

Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D.  
Commissioner



Maine Department of Health and Human Services  
Maine Center for Disease Control and Prevention  
11 State House Station  
286 Water Street  
Augusta, Maine 04333-0011  
Tel; (207) 287-8016; Fax (207) 287-9058  
TTY: Dial 711 (Maine Relay)

## 2021 CAPACITY DEVELOPMENT GRANT

Applications must be postmarked by March 31, 2021

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 and acceptance.

Individual matching grant amounts are for 50% of the document cost up to a maximum grant amount of \$20,000. 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.

Contact Sara Flanagan at (207) 287-5678 or e-mail [sara.m.flanagan@maine.gov](mailto:sara.m.flanagan@maine.gov) with questions or comments.

**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>
- ◆ Energy Audit Reports
- ◆ Water Audit Reports
- ◆ 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 a reimbursable expense.

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

<sup>3</sup>Test 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 \$200,000 for the 2021 grant program. Individual matching grant amounts are for 50% of the document cost up to a maximum grant amount of \$20,000. 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 must be postmarked no later than **March 31, 2021**.

If funding remains after grants are awarded, the DWP may accept applications from qualified public water systems for eligible grant projects. Please contact Sara Flanagan with any questions.

**When will the grant awards be announced?** Grant recipients will be announced by **May 1, 2021**.

**How will the DWP determine which proposals will be awarded grants?** Three reviewers will score eligible projects based on eight categories of scoring criteria (see below). Projects are ranked by total points and grants are awarded beginning with the highest scoring project until all funds are assigned. Eligible projects that cannot be funded may be resubmitted in future years.

**What are the scoring criteria?**

- |              |   |
|--------------|---|
| 0 - 5 points | <b>Demonstrated need for the document.</b> <i>How will the document help your water system increase technical, managerial, and/or financial capacity?</i> |
| 0 or 1 point | <b>Address an identified health risk.</b> <i>Is your water system out of compliance with any Safe Drinking Water Act regulations?</i>                     |
| 0 or 1 point | <b>Address deficiencies.</b> <i>Were any deficiencies found during your last Sanitary Survey?</i>   |

- 0 or 1 point     **Promote efficiency.** *Will this document help detail ways for your water system to promote energy efficiency and/or water conservation?*
- 0 – 2 points     **Asset management.** *Will this document detail your water system’s infrastructure age, location, condition, estimated replacement date, and estimated replacement cost?*
- 0 - 3 points     **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?*
- 0 - 4 points     **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?*
- 0 or 1 point     **Previous grant awards.** *Has your water system ever received a Capacity Development Grant? Systems that have never received a Capacity Development Grant will receive 1 point.*

**Total possible points: 18**

**If I am awarded a grant, how do I get reimbursed?** First, complete your project. Then, by **May 1, 2021**, submit a completed *2021 Capacity Development Grant Reimbursement Form* (available on the Drinking Water Program website) with the following:

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.

**Can I get a project extension?** A water system may apply for *one* project extension, for up to 6 months, using the Drinking Water Program Grant Project Extension Form, available on the Drinking Water Program website or by calling (207) 287-5678. If a project is not completed by the date approved in the grant or extension, the water system forfeits the grant award. Additionally, a water system may request an extension up front, if it is anticipated the project will take longer than the time allotted. Please indicate this on your application.

**How can I get more information?** Contact Sara Flanagan at (207) 287-5678 or e-mail [sara.m.flanagan@maine.gov](mailto:sara.m.flanagan@maine.gov)

## 2021 CAPACITY DEVELOPMENT GRANT APPLICATION

Please complete this form and return to the DWP no later than **March 31, 2021**. Contact Sara Flanagan at (207) 287-5678 or e-mail [sara.m.flanagan@maine.gov](mailto: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 MARCH 31, 2021**

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

**E-MAIL APPLICATION TO:** [sara.m.flanagan@maine.gov](mailto:sara.m.flanagan@maine.gov)