

Financial assistance-eligible management activities include the following:

- (a) the development and implementation of best management practices that reduce the risk of groundwater contamination.
- (b) the development and implementation of wellhead protection resolutions or ordinances.
- (c) developing and implementing land use protection ordinances;

- (d) prioritizing land for protection/control;
- (e) planning riparian buffer zones;
- (f) addressing management of existing protected lands;
- (g) incorporation of a wellhead protection program into a County's master plan or other regional land use planning program.
- (h) on-site inspections for the purpose of improving facility management of potential sources of contamination.
- (i) developing local inspection programs for hazardous materials and other potential contaminants;
- (j) funding a local staff person to conduct wellhead protection activities;
- (k) the development and implementation of a program to control abandoned wells, excluding the actual sealing of abandoned wells.
- (l) removal or upgrading of USTs, cesspools/septic systems, municipal public works garages;
- (m) fencing around well source(s)/security.
- (n) containment and storage improvements;
- (o) improvement and containment projects (for land owned or controlled by the water system or municipality);
- (p) other planning activities/projects focusing on wellhead protection, deemed eligible by SDWB.

**Financial assistance-eligible contingency plan and emergency response protocol activities.**

The development and implementation of a contingency plan and emergency response protocol for a wellhead protection area are financial assistance-eligible activities.

- (a) coordinating/ improving emergency response;
- (b) developing/updating local wellhead protection plans water supply contingency plans, and emergency response plans;
- (c) other planning activities/projects focusing on wellhead protection, deemed eligible by SDWB.

**Financial assistance-eligible new well activities.**

Financial assistance-eligible activities for new wells include the following:

- (a) the development and implementation of a wellhead protection program for a new well or well field.
- (b) incorporation of a new well or well field into an existing wellhead protection program.
- (c) other planning activities/projects focusing on wellhead protection, deemed eligible by SDWB.

**Financial assistance-eligible public participation activities.**

Financial assistance-eligible activities for public participation shall provide a positive benefit to the wellhead protection program by raising public awareness in matters pertaining to wellhead protection and utilization of the groundwater resource by a public water supply.

Financial assistance-eligible activities for public participation include, but may not be limited to, the following:

- (a) the development and implementation of a school curriculum related to wellhead protection.
- (b) the development and implementation of a strategy to educate the general public on issues related to wellhead protection.
- (c) the development, production, and circulation of educational materials.
- (d) the development, preparation, and production of media announcements, such as news releases, newspaper articles, radio announcements, Bus PSA, and local cable announcements.
- (e) signing activities: posting wellhead protection signs around protection zones which identify an approved wellhead protection area or which promote the concept of wellhead protection, such as storm drain stenciling and the construction and placement of road signs.
- (f) educating public officials, businesses, and residents;
- (g) provide technical assistance to small businesses, industries, and farmers;
- (h) developing and distributing drinking water protection information (such as Best Management Practices) to agricultural, commercial, industrial and residential land owners.
- (i) other public participation activities/projects focusing on wellhead protection, deemed eligible by SDWB.

**Financial assistance-eligible other activities focusing on wellhead protection.**

Other activities that may be financial assistance-eligible include the following:

- (a) developing wellhead protection information databases;
- (b) testing water quality based on potential contaminants identification;
- (c) other activities/projects focusing on wellhead protection.

**Ineligible activities for financial assistance funding**

The following activities are ineligible for financial assistance under the Hawaii Wellhead Protection - Financial Assistance Program:

- land acquisition;
- Infrastructure and construction.

**Exclusion of activities from this appendix does not mean that the activity is not eligible for funding. Please contact the SDWB - Source Water Program Coordinator to discuss potential activities not identified in this appendix.**

## **APPENDIX B - Requirements for State Accepted/Endorsed Wellhead Protection Plan(s)**

Below are the minimum requirements for a State Accepted/Endorsed Wellhead Protection Plans (WHPPs). WHPPs that receive State acceptance/endorsement will be placed on a list of qualified recipients/water systems that are eligible for financial assistance to conduct protection implementation projects such as plan implementation, best management practices, and contamination source management.

