



**Small Systems Workshop Sponsored by  
AWWA, Oregon Section AWWA, USDA, and Partnership for Safe Water**  
**Setting Effective Rates for Small Water Systems**

| Time         | Topic  |
|--------------|--|
| <b>Day 1</b> | <b>Registration</b>  |
| <b>0.25</b>  | <ul style="list-style-type: none"> <li>• <b>Welcomes and introductions</b> – trainers and participants</li> <li>• <b>Overview and purpose of the training</b> -- collaboration between AWWA, Partnership, USDA, and small system managers and operators</li> <li>• Pre-Test</li> </ul>   |
| <b>0.75</b>  | <b>Assessing Your System—Your Revenue Requirements</b> <ul style="list-style-type: none"> <li>• The costs of operating the system today</li> <li>• Future capital needs</li> <li>• Reserves</li> <li>• Exercise—evaluating financial plans</li> </ul>  |
| <b>1.0</b>   | <b>Your Community Priorities</b> <ul style="list-style-type: none"> <li>• Identifying your core financial objectives</li> <li>• Evaluating your customer base</li> <li>• Where to find information on your customers and your community</li> <li>• Exercise—selecting priorities for your community</li> </ul>   |
| <b>1.0</b>   | <b>Building Rates That Fit Your Situation and Objectives</b> <ul style="list-style-type: none"> <li>• Components of rate design</li> <li>• Pricing rates to meet revenue requirements</li> <li>• Exercise—matching rate structures to priorities</li> </ul>  |
| <b>Day 2</b> |  |
| <b>1.5</b>   | <b>Self-Assessment of Best Opportunity for Improvement</b> <ul style="list-style-type: none"> <li>• <b>Exercise:</b> Identify top strengths and top challenges</li> <li>• <b>Exercise:</b> How to complete the “Preliminary Assessment” for small systems (General Profile and Five Core Areas)</li> <li>• <b>Exercise:</b> How to identify top priority</li> <li>• <b>Exercise:</b> How to describe top project idea and present to/discuss with USDA about translating to a loan application.</li> </ul> |
| <b>1.0</b>   | <b>USDA Loan Program for Small Communities</b> <ul style="list-style-type: none"> <li>• How to do eAuthorization and RDAApply</li> <li>• How to connect today’s exercises with technical assistance and loan application process</li> </ul>  |
| <b>0.5</b>   | <b>Workshop Summary and Information Session</b> <ul style="list-style-type: none"> <li>• Post Test and Evaluations</li> <li>• Post-workshop Technical Assistance – AWWA and USDA</li> </ul>  |
|              | <b>Workshop concludes</b>  |
|              | <b>*Workshop instructors will utilize breaks at their discretion</b>   |