



## 2025 VERY SMALL SYSTEM CAPACITY DEVELOPMENT GRANT

Eligible very small 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 financial operations (Capacity Development). Grant funding is awarded after the document is submitted to the Drinking Water Program (DWP) for approval and acceptance.

**Who is eligible?** Community public water systems with a **population of 100 or less**, and non-profit, non-community public water systems with a **population of 100 or less**. For-profit Non-Community water systems and Federally owned systems are not eligible.

Each eligible water system may only apply for one grant project per application per calendar year. Any water system that has previously been awarded a Capacity Development Grant must complete that grant before applying for a new grant.

**How much grant funding is available?** Grant amounts are for 90% of the document cost up to a maximum grant amount of \$9,000. Water systems are responsible for paying their portion of project costs before the DWP will disburse grant funding.

**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
- ◆ Management Review Studies
- ◆ System Consolidation Studies
- ◆ Asset Management Plans<sup>1</sup>
- ◆ GIS Infrastructure Mapping<sup>2</sup>
- ◆ Water or Energy Audit Reports
- ◆ Preliminary Engineering Reports (that are not funded through USDA RD)
- ◆ Water Storage Tank Upgrade/Replacement Evaluations
- ◆ Hydrogeologic Investigation Reports for locating new groundwater well locations<sup>3</sup>.
- ◆ 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.

<sup>1</sup> The purchase of computer software is not an eligible expense.

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

**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.

**What project expenses are not eligible for grant funding?** Work performed by the water system's personnel in support of a grant activity is not an eligible expense under the grant program. Work performed prior to receiving grant approval does not qualify for grant funding. Funding cannot be used to cover any fees charged for helping water systems apply for the grant.

**How long do you have to complete your project?** The project must be completed within 2 years from the grant approval. There will be no extensions of this deadline.

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

1. A copy of the Very Small System Capacity Development Grant reimbursement form (on the DWP website)
2. A copy of the ACH Authorization agreement (page 2 of the reimbursement form)
3. A written explanation of how the professional engineering services were selected.
4. A copy of the letter of agreement or contract between the water system and selected firm.
5. 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**
6. Copies of all invoices, including proof of payment for (at least) your water system's portion of the project; and
7. A voided check for electronic payment.

**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 Very Small System Capacity Development Grant must complete that grant project before applying for a new grant.

**How can I get more information?** Contact Sofia Licht at (207) 441-3217 or e-mail [sofia.licht@maine.gov](mailto:sofia.licht@maine.gov).

## VERY SMALL SYSTEM CAPACITY DEVELOPMENT GRANT APPLICATION

Please complete this form and return to the DWP. Contact Sofia Licht at (207) 441-3217 or e-mail sofia.licht@maine.gov with questions.

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

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

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

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

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

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

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

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

\*\*\*\*\***RETURN TO THE DRINKING WATER PROGRAM**\*\*\*\*\*

**MAIL APPLICATION TO:** DRINKING WATER PROGRAM  
151 Jetport Boulevard  
Portland, ME 04102-1946  
ATTN: Sofia Licht

**E-MAIL:** Sofia.Licht@maine.gov