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Governor

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Commissioner



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## 2023 CAPACITY DEVELOPMENT TRAINING REIMBURSEMENT FUND

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 topics approved by the Maine Board of Licensure of Water System Operators.

### What is the reimbursement amount?

The DWP has reserved \$250,000 for the State Fiscal Year 2023 Program. Each eligible course will be allowed \$20 per Training Contact Hour (TCH) per qualifying attendee. Qualifying attendees include public water system employees, operators, owners, trustees, and all licensed water operators. Instructors, training provider staff, and Drinking Water Program staff are excluded from funding. A maximum of 6 TCHs (\$120 per qualifying attendee) may be awarded per day of training. There is no maximum number of attendees.

**Please note:** Free training classes are not eligible for TRF funding. A course is not eligible for reimbursement if it is approved by the Board of Licensure of Water System Operators after the course has been held.

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

- Training must be approved by the Board of Licensure of Water System Operators before the course is held.
- Training must be provided between July 1, 2022 and June 30, 2023.
- Within 30 days of course completion the training provider must submit the following:
  - A Capacity Development Training Reimbursement Fund Reimbursement Form
  - Invoice
  - Attendance roster (must include water system name, and water operator identification number if licensed)
  - Final course content (e.g. course brochure)
  - A summary of course evaluations

### Is there a deadline for reimbursement requests?

Reimbursement requests must be submitted within 30 days of the course completion. Reimbursement requests made beyond 30 days of the course completion will not be funded.

### When will payments be processed?

Reimbursement payments will be processed on the first Wednesday of each month in the order in which they are received, or until funds have been exhausted. Please allow 5 to 7 business days after processing for reimbursements to arrive.

### Who do I contact if I have questions?

For more information contact Sara Flanagan by calling (207) 287-5678 or by e-mail [Sara.M.Flanagan@maine.gov](mailto:Sara.M.Flanagan@maine.gov).

**2023 CAPACITY DEVELOPMENT TRAINING  
REIMBURSEMENT FUND REIMBURSEMENT FORM**

*Training course must be held July 1, 2022 - June 30, 2023.*

Within 30 days of the course completion, submit this reimbursement form along with an invoice, attendance roster (*must include water system name, and water operator identification number if licensed*), final course content, and a summary of the course evaluations.

<b>Training Provider:</b>	
<b>Mailing Address:</b>	
<b>Contact Name:</b>	<b>E-mail:</b>
<b>Phone:</b>	<b>Fax:</b>

<b>Course Title:</b>	
<b>Board of Licensure of Water System Operators Approval #:</b>	<b># of TCH(s) Approved:</b>

<b>Number of water systems represented at the training course:</b>	
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Course Location(s)	Course Date(s)	Number of Attendees (A)	TCH(s) Approved (B)	\$20/TCH (C)	Reimbursement Amount (AxBxC)
				\$20	\$
				\$20	\$
				\$20	\$
				\$20	\$
				\$20	\$
				<b>Total Reimbursement Amount</b>	<b>\$</b>

<b>FOR DWP USE ONLY</b>	<b>Date submitted:</b>
<b>Date reimbursement processed:</b>	<b>Amount reimbursed:</b>
<b>Date training was approved by the Board of Licensure of Water System Operators:</b>	

**MAIL TO:**

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

**E-MAIL:**

**Sara.M.Flanagan@maine.gov**