



## 2024 CAPACITY DEVELOPMENT GRANT

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

This grant is for creating a plan/document that will improve a water systems technical, financial or managerial capacity.

**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 Plans<sup>1</sup>
- ◆ GIS Infrastructure Mapping<sup>2</sup>
- ◆ Water Audit Reports
- ◆ Water Storage Tank Upgrade /Replacement Evaluations
- ◆ Comprehensive Community Planning Studies which include a public water infrastructure component. Consideration will be given for funding the “drinking water” portion of such studies.
- ◆ Energy Audit Reports
- ◆ Other professionally prepared documents that can be used to enhance system capacity, as determined by the DWP.

**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. 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.

**How much money will be awarded?** The DWP has set aside \$300,000 for the 2024 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.

**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.

**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.

<sup>1</sup>The purchase of computer software is not a reimbursable expense.

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

**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. Funding cannot be used to cover any fees charged for helping water systems apply for the grant.

**What is the deadline for applications?** Applications are being accepted on a rolling, first come first serve basis until funding has been fully disbursed. The last date to submit an application is December 31, 2024.

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

**How long do we have to get our project finished once we are approved for the grant?** Two years. There will be no extensions of this deadline.

**If I am awarded a grant, how will I be reimbursed?** Complete your project and submit the following:

1. A Capacity Development Grant reimbursement form (found on Maine DWP website);
2. The ACH authorization agreement (which is page 2 of the reimbursement form);
3. A copy of meeting minutes where the water system officials have discussed the need for the document and a grant award;
4. A written explanation of how the professional engineering or consulting services were selected;
5. A copy of the letter of agreement or contract between the water system and the selected engineering or consulting firm;
6. 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;
7. Copies of all paid invoices for reimbursable costs;
8. A voided check for electronic repayment.

Note- Only one electronic transfer will be issued per system, per project.

**How often can I apply?** 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.

**Who to contact with questions:** Contact Sofia Licht (207) 441-3217 or e-mail [sofia.licht@maine.gov](mailto:sofia.licht@maine.gov) with questions about the application or granting process.



## 2024 CAPACITY DEVELOPMENT GRANT APPLICATION

Please complete this form and return to the DWP no later than **December 31, 2024**.

PWS NAME: \_\_\_\_\_ PWSID#: \_\_\_\_\_

CONTACT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ TOWN/CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**1. Grant Request:** What is the total grant amount requested?

**2. Project Description:** What is the project? Include the estimated cost and schedule of completion.

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

4. Do you have an open Capacity Development Grant from the Drinking Water Program?

Yes

No

*Additional information supporting your application is welcome but not required.*

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RETURN TO THE DRINKING WATER PROGRAM BY December 31, 2024**