### **I. Formation of the Wellhead Protection Team**

- Form the WHPP Team. Every effort should be made to include representatives of the public water system, city, county, State, and Federal land and water managers, and a representative from the Safe Drinking Water Branch. Representation from the local governing body with land use zoning authority is strongly recommended.
- Conduct meetings to outline the wellhead protection goals and define the responsibilities of each Team member.
- List of the key individuals and groups that participated in decision-making and those who will implement the source water protection plan.
- Prepare a WHPP Team member list with mailing addresses, telephone numbers, and names of lead contact person.
- Public participation on the WHPP Team is strongly encouraged.

### **II. Delineation of Wellhead Protection Areas (WHPAs) and Recharge Areas**

- The 3D- ModFlow model or equivalent model must be used to delineate the wellhead protection area(s). At a minimum, 2- and 10-year time of travel protection areas must be delineated.
- Aquifer parameters to be used as model inputs must be derived from pump test data, or an equivalent approved by the SDWB. A pump test is required for each general type of subsurface material (i.e.,- basin-fill aquifer, carbonate rock aquifer, volcanic rock aquifer) screened by the water system wells.
- Review references, well logs, pump test data, and available files (with city, state, USGS, etc.) and compile pertinent information and data for the wells, aquifers, and springs.
- In the text of the WHP plan, identify the groundwater recharge area(s) for the aquifers. In the appendix of the WHP plan, include raw pump test data and field data sheets, and model assumptions and input data.
- The final WHP plan must include maps delineating the WHPAs. A poster-size print of the WHPA maps must be prepared and displayed in water system office. The poster can be distributed to community planning agencies for display and education.
- The information from the Source Water Assessment Report(s) may be utilized.

**III. Inventory of Contamination Sources**

- Perform an inventory of existing and potential contaminant sources within the WHPAs using available databases, such as records at the city, county, state, and those observed during field activities. Listed sources should be ranked by estimated risk to groundwater.
- Prepare a summary of data sources used to conduct contaminant source inventory.
- Prepare a map or maps that depict existing or potential contaminant sources as well as land uses that may pose a potential threat. The scale of this map should be consistent with existing base maps and other maps being developed.
- Prepare a map of current and proposed master plan and land use zoning designations.
- Information necessary to evaluate applications for waivers of monitoring requirements.
- Develop a schedule for updating contaminant source inventories, with the name, address and telephone number of responsible WHPP team member(s).
- The information from the Source Water Assessment Report(s) may be utilized.

**IV. Selection and Implementation of Contaminant Source Management Strategies.**

- Develop and document selected management strategies (both regulatory and non-regulatory) to be implemented for protecting WHPAs from potential contaminant sources including implementation schedule and rationale. Non-industrial zoning for WHPAs is strongly encouraged.
- Develop a schedule for implementing management strategies.
- Provide name, address, and telephone number WHPP Team member responsible for source management and strategy revision, and a tentative revision schedule.

**V. Plans for New Well Siting**

- Prepare a map or maps depicting sites of future wells and their WHPAs.
- Document rationale for site selection.
- Develop tentative schedules for putting wells in use.

**VI. Contingency Plans**

Water system should have an existing contingency plan or develop a contingency plan that fulfills the requirements of emergency planning.

The contingency plan must: (1) identify safe alternative sources of water, and include plans for water rationing, water supply decontamination, and emergency response; (2) include an emergency response section of the plan that outlines activities for the restoration of services in the contingency that an emergency (including power failure, mechanical or electrical failure, natural or man-induced disaster, or water main breaks) reduces or threatens water supply; and (3) include the chain of command for personnel responsible for plan implementation.

**VII. Public Participation/Education**

- Propose public participation and education activities with implementation schedules. Development of a pertinent groundwater presentation program for community public schools is strongly encouraged.

