

Process for the Capacity Assessment Prize Drawing

The drawing includes free sanitary surveys and admission to several trainings. We developed the following procedures to give the winners an opportunity to select a prize that meets their system's needs, and to assure a fair process.

- ❖ After the assessment closes in December, we will randomly draw a list of water system identification (WSID) numbers from the list of systems that completed the assessment.
- ❖ For the first WSID drawn, we will contact the system's primary contact or the person who filled out the assessment to determine a prize preference for the winning system. ***The person contacted will have 24-hours to respond with a prize preference.*** After that time, we cannot guarantee your preferred choice.
- ❖ We will continue to contact winning systems this way, in the order WSIDs were drawn, until all prizes are awarded.
- ❖ If a winning system does not claim their prize in 15 business days after we first contact them, we will offer the prize to an alternate water system.
- ❖ We will mail certificates to all winners and notify trainers and sanitary survey staff. The list of winners will be posted on our website.
- ❖ Prizes are non-transferrable.

