



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM
COMMISSIONER

Date: February 6, 2023
 To: All Municipalities
 From: Robert W. Hartley, P.E., SCG Coordinator
 Small Community Grant Program
 Subject: **SFY 2023 Small Community Grant Program Funding Requests**

The Department is now accepting applications for Small Community Grant (SCG) program funding requests to correct malfunctioning septic systems which directly or indirectly discharge sewage to waterbodies of the State or are causing public health problems. Grant applications will be accepted throughout the year, but will be reviewed on a quarterly basis. To be considered in the first round, Applications must be submitted by **February 28th, 2023, before 5pm.**

With the 130th Maine Legislature’s approval of Governor Mills’ *The Maine Jobs & Recovery Plan*, one-time funding in the amount of \$3,000,000 has been allocated to the Small Community Grant program, administered by the Department of Environmental Protection (DEP). This funding was provided by the American Rescue Plan Act of 2021, to be used toward State Fiscal Recovery. In 2022, \$1,000,000 was available for Municipalities to apply for projects, of which \$768,000 was allotted to projects. The total remaining funds are available in 2023.

The Municipality must submit the **Grant Application**, to determine initially if the Owner(s) qualifies for grant funds by providing the following information:

1. Applicant Information form
2. Application Description of Existing Conditions Form
 - a. Tax Assessors Card for the property
 - b. Copy of the most recent Federal Income Tax Return for all owners (individuals or entities) associated with property
 - i. Do not include IRS attachments unless specifically requested by the Department. Black out social security and bank account numbers.
 - ii. In cases where a Federal Income Tax return is not filed, the owner must provide alternative documentation to the applicant for review and approval by the Department.
3. Discharge Field Report (**to be completed once snow has melted**)
 - a. Tax map showing the lot(s) involved
 - b. Aerial photo (or sketch) depicting the layout of the property

AUGUSTA
17 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0017
(207) 287-7688 FAX: (207) 287-7826

BANGOR
106 HOGAN ROAD, SUITE 6
BANGOR, MAINE 04401
(207) 941-4570 FAX: (207) 941-4584

PORTLAND
312 CANCO ROAD
PORTLAND, MAINE 04103
(207) 822-6300 FAX: (207) 822-6303

PRESQUE ISLE
1235 CENTRAL DRIVE, SKYWAY PARK
PRESQUE ISLE, MAINE 04769
(207) 764-0477 FAX: (207) 760-3143

- c. Clear pictures showing:
 - i. Close-ups of the discharge and malfunction area from several angles
 - ii. The **path of discharge** and any receiving waterbodies
 - iii. The building, driveway, and any other nearby structures/trees/roads

The Department will assess the applications and send out a letter to the Municipalities by **March 17th, 2023**, determining grant eligibility. For more information, please go to the Small Community Grant handbook that is located on the SCG website:

<https://www.maine.gov/dep/water/grants/scgp.html>.

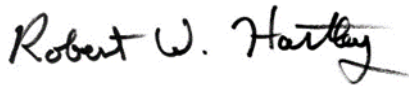
Please submit the **Grant Application** to Zoe.LeBlanc@maine.gov or by mail addressed to Zoe LeBlanc, SCG Project Engineer, Bureau of Water Quality, 17 State House Station, Augusta, Maine 04333-0017, by **February 28th, 2023, before 5pm**.

Applications received after February 28th will be reviewed according to the following schedule:

If received by...	... then reviewed and notified if grant is approved by
May 31 st	June 16 th
August 31 st	September 15 th
November 30 th	December 15 th

If you have any questions about the process, please contact Robert Hartley, SCG Coordinator by email at Robert.W.Hartley@maine.gov or by phone at (207) 881-9490.

Sincerely,



Robert W. Hartley, P.E., SCG Coordinator
 Bureau of Water Quality
 Division of Water Quality Management