**Other optional or suggested activities, include:**

- Prepare mailings, advertisements and/or flyers for water users and businesses to encourage public participation and education.
- Develop wellhead protection messages to be included in water billings.
- Set appropriate wellhead protection signs at strategic locations.
- Present the WHPP at City Council meetings for assistance with land use zoning of WHPAs.

## **APPENDIX C - Project Application - Instructions and Forms**

**PROPOSED PROJECT FOR HAWAII WELLHEAD PROTECTION  
FINANCIAL ASSISTANCE PROGRAM FUNDING**

**Project Title:** \_\_\_\_\_  
The Title used here will be used on any potential agreements. Please provide the title for the project as accurately as possible.

**Project Description:** \_\_\_\_\_  
\_\_\_\_\_

**Organization/Agency:** \_\_\_\_\_

**Public Water System No.:** \_\_\_\_\_ **Public Water System Name:** \_\_\_\_\_

**County/Owner:** \_\_\_\_\_ **Total Population Served:** \_\_\_\_\_

**Legislative District No.:** \_\_\_\_\_ **House:** \_\_\_\_\_ **Senate:** \_\_\_\_\_

**Census Designated Place (CDP):** \_\_\_\_\_

**Project Type:**

\_\_\_\_\_ Protection Planning                      \_\_\_\_\_ Protection Implementation

**Project Level:**

\_\_\_\_\_ Statewide                                      \_\_\_\_\_ Water System

\_\_\_\_\_ County/Island-wide                              \_\_\_\_\_ Water Source(s)

\_\_\_\_\_ District/Region/Watershed

**Project Function:**

\_\_\_\_\_ Planning (Water Protection, Land Use, Protection Codes or Ordinances, \_\_\_\_\_)

\_\_\_\_\_ Implementation (BMPs, Protective Measures, \_\_\_\_\_, \_\_\_\_\_)

\_\_\_\_\_ Monitoring (Monitoring Waiver, PCA-based Monitoring, Effectiveness Monitoring)

\_\_\_\_\_ Education (Technical Assistance, Public Outreach, Education-Students, \_\_\_\_\_)

**Please ATTACH a detailed project description or project proposal to this application.**

**Contact Name and Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

**Estimated Project Schedule:**  
(Provide Estimated dates - mo/yr)

Submittal of WHP - FA Application \_\_\_\_\_  
Projected Start (Planning) \_\_\_\_\_  
(Design) \_\_\_\_\_  
Implement Activities \_\_\_\_\_  
Activities Completion \_\_\_\_\_  
Project Report \_\_\_\_\_  
Projected End \_\_\_\_\_  
Total Length of Project (mo.) \_\_\_\_\_

**Estimated Project Costs:**  
(Round to nearest \$1,000)

Planning: \$ \_\_\_\_\_  
Design: \$ \_\_\_\_\_  
Activities: \$ \_\_\_\_\_  
Please Specify: \_\_\_\_\_  
Others: \$ \_\_\_\_\_

**Is a local match waiver being requested:** \_\_\_\_\_

Estimated WHP - FA Funding Requested: \$ \_\_\_\_\_

Date (mo/yr) when funding will be needed: \_\_\_\_\_

Applicant Commitment to Project: \$ \_\_\_\_\_

**Other Concerns:** (Check below) Note: All items will be verified.

**YES NO**

- \_\_\_ \_\_\_ Has contamination been detected at the drinking water source(s).
- \_\_\_ \_\_\_ Does your drinking water source(s) have completed Source Water Assessment Reports.
- \_\_\_ \_\_\_ Has a Wellhead Protection Plan been submitted. Date submitted: \_\_\_\_\_
- \_\_\_ \_\_\_ Has the Wellhead Protection Plan been accepted/approved by the Safe Drinking Water Branch. Date Approved/Accepted: \_\_\_\_\_  
(Approved/Accepted Plans are valid for only 3 years from approval data)

