

# 2019 Wastewater Infrastructure Needs Survey (WINS)

## Instructions & frequently asked questions (FAQ)

### What is WINS?

The 2019 Wastewater Infrastructure Needs Survey (WINS) is a survey of the current condition and future needs of Minnesota's publicly owned wastewater treatment and conveyance infrastructure. WINS consists of: (a) A General Community Information Survey, and, (b) Project surveys for current and future sewer system and wastewater treatment facility (WWTF) projects.

### Changes from the 2017 WINS

The 2019 WINS contains a few changes from the 2017 WINS:

- Some questions have been simplified or removed for 2019. All communities, including sanitary districts, will receive the same survey in an effort to streamline WINS.
- One question has been added to obtain the Project Priority List (PPL) project number for projects currently on the PPL.
- Several questions will be populated with 2017 data, however some questions such as "the estimated year construction will begin" and "total estimated cost of projects" will be blank to ensure values are up-to-date.
- Project names for previously entered projects can be changed/updated as needed.
- Project costs should be entered in dollars (in 2017, values were in millions of dollars).
- Some projects found in the 2019 General Community Information and Previously Submitted Projects Survey may appear that were marked as completed, merged, or discontinued in 2017. Please mark these projects as completed, merged, or discontinued. If any projects are missing from the list that will begin construction sometime after January 1, 2020, please fill out a New Sewer System Project Survey or New Wastewater Treatment Facility Project Survey.

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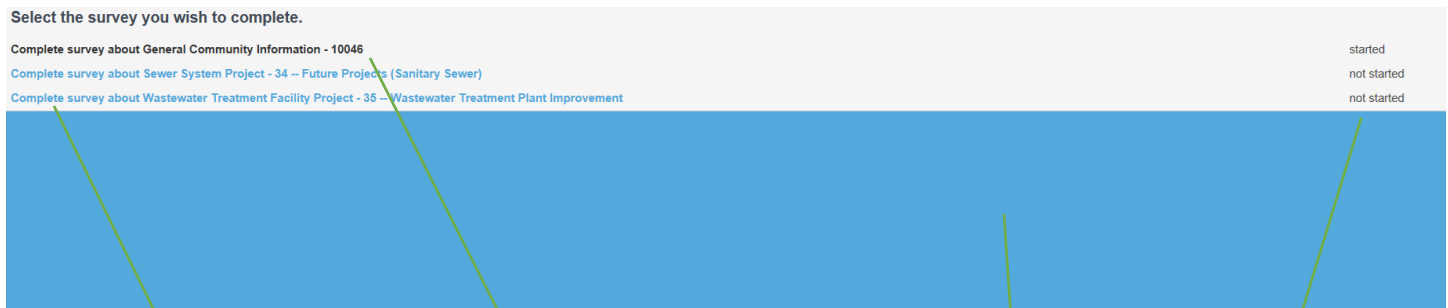
# 1. How to complete the survey electronically

An individualized link to the survey will be provided by email. This survey will only contain data about your community. If necessary, you may forward the email with the survey link on to others to fill out portions of the survey. The email will contain three survey links (see graphic below):

**Survey Links**  
[General Community Information and Previously Submitted Projects](#)  
[New Wastewater Treatment Facility Project Survey](#)  
[New Sewer System Project Survey](#)

## a. Main survey page

When opening the General Community Information and Previously Submitted Projects link, you will be taken to the main survey page (see graphic below). There is a column on the right with a completion status for each portion of the survey (i.e. “completed,” “started,” or “not started”). The survey will not be considered complete until each portion is marked as “completed.” See the Completing the General Community Information and Previously Submitted Projects Survey section below for more detail on completing this section.



There may be multiple links to Projects, which were submitted as “ongoing” with the 2017 WINS. These surveys are required to be completed. Each Project survey will be labeled with the name it was given on the 2017 WINS.

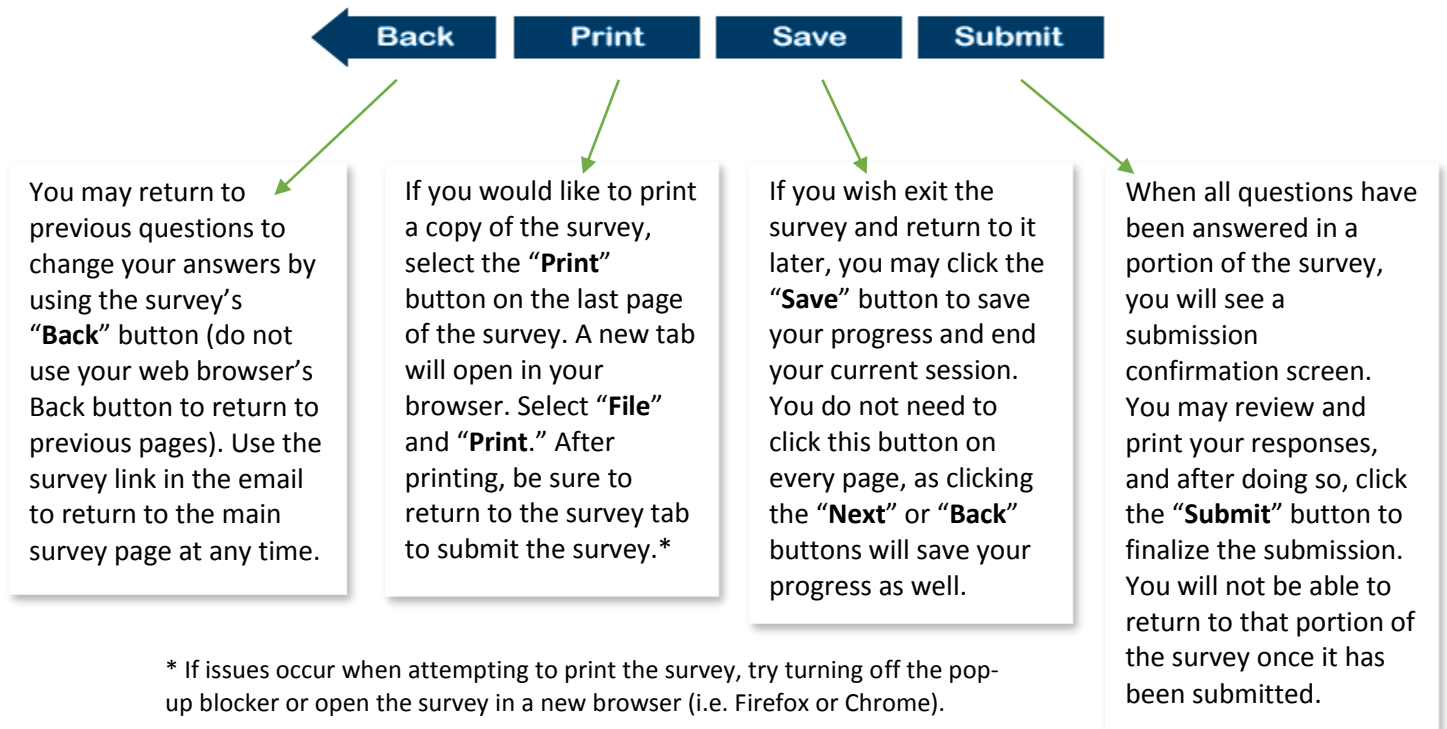
There will be only one link for the General Community Information survey. This survey is required to be completed and will be populated with 2017 data.

Main survey page seen when opening the *General Community Information and Previously Submitted Projects* link. All portions of this page are required to be completed.

Completion status of each survey portion.

## b. Survey buttons

Begin the survey by selecting one of the General Community Information or Project links. When the survey is open, you will see buttons at the bottom of the screen. See the graphic below for an explanation of the button functions:



## c. Completing the General Community Information and Previously Submitted Projects Survey

The General Community Information and Previously Submitted Projects link will open the main survey page, which contains links to each part of the survey. Each part is mandatory to complete. These links will fall into one of two categories: General Community Information and Projects. There will only be one link to the General Community Information portion of the survey. All other links are for other previously submitted individual Projects. Some of the questions in the survey will be populated with data provided in the 2017 WINS Survey. **Changes to this data will only need to be made if you need to update or correct the 2017 data for 2019.** New questions added to the 2019 survey will appear blank and need to be filled out.

On the main survey page, there will be a link for each individual project submitted as new or ongoing in the 2017 WINS. Projects may be Sewer System or WWTF projects. Each project link will have the name provided on the 2017 WINS Survey. A separate electronic survey must be completed for **each project**. If the listed project has been completed, discontinued, or merged, please indicate this in the survey.

