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Drinking Water Program

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CAPACITY DEVELOPMENT TRAINING REIMBURSEMENT FUND

The Capacity Development Training Reimbursement Fund (TRF) allows providers to receive funding for training water operators and water system owners or employees. The purpose of the TRF is to subsidize the costs associated with training water system personnel/operators on specific topics identified by the Drinking Water Program (DWP). The topics are developed annually, with input from DWP staff and from training requests and topics of water system interest. Multiple providers may be approved for the same topic. Each course must be pre-approved for funding by the DWP.

What is the reimbursement amount ?

The DWP has reserved \$50,000 for the State Fiscal Year 2013 Program. Each approved course will be allowed \$15 per Training Contact Hour (TCH) per qualifying attendee. Qualifying attendees include public water system employees, operators, owners, trustees or volunteers and all licensed water operators. Instructors and provider staff are excluded from funding. A maximum of 6 TCH (\$90 per qualifying attendee) may be awarded for any one-day program. There is no maximum number of attendees. Multi-day water operator exam preparation training provided after Oct.1, 2012 will be funded at \$15/TCH. This funding replaces the Operator Expense Reimbursement Grant funding that is \$25/TCH before September 30, 2012.

Trustee training including a dinner session will be allowed \$20 per Training Contact Hour (TCH) per qualifying attendee. A maximum of 6 TCH (\$120 per qualifying attendee) may be awarded for any one-day trustee training program. There is no maximum number of attendees.

***Please note:** *Training provided as part of association meetings, conferences and tradeshow does not qualify for reimbursement under the TRF.*

What are the requirements for participating in the TRF?

- Approval must be granted before a course is held. Using the TRF Training Course Application, training providers submit a description of the training provider, qualifications of the instructors, course outline, potential training location, target audience, expected number of attendees and target dates for the course. Training Provider and Course Descriptions must meet the Maine Water Operator Board Requirements. (see Board *Policy for Renewal Training Courses for Water System Operator Recertification*).
- DWP will inform you of course approval and funding. Applications may be submitted in electronic or paper form.
- Courses must meet the training intent of one of the 2013 training topics.
- Training must be provided between July 1, 2012 and June 30, 2013.
- Course must be posted on the DWP training calendar at least 3 weeks before the first class is held.
- Course advertisement must include the following:
 - The Maine CDC logo. (Clip art available on request); and
 - The statement, "Funding provided in part by the Maine Drinking Water Program".
- Within 30 days of course completion, the provider must submit the following:
 - An invoice, attendance roster (please include operator ID numbers when available), final course content, TRF Reimbursement form (page 2) .
 - Payments will be processed and returned to the provider within six weeks.

Is there a deadline for applications?

Training Providers may apply at anytime. The funds for specific courses will be set aside on a first-come first-serve basis. Courses must be completed within 2 months of the target date of the course submitted (extensions allowed) or by June 30, 2013. For more information contact Teresa Trott by calling (207) 287-7485 or teresa.trott@maine.gov; or Sara Flanagan at (207) 287-5678 or sara.m.flanagan@maine.gov .

CAPACITY DEVELOPMENT TRAINING REIMBURSEMENT FUND

2013 TOPICS

- **Security and Emergency Preparedness** The scope of this topic can include natural and man-made threats, vulnerability assessments of water systems to those threats, mitigation and resiliency of the water system. Possible topics may include climate change forecasts, SCADA vulnerabilities, continuity of operations, WARN (Water and Wastewater Agency Response Network), RAMCAP (Risk Analysis and Management for Critical Asset Protection).
- **Drinking Water Additives and Materials in contact with Drinking Water.** The scope of this topic includes drinking water chemicals, piping, coatings and other materials. How to properly use the chemicals, various industry standards AWWA and NSF, specifying, ordering, delivery and reception controls to assure safety and security of the products.
- **Asset Management.** Topic coverage includes programs to identify and address assets of a water utility. Identification, record keeping, determining the present and replacement values of infrastructure, track maintenance costs, system planning for sustainability. Assets could include but are not limited to: source water availability, infrastructure, personnel.
- **Water Profession Regulatory Update.** This topic covers final and proposed federal and state rulemaking that impacts public water systems. The science and reasoning behind the requirements, as well as the requirements and process of complying with the requirements should be addressed. Recommended areas include strategic goals set by EPA and Maine for compliance with regulations and how well Maine public water systems are able to achieve those goals. DWP staff may be available on a limited basis to assist with the state perspective of the rulemaking process. Rules could be covered individually or collectively.
- **Water Quality Present and Future Contaminants and Treatment Processes.** The scope of this topic is to keep public water systems apprised of emerging contaminants, threats to sources or infrastructure and potential solutions to present and future water quality or quantity issues.
- **Energy Management and Water Efficiency** The scope of this topic should address the Plan-Do-Check-Act approach in energy management and water efficiency. Training would help water systems establish and prioritize energy and water conservation targets (Plan), implement specific practices to meet those targets (Do), monitor and measure performance improvements and cost savings (Check), and periodically review progress and make adjustments to the efficiency programs (Act).
- **Water Operator Exam Preparation Training** Single and multi-day exam preparation courses. Training topics include ABC's Need to Know Criteria. Provider should address the topic and it's relation to exam discipline and level in the description of training.
- **Source Water Protection Training** will assist water systems in identifying land based activities that increase risk to drinking water in surface watersheds and aquifers. Topics include prevention, mitigation, and monitoring of both natural and man-made threats to water quality and quantity.
- **Trustee training** The scope of this topic should include conflicts of interest, better board operations, employment policies, rate setting, trustee duties and responsibilities, understanding contracts, insurance requirements and succession planning.

Training Resources available through ME DWP

NEWWA Pocket Sampling Guide for Operators of Small Water Systems

NEWWA Sampling Guide for First Responders to Drinking Water Contamination Threats and Incidents.

Montana Water Center Small Utility Board Training CD

2013 CAPACITY DEVELOPMENT TRAINING REIMBURSEMENT FUND (TRF)

Application Page 1

Please complete both pages and submit. These will be returned to you with a course approval number and amount of set-aside. Within 30 days of course completion re-submit updated page 2 with your company invoice, attendance (include Operator ID # where applicable) and evaluation summary. Please contact DWP for assistance with verification of eligible attendees.

<u>Course Title:</u>	# of TCH's Requested:

Please explain which topic(s) this course applies to and how:

Course abstract: (May attach advertisement)

Course Instructor(s) and Qualifications:

<u>Planned location(s)</u>	<u>Planned Date(s)</u>	<u>Estimated Number of Attendees</u>	<u>Requested set aside attendees * TCH*\$15</u>

Will there be additional fees charged? No Yes Estimated fee/attendee

Describe the need for these fees.

Is the course receiving any funding from other sources, other than in-kind services? If so describe the source and deliverable to the other funding agency.

For Board Use only	Date submitted
Board Approval #	TCH approved
TRF Set aside amount	TRF Topic

2013 CAPACITY DEVELOPMENT TRAINING REIMBURSEMENT FUND
Reimbursement Page 2

Provider Name			ME State Vendor Code	
Provider Address			Invoice Number	
			Invoice Received/Processed Dates	
Email	Phone	Fax		
Location of class	Date	Number of Attendees	* TCH	*\$15
Total Number of Attendees			Attendee relationship to water system will be verified for accurate reimbursement.	
Total Facilitator Reimbursement			\$	

Evaluation summary

Number of PWS represented			SUBMIT This page, Your company's invoice, attendance sheets (with OP # if licensed) and a copy of the advertisement
Course expectations met	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Information beneficial to protection of public health	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Site location satisfactory	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Instructor(s) informative	Y <input type="checkbox"/>	N <input type="checkbox"/>	
AV equipment satisfactory	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Handouts appropriate	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Other or Suggestions	_____		

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