What is the susceptibility analysis ranking for your drinking water sources: \_\_\_\_\_

Provide any additional information to assist our evaluation of the project: \_\_\_\_\_

Describe the benefit(s) of this project in protecting drinking water source(s): \_\_\_\_\_

## **APPENDIX D - Project Evaluation and Selection - Eligibility Criteria**

### **Financial Assistance Program - Project Evaluation and Qualified Applicants List.**

Projects submitted for funding will be evaluated on the following criteria:

Located in a County with a local WHP/SWP workgroup/team (which includes representatives from State water protection, County water and planning agencies; agriculture, business and industry, education, other stakeholders, environmental groups and the public).

Identifies and implements protection measures for a potential or exiting source of contamination. (Implementing protection and/or remediation activities at a known or highly potential contamination source; implementing protection activities applicable to a PCA-specific source, such as a best management practice or protection technology which may be utilized State-wide; protection or remediation activity of a potential contamination activity for which actual contamination is not known).

Adoption of an ordinance or resolution as follows: passage of a local ordinance related to the development and implementation of a local wellhead protection program, land use controls, or protection of water resources; local resolution that demonstrates a commitment to the development and implementation of a local wellhead protection program.

Availability of a local funding atch is demonstrated as follows: demonstrating that the local match has been provided through the previous expenditure of funds on financial assistance-eligible activities; demonstrating that the local match and the financial assistance have been committed through a contractually binding agreement with a consultant or other organization; or demonstrating that the local match has been provided as an identifiable item within a local budget dedicating the local match and the financial assistance to financial assistance-eligible activities.

Reasonable time frame for project completion and measures to be taken to continue protection activities after the project is completed.

Project incorporates protection activities and programs into a County's planning and water plans or other regional land use planning and water programs.

Implements a public outreach or public education component or program.

Utilization of source water assessment report information.

Overall benefit to protecting drinking water source(s) and public health (including the use of assessment information to meet drinking water requirements).

Other applicable factors, as identified/determined by the Review and Selection committees.

**PROJECT SELECTION and FUNDING CRITERIA**

The Selection Committee will review the qualified projects and use the following criteria for project selection and funding:

- (1) Contamination Concerns, Issues
- (2) Needs of the Public Water System and Community
- (3) Commitment of Public Water System to Protection
- (4) Benefit of Project to Protecting the Water Source(s)
- (5) Benefit of Project to the Community and Public Water System
- (6) Does the project meet the goals and objectives for Safe Drinking Water.
- (7) Area Served by the Project
- (8) Population Served by the Project
- (9) Other Factors as Determined by the Selection Committee

**APPENDIX E - Hawaii Wellhead Protection - Financial Assistance Program  
- - Funding/Project Process**

**15 % DWSRF SET-ASIDE FUNDS  
Hawaii Wellhead Protection - Financial Assistance Program  
Application, Evaluation, and Selection Process**

**This table highlights the key steps in the financial assistance program process and flows sequentially from top to bottom.**