## d. Completing the New Wastewater Treatment Facility and New Sewer System Project Surveys

Please note: if there are no new projects to enter, you do not need to complete these surveys.

If your community has any additional or new projects for which construction will begin sometime after January 1, 2020, select either "New Wastewater Treatment Facility Survey" or "New Sewer System Project Survey" under the *Survey Links* portion of the WINS email. If you have multiple new projects to

submit, go back to the WINS email and continue to select “New Wastewater Treatment Facility” or “New Sewer System Project Survey” for each new project.

To save a project and come back to it later, select “Save” at any point. You will be taken to a screen that you can either bookmark or enter your email address (see graphic below):

**Your responses have been saved but not submitted.**  
**The URL to complete this survey is:**

<http://survey.mn.gov/surveyresume.asp?aun=10yq5ncw&k=155681294748>

**You can bookmark the current page to return and complete the survey.**

**Alternatively you can enter your email address below and this link will be sent to you.**

(Your email will not be stored on the system)

Email address:

Confirm email address:

If you choose to enter your email, select “Send” and you will receive the following email with a link to that specific survey (see graphic below):

The link for you to resume your survey is:  
<http://survey.mn.gov/surveyresume.asp?aun=10yq5ncw&k=155681294748>  
If your email program has split the url over multiple lines you may need to copy and paste the entire url into your browser.

Thank You.

When you are ready to continue the survey, click on the link and you will be brought back to the screen where the survey was saved. The survey will not be submitted until the “Submit” button is selected on the last page of the survey.

## 2. Who needs to fill out the WINS Survey?

Municipalities, other communities, sanitary districts, etc., that own or operate wastewater sewer systems and/or WWTFs are **required** to complete this survey to fulfill Minnesota Statute 115.03, subd. 9.

## 3. What is the purpose of WINS?

WINS provides the Minnesota Pollution Control Agency (MPCA) and the Minnesota Legislature with essential information on the condition and future needs of Minnesota’s wastewater infrastructure. This information will help determine what it will take for Minnesota’s communities to address existing and future wastewater needs and what role the State of Minnesota will play in providing financial and technical assistance to address the wastewater needs of local communities. Survey information is also used to complete the wastewater sections of the United States Environmental Protection Agency’s (EPA) Clean Watershed Needs Survey (CWNS). The purpose of the CWNS is to help determine how EPA’s financial assistance for wastewater will be distributed among the states.

## 4. Who do I contact if I have questions?

If you need help or have questions about the 2019 WINS, please contact Cara Omana at 651-757-2891 or [cara.omana@state.mn.us](mailto:cara.omana@state.mn.us).

## 5. Deadline for completing the survey

WINS will be emailed to communities in May 2019 via Snap Surveys. All components of the survey must be completed by **June 28, 2019**.

## 6. Financial assistance programs and the Project Priority List (PPL)

The MPCA annually prepares a Clean Water Project Priority List to determine funding priorities for:

- a) Clean Water State Revolving Fund (CWSRF) low interest loans
- b) Water Infrastructure Fund (WIF) Grants
- c) Point Source Implementation Grants (PSIG)
- d) Small community wastewater treatment grants or loans

Other funding agencies consider project rankings on the PPL when making their project funding decisions. Projects are ranked based on a variety of priority public health and environmental conditions that exist on site or are included in the construction project. The 2019 PPL listed 256 projects with \$1.4 billion in estimated project costs.

Submitting a PPL request is voluntary, and takes very little time. Consider submitting a PPL request if you anticipate seeking state funding assistance for projects. To submit a PPL request and for more information contact Bill Dunn at 651-757-2324 or [bill.dunn@state.mn.us](mailto:bill.dunn@state.mn.us). The PPL webpage can be accessed at [www.pca.state.mn.us/ppl](http://www.pca.state.mn.us/ppl).

## 7. Where can we view the results of WINS?

The WINS Survey is conducted every other year. The results of the 2017 WINS Survey are currently available on the MPCA website: <http://www.pca.state.mn.us/hot/legislature/reports/index.html>. To view 2017 results, select the tab *2018 legislative reports* and open the *Future Wastewater Infrastructure Needs and Capital Costs* link. Note that *Appendix 1* lists individual projects by community (communities are listed alphabetically). When the 2019 results become available, they will be at the same location with a new tab for *2020 legislative reports*.

