



2023 CAPACITY DEVELOPMENT GRANT

Applications are accepted on a rolling basis until funds are fully disbursed.

Community and non-profit Non-Community public water systems are eligible for Capacity Development Grant awards. For-profit Non-Community water systems and Federally owned systems are not eligible.

Eligible public water systems can receive grant monies for the preparation of a **document** that will assist them in the maintenance or enhancement of water quality by identifying possible improvements in technical, managerial, and/or financial operations (Capacity Development). Grants are reimbursed on a matching basis after the document is submitted to the Drinking Water Program (DWP) for approval.

Individual matching grant amounts are for 75% of the document cost up to a maximum grant amount of \$30,000. Grants are awarded on a reimbursement basis.

Each eligible water system may only apply for one grant project per application per year. Any water system that has previously been awarded a Capacity Development Grant must complete that grant project before applying for a new grant. Systems out of compliance with Drinking Water Rules & Regulations cannot receive grant funds, unless the funds will be used for projects that will bring the system back into compliance.

Contact Sara Flanagan at (207) 441-9371 or e-mail Sara.M.Flanagan@maine.gov for more information.

What types of projects are eligible? Each eligible public water system must demonstrate a need for the document for which it is requesting funding assistance. No water system may receive a grant award for a document it has produced within the previous five years if it is the same or similar to any one listed below. Examples of eligible professionally prepared documents may include, but are not limited to:

- ◆ Comprehensive System Facilities Plans
- ◆ Capital Improvement Plans
- ◆ System Hydraulic Modeling Studies
- ◆ Comprehensive Operations and Maintenance Manuals
- ◆ Risk and Resilience Assessments
- ◆ Emergency Response Plans
- ◆ Cybersecurity Evaluations
- ◆ System Consolidation Studies
- ◆ Asset Management Plans¹
- ◆ GIS Infrastructure Mapping²
- ◆ Energy Audit Reports
- ◆ Water Audit Reports
- ◆ Water Storage Tank Upgrade/Replacement Evaluations
- ◆ Hydrogeologic Investigation Reports for locating new groundwater well locations.³
- ◆ Comprehensive Community Planning Studies which include a public water infrastructure component. Consideration will be given for funding the “drinking water” portion of such studies.
- ◆ Other professionally prepared documents that can be used to enhance system capacity, as determined by the DWP.

¹The purchase of computer software is not a reimbursable expense.

²The purchase of computers, computer software, or GPS devices are not reimbursable expenses.

³Test drilling may be funded under this matching grant program as part of a hydrogeologic investigation provided the drilling is for exploration purposes. Funds are not to be used to simply cover the cost of installing a production well at a predetermined location.

Who can prepare the document? A Capacity Development Grant recipient may negotiate with professional engineering or consulting services of their choice for a proposal to produce the document. A grant recipient may, but will not be required to, select professional engineering or consulting services through a Request for Qualification or Request for Proposals process. The scope of the proposed study must be approved up front by the DWP through the application process.

Which water systems are eligible? All Community and non-profit Non-Community public water systems are eligible for grant awards. Examples include water utilities, mobile home parks, apartment buildings, nursing homes, and schools.

How much money will be awarded? The DWP has set aside \$800,000 for the 2023 grant program. Individual matching grant amounts are for 75% of the document cost up to a maximum grant amount of \$30,000. Grants are awarded on a reimbursement basis.

What types of projects are not eligible? For-profit Non-Community water systems and Federally owned systems are not eligible. Construction projects will not be funded. A Preliminary Engineering Report (PER) developed as part of a project funded by USDA Rural Development is not eligible.

What project expenses are not eligible for reimbursement? Work performed by the water system's personnel in support of a grant activity is not a reimbursable expense under the grant program. Work performed prior to receiving grant approval does not qualify towards grant reimbursement.

What is the deadline for applications? Applications are being accepted on a rolling basis this year; first come, first served until funding has been fully disbursed. The last date to submit an application is December 31, 2023.

When will the grant awards be announced? Grant award recipients will be notified as soon as possible after the application has been reviewed.

If I am awarded a grant, how do I get reimbursed? Complete your project and submit a Capacity Development Grant Reimbursement Request Form (available on the Drinking Water Program website) to the DWP within 2 years of the date on your written grant award letter. You must provide:

1. A copy of meeting minutes where the water system officials have discussed the need for the document and a grant award;
2. A written explanation of how the professional engineering or consulting services were selected;
3. A copy of the letter of agreement or contract between the water system and the selected engineering or consulting firm;
4. The completed document for Drinking Water Program review and approval. Copies of all reports and studies shall be provided to the DWP in an electronic (.pdf) format; and
5. Copies of all paid invoices for reimbursable costs.
6. A copy of the ACH authorization agreement; and
7. A voided check for electronic repayment.

Please note that only one electronic transfer will be issued per system, per project.

2023 CAPACITY DEVELOPMENT GRANT APPLICATION

Please complete this form and return to the DWP no later than **December 31, 2023**. Contact Sara Flanagan at (207) 441-9371 or e-mail Sara.M.Flanagan@maine.gov with questions.

PWS NAME: _____ PWSID#: _____

CONTACT: _____ TELEPHONE: _____

MAILING ADDRESS: _____ TOWN/CITY: _____

STATE: _____ ZIP CODE: _____ E-MAIL ADDRESS: _____

Provide a brief description of the project; please include the estimated cost for the document.

Demonstrated need for the document. *How will the document help your water system increase technical, managerial and/or financial capacity?*

Address an identified health risk. *Is your water system out of compliance with any Safe Drinking Water Act regulations? If yes, will this document address the compliance issue?*

Address deficiencies. *Were any deficiencies found during your last Sanitary Survey? If yes, please describe how this document will address those deficiencies.*

Promote efficiency. *Will this document help detail ways for your water system to promote energy efficiency and/or water conservation? If yes, please explain.*

Asset management. *Will this document detail your water system's infrastructure age, location, condition, estimated replacement date, and estimated replacement cost?*

System sustainability. *Does your water system have planning processes that consider projects that are cost effective over their life cycle, resource efficient, and conserve natural resources? If yes, explain past projects that followed this planning process.*

Commitment to increasing capacity. *Has your water system completed any other projects that have demonstrated a commitment to increasing your technical, managerial, and/or financial capacity? If yes, please describe those completed projects.*

Previous grant awards. *Has your water system ever received a Capacity Development Grant?*

Additional information supporting your application is welcome but not required.

Signature:_____ **Title:**_____

Print Name:_____ **Date:**_____

RETURN TO THE DRINKING WATER PROGRAM BY December 31, 2023

MAIL APPLICATION TO: DRINKING WATER PROGRAM
11 STATE HOUSE STATION
286 WATER STREET, 3RD FLOOR
AUGUSTA, ME 04333-0011
ATTN: SARA FLANAGAN

E-MAIL APPLICATION TO: sara.m.flanagan@maine.gov