

Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D.  
Commissioner



Maine Department of Health and Human Services  
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## 2024 SOURCE PROTECTION GRANT

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

This grant is for implementing source water protection projects (ground water or surface water).

**What types of projects are eligible?** Projects that demonstrate a commitment to the ongoing protection of a system's drinking water source.

| Examples of eligible <b>surface water</b> projects:  | Examples of eligible <b>ground water</b> projects:   |
|--|--|
| Developing or Updating Watershed Management Plans  | Preparing or updating a Wellhead Protection Plan   |
| Establishing local protective ordinances or legal agreements in the source protection area | Establishing local protective ordinances or legal agreements in the source protection area     |
| Developing or implementing drinking water education and public outreach programs           | Developing or implementing drinking water education programs                                   |
| Developing and/or implementing lake monitoring programs                                    | Establishing or enabling a source monitoring program   |
|  | Identifying and/or removing potential sources of contamination from the source protection area |

**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 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, which also includes Water System Asset Security Grants. Grants are typically \$10,000 or less. However, up to \$20,000 may be awarded for projects that demonstrate a commitment to ongoing source protection, such as developing or implementing an existing watershed management plan, establishing source water protection ordinances or zonings within a source water protection area, collaborative efforts in source protection outreach and education, etc.

**What types of projects are NOT eligible?** Grants will not be awarded for projects that involve the maintenance of water system infrastructure in the source water protection area, installation, or maintenance of treatment facilities, purchasing land or conservation easements, or costs that are part of normal system operation. Additionally, the water system may not be reimbursed for equipment use or water system employee labor costs, even if the work is in support of an eligible source water protection project. Funding cannot be used to cover any fees charged for helping water systems apply for the grant. Grants will not be awarded for projects that have already been completed or for multiple projects on one application. Projects that seek to replace single-walled oil storage tanks with double-walled tanks will not be funded under the Source Protection Grant Program. If you are looking to do this, contact the Maine Department of Environmental Protection's Above Ground Home Heating Oil Storage Tank Program.

**What is the deadline for applications?** Applications are being accepted on a rolling basis until funding has been fully disbursed. Last date to submit an application for consideration 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 a grant?**  
Two years. There will be no extensions on this deadline.

**Can I use any company I want to do the work?** You need to request written quotes from a minimum of 3 companies for materials and services. You are not required to receive 3 quotes back but you must have made the effort to request 3 quotes. If only one company does this type of work in the area you can request an exception from this requirement. You are required to go with the lowest bid to do the work.

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

1. A Source Protection Grant Reimbursement Form (found on Maine DWP website)
2. Copy of the ACH authorization agreement (page 2 of the reimbursement form)
3. Documentation that the project was completed. This could be a copy of an ordinance, Watershed Management Plan, pictures of the site, or copies of educational materials;
4. Copies of **paid** invoices for reimbursable costs up to the award amount;
5. Copies of at least three written quotes for any materials or services and you must have utilized the lowest bid;
6. A voided check for electronic payment.
7. Note- Only **one** electronic transfer will be issued per system, per project.

**How often can I apply?** Eligible water systems may only apply for one grant per application year. Any water system that has previously been awarded a Source Protection Grant must first 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.

MAIL OR EMAIL APPLICATION TO:

Maine CDC Drinking Water  
Program ATTN: Sofia Licht  
151 Jetport Boulevard  
Portland, ME 04102-1946

or

[Sofia.Licht@maine.gov](mailto:Sofia.Licht@maine.gov)

**2024 SOURCE PROTECTION GRANT APPLICATION**



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

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

PWS NAME: \_\_\_\_\_ PWSID#: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
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 description of the project? Including estimated project cost and implementation schedule?
  
- 3. Demonstrated need for the project.** *How will the project help protect your surface water or ground water source?*

4. Do you have an open Source Protection 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**



**If your project does not physically alter the site of work then the above application is all you need.**

**If your project is going to physically alter the site of work, there are some additional requirements.**

Examples of physically altering a site of work include things such as: installing fencing, installing cameras, pouring concrete and removing fuel tanks and replacing with propane.

**For projects that will physically alter a site of work the following additional requirements must be met:**

- **Complete an environmental review worksheet (appendix A)**
- **Material Procurement Compliance with American Iron and Steel (AIS) (appendix B)**
- **Davis Bacon wage rates are required (appendix C)**

## **APPENDIX A: Environmental Review**

This form is only required to be filled out if your project will physically alter the site of work. This form is not needed for creating plans or purchasing equipment.

# Environmental Review Worksheet

**This form is only required to be filled out if your project will physically alter the site of work.  
This form is not needed for creating plans or purchasing equipment.**

Public Water System:

PWSID:

Projects with a total cost of \$250,000 or less are eligible for an alternative State Environmental Review Process (SERP) instead of the full environmental review. The following information must be prepared and submitted to the DWP in order to request an environmental determination. A determination will not be made until all information/documentation is received and all requirements have been fulfilled. It is ultimately the Public Water System's responsibility to ensure that all of the information necessary for the DWP to make an environmental determination is accurate and complete.

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## **Purpose and Need for the Project**

Provide a description of the purpose of the proposed project, including any goals or objectives. Answer the question, why is this project needed?

## **Proposed Project**

Provide a description of the project including location, schedule, and any relevant design parameters. Project maps must be provided that show existing and proposed facilities associated with the project and overall project area.

**Map Attached**

## **Alternatives Analysis**

Describe and analyze all reasonable alternatives. State why the proposed project is preferred over the alternatives.

## **Impacts on Existing Environment**

Describe environmental or cultural resources in the planning area that may be positively or negatively affected by the project or its alternatives.

**No Resources Impacted**

**Resources Impacted:**

## **Future Environment**

Provide a description of the future of the area's environment if the proposed project were not to take place.

**No Changes**

**Description:**

**Local/State Permits and Reviews**

List any permits required for the proposed project and provide details on the status of the permits. Provide documentation from local code enforcement officer that all local/state permit requirements are met (copy of email correspondence acceptable).

**Documentation from local Code Enforcement Officer attached**

**Description:**

**Public Participation**

Identify any parties that have an interest in your project and include their mailing address. Interested parties are defined as anyone who may be affected by or interested in the project construction activity. Interested parties are usually property abutters and those impacted by the project construction activity or its impact on the environment.

**Address of Identified Interested Parties attached**

**Interested Parties:**

**Certification**

I certify that, to the best of my knowledge, the information submitted in this Request for Environmental Determination, including the accompanying attachments, is true and accurate. I further certify that I agree to refrain from any construction activity, including, but not limited to, site preparation, demolition, or land disturbance, for the above proposed project(s) until (1) the Drinking Water Program issues a final written environmental decision for the proposed project(s); and (2) the Drinking Water Program notifies me in writing of compliance with all other applicable DWSRF approval actions. I further certify that I am a person authorized to render this certification and that I may be subject to penalties under federal and Maine law, if I provide false or untrue information.

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed By DWP Staff**

- As the Responsible Official, I have determined that this **project is eligible for a Determination of Environmental Compliance for Non-Equivalency Projects** as per the environmental review requirements under State of Maine Rules Relating to Drinking Water State Revolving Loan Fund: 10-144 Chapter 230, Section 4.

\_\_\_\_\_  
Signature of Responsible Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**This is only required if your project will physically alter the site of work.  
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## **APPENDIX B: American Iron and Steel Materials (AIS)**

### **Material Procurement Compliance with American Iron and Steel (AIS)**

The American Iron and Steel (AIS) provision requires Drinking Water State Revolving Fund (DWSRF) assistance recipients to use iron and steel products that are produced in the United States. A certification letter from the product manufacturer must accompany all iron and steel products permanently incorporated into a project. A sample letter is available in Appendix G. For more details, exemptions, and waivers, please see: <https://www.epa.gov/cwsrf/state-revolving-fund-american-iron-and-steel-ais-requirement>.

# *Sample Step Manufacturer Certification*

*(Documentation must be provided on company letterhead)*

Date

Company Name

Company Address

City, State Zip

Subject: American Iron and Steel Step Manufacturer Certification

Project Name \_\_\_\_\_

I, \_\_\_\_\_ (company representative), certify that the \_\_\_\_\_ (melting, bending, coating, galvanizing, cutting, etc.) process for \_\_\_\_\_ (manufacturing or fabricating) the following products and/or materials shipped or provided for the project is in full compliance with the American Iron and Steel requirement as mandated in EPA's State Revolving Fund Programs.

Item, Products and/or Materials:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Such process took place at the following location: \_\_\_\_\_ (address)

If any of the above compliance statements change while providing material to this project we will immediately notify the prime contractor and the engineer.

\_\_\_\_\_  
Company representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **From the “Consolidated Appropriations Act, 2014”**

H.R. 3547 (PL113-76, enacted 1/17/2014)

### **USE OF AMERICAN IRON AND STEEL**

“SEC. 436. (a)(1) None of the funds made available by a State water pollution control revolving fund as authorized by title VI of the Federal Water Pollution Control Act (33 U.S.C. 1381 et seq.) or made available by a drinking water treatment revolving loan fund as authorized by section 1452 of the Safe Drinking Water Act (42 U.S.C. 300j–12) shall be used for a project for the construction, alteration, maintenance, or repair of a public water system or treatment works unless all of the iron and steel products used in the project are produced in the United States.