## 8. What if we have a sewer system but do not have a WWTF?

If you have a sewer system but you **do not** have a WWTF because your wastewater is treated by another community, sanitary district, etc., (e.g., Metropolitan Council Environmental Services [MCES], Western Lake Superior Sanitary District [WLSSD]) you will still need to complete the General Community Information Survey.

You will also need to provide information on projects involving your sewer system that you reported in 2017 by updating project surveys in the General Community Information and Previously Submitted Projects link and/or completing a new project survey for sewer system projects that have emerged or developed since 2017 in the New Sewer System Project Survey link.

## 9. What if we do not currently have a sewer system?

If you do not currently have a sewer system and are not planning publicly owned wastewater sewer or treatment improvements, complete the General Community Information Survey. If you are planning improvements, see #10 below.

## 10. What if we do not currently have a sewer system but plan to construct:

- a) A sewer system that will connect to an existing WWTF, for example, the facility of a neighboring community – Please complete the General Community Information Survey and a New Sewer System Project Survey.

- b) A sewer system and a WWTF – Please complete the General Community Information Survey and both a New Sewer System Project Survey and a New Wastewater Treatment Facility Project Survey.

## 11. What if we are uncertain that we will be able to finance/afford needed projects?

Even if you are concerned about being able to finance and afford a project, you should still fill out a project survey and submit it through WINS. The purpose of WINS is to identify actual “on-the-ground” current and future sewer system and wastewater treatment system needs. **Such needs exist whether or not the community involved has the capability to undertake the project out of its own financial resources.** Financial assistance is available to local communities through a variety of state and federal programs. Contact Bill Dunn of the MPCA at 651-757-2324 or [bill.dunn@state.mn.us](mailto:bill.dunn@state.mn.us). As noted above, a full assessment of the State’s current and future wastewater infrastructure needs as provided by WINS informs what role the State of Minnesota might play in providing financial and technical assistance to address the wastewater needs of local communities.

## 12. “Splitting” combination sewer system and WWTF Projects

If your Project is organized as a combination sewer system and WWTFs project, please complete a New Sewer System Project Survey and a New Wastewater Treatment Facility Project Survey and distribute the estimated costs of the overall project between the two worksheets according to the corresponding costs of sewer and treatment. This is helpful and necessary for us to report summary information on wastewater treatment and sewer system costs respectively.

## 13. Ongoing annual & multi-year programs and projects

Occasionally, communities or sanitary districts set up ongoing annual/multi-year programs (for example, a five- or ten-year Capital Improvement Plan (CIP) to replace lift stations or manhole covers). The following table is an example of what such a program may look like in the community’s CIP budget:

ADAMS LAKE CIP - Ongoing Lift Station Capital Improvements 2021-2025		
Year	Lift Stations to be Rehabilitated	Budget
2021	#6, #12, #14	\$330,000
2022	#1, #2, #15	\$330,000
2023	#8, #4	\$220,000
2024	Twin Creek Ext. (#16, #17)	\$250,000
2025	#3, #7, #13	\$330,000
TOTAL		\$1,460,000

Here is how this ongoing CIP program should be entered into WINS:

Q23 Estimated **YEAR** construction will begin. (NOTE: For **ONGOING ANNUAL & MULTI-YEAR PROGRAMS & PROJECTS** please see Instructions #13)

2021

Enter the **year** the project is expected to begin as a four-digit number (ex. 2021)

Total estimated cost of project:

(Please enter the exact dollar amount rounded to the nearest dollar, and do not include the 'S' symbol, commas, or decimal places.)

Estimated cost: 1460000

Date of cost estimate: 4/29/19

Enter the **total cost for the overall program** (2016 thru 2020) as the **Total Estimated Cost of the Project** (in dollars)

## 14. Combination “street” projects

For projects that, in addition to sanitary sewer work, involve combinations of water, storm sewers, street lighting, repaving, curb & gutter, etc., **do not list the entire cost of the project as a sewer need**. Instead determine a cost that can be directly allocated to the sewer lines by prorating the cost of pavement, curb & gutter (the “remove and replace” costs) between the sewer piping, water piping, and street lights and add to the sewer piping direct cost an appropriately prorated cost.