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Drinking Water Program

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2017 CAPACITY DEVELOPMENT TRAINING REIMBURSEMENT FUND (TRF)

The Capacity Development Training Reimbursement Fund (TRF) allows training providers to receive funding for training public water system operators, owners, and personnel. The purpose of the Capacity Development TRF is to subsidize the costs associated with training water system operators/personnel 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 training 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 \$100,000 for the State Fiscal Year 2017 Program. Each approved course will be allowed \$20 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 training provider staff are excluded from funding. A maximum of 6 TCHs (\$120 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 will be funded at \$20/TCH not to exceed \$3,000 per course. Live video conferencing of a training course that is broadcast at multiple locations simultaneously may be eligible for \$50/site in additional funding if the training provider can justify added cost for the site, personnel, shipping of training materials, etc.

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

What are the requirements for participating in the Capacity Development TRF?

- Approval must be granted before a course is held. Using the Capacity Development TRF Application & Reimbursement Form, training providers must submit the Capacity Development TRF topic that the course applies to, a course description, name(s) of the instructor(s) and their qualifications, planned location(s), planned date(s), estimated number of attendees, and any additional funding information. Training Provider and Course Descriptions must meet the Maine Water Operator Board Requirements. (see State of Maine Board of Licensure of Water System Operators [Renewal Training Requirements Fact Sheet](#)).
- DWP will inform the training provider of course approval and funding. Applications may be submitted in electronic or paper form.
- Courses must meet the training intent of one of the 2017 Capacity Development TRF topics.
- Training must be provided between July 1, 2016 and June 30, 2017.
- Courses must be posted on the DWP training calendar at least 3 weeks before the first class is held.
- Course advertisements must include the following:
 - The Maine CDC logo. (Clip art available on request); and
 - The statement, "Funding provided in part by the Maine CDC Drinking Water Program".
- Within 30 days of course completion, the provider must submit the following:
 - An invoice, the approved Capacity Development TRF Application & Reimbursement Form, attendance roster (must include operator ID numbers if licensed), final course content, and a summary of the course evaluations. Note: A paper copy of the invoice is required; all other information may be submitted electronically.

Payments will be processed and returned to the training provider within six weeks.

Is there a deadline for applications?

Applications will be accepted July 1, 2016 - June 30, 2017, or until funds have been exhausted. 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, 2017. For more information contact Sara Flanagan by calling (207) 287-5678 or by email sara.m.flanagan@maine.gov.

2017 CAPACITY DEVELOPMENT TRF TOPIC LIST

- **Water Operator Exam Preparation Training** - This topic is for single and multi-day exam preparation courses. Training topics include all of ABC's Need to Know Criteria. In the description of training the provider should address the topic and its relation to exam discipline and level.
- **Source Water Protection Training** - The scope of this topic should assist water systems in identifying land based activities that increase risk to drinking water in surface watersheds and aquifers. Topics include prevention, mitigation, monitoring of both natural and man-made threats to water quality and quantity, and future threats to water quality or quantity.
- **System Construction and Maintenance Standards** - The scope of this topic can address:
 - Groundwater Wells: proper well design, siting, sanitary well cap requirement, sealed electrical conduit, screening, proper raw water sample tap design, check valve, installation.
 - Water Storage Tanks: proper design, vent screening, routine maintenance, periodic cleaning, shock chlorination, flushing procedure, drinking water chemicals, piping, coatings and other materials, industry standards and requirements.
 - Drinking Water Chemicals: determining chemical needed, ordering, proper handling and use, safety and security of the products, safety and health issues of treatment by-products.
 - Distribution System: cross-connections, water quality degradation, leaks, replacement.
- **Security and Emergency Preparedness** - The scope of this topic can include natural or man-made threats, vulnerability assessment of the water system to those threats, mitigation and resiliency of the water system. Possible topics may include identifying impacts from climate influences, SCADA vulnerabilities, Continuity of Operations, WARN (Water and Wastewater Agency Response Network), RAMCAP (Risk Analysis and Management for Critical Asset Protection).
- **Drinking Water Treatment and Sampling** - The scope of this topic can include water treatment system monitoring, reporting, maintenance and routine servicing, proper sampling techniques, requirements, laboratory selection, methods, understanding test results, response to unsatisfactory test results and regulatory impacts.
- **Water Profession Regulatory Update** - This topic covers proposed and final 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. 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.
- **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).
- **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.
- **Asset Management** - The scope of this topic 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.

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.

2017 CAPACITY DEVELOPMENT TRF APPLICATION & REIMBURSEMENT FORM

Applications will be accepted July 1, 2016 – June 30, 2017, or until funds have been exhausted

Please complete and submit application for Capacity Development TRF approval. This application will be returned to you with a course approval number and amount of set-aside. Within 30 days of course completion, re-submit approved application with actual location, date, and number of attendees. Also submit an invoice, attendance roster (must include Operator ID numbers if licensed), final course content, and a summary of the course evaluations. Please contact DWP for assistance with verification of eligible attendees.

Provider Name:		
Phone:	Fax:	E-mail:

Course Title:	# of TCH Requested:		
Using the <i>2017 Capacity Development TRF Topic List</i> , please explain which topic(s) this course applies to and how:			
Course Description: (May attach advertisement)			
Course Instructor(s) and Qualifications:			
Planned location(s)	Planned Date(s)	Estimated Number of Attendees	Requested set aside Attendees*TCH*\$20
Will there be additional fees charged? No <input type="checkbox"/> Yes <input type="checkbox"/> 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:			

<i>Please fill in this section when the course has been completed and submit to the DWP for reimbursement</i>				
Actual Course Location(s)	Actual Date(s)	Actual Number of Attendees	* TCH	*\$20
				\$
				\$
				\$
Video Conferencing add \$50/site (please submit justification for the added cost)			Total Facilitator Reimbursement	\$

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 AUGUSTA, ME 04333-0011
 ATTN: SARA FLANAGAN

email sara.m.flanagan@maine.gov

FOR DWP USE ONLY	Date application submitted:
Board Approval #:	# TCH approved:
TRF Set aside amount approved:	TRF Topic:
Date reimbursement processed:	Amount reimbursed: