



**Small Systems Workshop Sponsored by
AWWA, (insert) Section AWWA, USDA, and Partnership for Safe Water**

**Setting Effective Rates for Small Water Systems
(INSERT LOCATION AND DATE)**

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