

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WSG 179

Date Signed: November 1, 2007

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MEMORANDUM

SUBJECT: Release of the Capacity Development Program Evaluation Tool

FROM: Stephen F. Heare, Director  
Drinking Water Protection Division

TO: Drinking Water Program Managers  
Regions 1-10

I am writing to announce the release of the Capacity Development Program Evaluation Tool (CDPET). We have developed this new web-based tool as part of our on-going efforts to provide national program oversight and accountability. As you may remember, the Office of the Inspector General made several recommendations to us regarding management of the Capacity Development Program. This effort will complete our response to develop and implement a "comprehensive evaluation tool" to be used to assess annual implementation of state Capacity Development Programs as consistently as possible, taking into account differences in state approaches. These assessments are our basis for making annual DWSRF Program withholding determinations.

The goals of CDPET are to improve the efficiency and effectiveness of Capacity Development program data collection. With CDPET, we will be able to:

- o Provide a streamlined approach for regional oversight of state Capacity Development Programs.
- o Provide a mechanism for national program consistency.
- o Allow for more efficient analysis of program performance data.
- o Analyze national program trends to better allocate resources.
- o Have a steady data stream to assist us in implementation of the national Capacity Development Program Strategic Plan.

I recognize that the most challenging part of ensuring the success of CDPET is getting the data into the tool: we know that staff resources are limited. To assist the Regions with their data entry, a users manual as been created (see attachment). The users manual is designed to provide guidance on the types of data that should be entered into the tool, how to enter the data, and instructions on how to document the assessments.