<b><u>Qualified Recipient Application Phase</u></b>	
<p>(1) – DOH requests qualified recipients to submit applications for planning and implementation protection projects.                  (2) – Qualified recipients submit project applications for qualification and consideration.</p>	
<p><b><u>Planning Projects</u></b></p> <p>(1) – DOH reviews applications for planning projects.                  (2) – Qualified recipients placed on list for receiving planning project funding.                  (3) – DOH ranks planning and implementation projects.</p>	<p><b><u>Implementation Projects</u></b></p> <p>(1) – DOH reviews applications for implementation projects.                  (2) – Project applicants reviewed for implementation funding qualifications. Qualified recipients and projects placed on list for receiving implementation funding.                  (3) – DOH ranks planning and implementation projects.</p>
<b><u>Application Evaluation Process</u></b>	
<p>(1) -- Projects reviewed by Review Committee                  (2) – Projects ranked by Review Committee                  (3) – Proposed level of funding for each project identified.</p>	
<p><b><u>Planning Projects</u></b></p> <p>(1) – Project Applicants that qualify for funding are notified of their qualification.</p>	<p><b><u>Implementation Projects</u></b></p> <p>(1) – Project Applicants that qualify for funding are notified of their qualification.</p>
<b><u>Application Selection Process</u></b>	
<p>(1) -- Projects reviewed by Selection Committee                  (2) – Projects ranked by Selection Committee                  (3) – Level of funding for each project identified.</p>	
<p><b><u>Planning Projects</u></b></p> <p>(1) – Project Applicants notified of selection for planning project funding and level of funding.                  (2) – Request written commitment to project from Project Applicant.                  (3) – Request Project Applicant to submit project workplan and budget.</p>	<p><b><u>Implementation Projects</u></b></p> <p>(1) – Project Applicants notified of selection for implementation project funding.                  (2) – Request written commitment to project from Project Applicant.                  (3) – Request Project Applicant to submit project workplan and budget.</p>
<b><u>Project Workplan and Memorandum of Agreement Phase</u></b> <i>(Planning and Implementation Projects)</i>	
<p>(1) -- DOH will use the workplan and budget to prepare a Memorandum of Agreement (MOA) for the project between DOH and the Project Applicant.                  (2) – DOH and the Project Applicant will meet to discuss and reach agreement on the MOA.                  (3) -- DOH will process the MOA and other required paperwork through the appropriate processes for approval.                  (4) -- Parties (DOH and Project Applicant) will sign the MOA, accepting the agree upon project.</p>	
<b>MOVE TO PROJECT OVERSIGHT, REVIEW, AND COMPLETION PROCESS</b>	

**15 % DWSRF SET-ASIDE FUNDS**  
**Hawaii Wellhead Protection - Financial Assistance Program**  
**Project Oversight, Review, and Completion Process**

<b><u>Workplan and Memorandum of Agreement Approval Process</u></b>	
<p>(1) -- Upon DOH signing the MOA, the Project Applicant will be sent a "Notice to Proceed" - indicating that the applicant may begin the project. A signed copy of the MOA will also be sent to the project applicant.</p>	
<b><u>Planning Projects</u></b>	<b><u>Implementation Projects</u></b>
<b><u>Funding Award Process</u></b>	
<p>(1) -- Funding and payments for the project will be based on the "Method of Payment", described in Exhibit "- -" of the MOA.</p> <p>(2) -- Funds and payment will adhere to the MOA, unless a modification is requested (in writing) and agreed to by both parties. Such modification will not be effective until the MOA has been modified and signed by both parties.</p>	
<b><u>Planning Projects</u></b>	<b><u>Implementation Projects</u></b>
<b><u>Project Oversight Process</u></b>	
<p>(1) Project Meetings (Initially - Monthly --&gt; Quarterly)</p> <p>(2) Project Reports (Quarterly)</p>	
<b><u>Planning Projects</u></b>	<b><u>Implementation Projects</u></b>
<b><u>Project Workplan and Progress Review Phase</u></b>	
<p>(1) - - Workplan Completion Status Report (Quarterly)</p> <p>(2) - - Project Review (Based on workplan outputs and products)</p>	
<b><u>Planning Projects</u></b>	<b><u>Implementation Projects</u></b>
<b><u>Project Completion and Closeout Phase</u></b>	
<p>(1) -- Upon completion of the project, the project applicant will meet with the DOH to present the results, outputs, outcomes, and products of the project. The project applicant will also submit a project report outlining the results, outputs, outcomes, and products of the project</p> <p>(2) -- DOH will review the project report and the project results, outputs, outcomes, and products to ensure that the project applicant has satisfactorily meet the requirements of the agreed upon MOA and scope of work.</p> <p>(3) -- Upon satisfactorily completing the project requirements, final payment for the project will be made and the Project MOA will be closed out and terminated.</p>	