(2) In this section, the term “iron and steel products” means the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials.

(b) Subsection (a) shall not apply in any case or category of cases in which the Administrator of the Environmental Protection Agency (in this section referred to as the “Administrator”) finds that—

(1) applying subsection (a) would be inconsistent with the public interest;

(2) iron and steel products are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or

(3) inclusion of iron and steel products produced in the United States will increase the cost of the overall project by more than 25 percent.

(c) If the Administrator receives a request for a waiver under this section, the Administrator shall make available to the public on an informal basis a copy of the request and information available to the Administrator concerning the request, and shall allow for informal public input on the request for at least 15 days prior to making a finding based on the request. The Administrator shall make the request and accompanying information available by electronic means, including on the official public Internet Web site of the Environmental Protection Agency.

(d) This section shall be applied in a manner consistent with United States obligations under international agreements.

(e) The Administrator may retain up to 0.25 percent of the funds appropriated in this Act for the Clean and Drinking Water State Revolving Funds for carrying out the provisions described in subsection (a)(1) for management and oversight of the requirements of this section.

(f) This section does not apply with respect to a project if a State agency approves the engineering plans and specifications for the project, in that agency’s capacity to approve such plans and specifications prior to a project requesting bids, prior to the date of the enactment of this Act.”

**CERTIFICATION BY THE OWNER**  
OF COMPLIANCE WITH THE  
**USE OF AMERICAN IRON AND STEEL LAW**  
enacted on 1/17/2014

*(To be attached to each Utility Construction SRF requisition submitted for payment)*

We, the Owner named, \_\_\_\_\_, having obtained funding from the State of Maine, State Revolving Fund (SRF), for the Utility Construction Project named \_\_\_\_\_, hereby submit to the SRF program, certification from each contractor working on the Utility Construction Project that the use of American Iron and Steel in the construction of the project complies with the law, or that a waiver has been obtained from the U.S. Environmental Protection Agency. Thereby, it is to the best of the Owner's knowledge that the costs being requested with this SRF requisition # \_\_\_\_\_ are in compliance with the Use of American Iron and Steel Law.

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date



**This is only required if your project will physically alter the site of work.  
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## **APPENDIX C : Davis-Bacon Documents**

## Payment of Davis-Bacon Wage Rates to all Qualifying Workers

The Davis-Bacon Act (DBA) was enacted by Congress on March 3, 1931, to assure local workers a fair wage and to provide local contractors a fair opportunity to compete for local federal government contracts. Contractors and subcontractors must pay laborers and mechanics employed directly upon the site of the work at least the locally prevailing wages (including fringe benefits), listed in the Davis-Bacon wage determination in the contract, for the work performed. Locally prevailing wage rates are determined by the US Department of Labor (USDOL). The wage determination for a given project can be found at: <https://sam.gov/content/wage-determinations> by searching the county in which the project is located and the applicable construction type. Projects that involve installation of water treatment in non-municipal settings are considered "Building" construction while installation of water mains are considered "Heavy" construction. The Owner or Consulting Engineer should reach out to the DWP Grant Specialist if there are any questions on what type of construction the project falls under.

Certified Payrolls must be provided to the DWP using Department of Labor form WH-347 (Appendix C). Weekly Payroll Labor Standards Compliance Review forms for each week of work must be included in the Payment Requisition. Forms must be provided for the work performed by the Contractor as well as any Subcontractors.

**EXEMPTION:** If work is to be performed by an owner of a business (i.e., a plumber who owns their own business and is doing the work themselves with no assistance) they do not need to pay themselves the Davis-Bacon Rates and are not required to report their own payroll. The owner-operator must provide a signed Davis-Bacon Owner-Operator Exemption Certification, available in Appendix C.

**EXEMPTION:** If the total project cost (labor + materials) is less than \$2,000, Davis-Bacon Wage Rates will not apply.

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## Davis-Bacon Owner-Operator Exemption Certification

I, \_\_\_\_\_, am the owner-operator of the bona fide business  
*(Owner Name Printed)*  
\_\_\_\_\_ and have been contracted to perform labor on a  
*(Business Name)*  
treatment works project located at \_\_\_\_\_ in the town of  
*(Name of Public Water System)*  
\_\_\_\_\_, Maine. I certify that I own at least 20-percent equity interest in the  
*(Town)*  
enterprise in which employed and am actively engaged in its management. I am thereby exempt from Davis-Bacon Act prevailing wage rates per Title 29 CFR 5.2(m). A copy of my business license will be provided to the Maine Drinking Water Program if requested.

I will not have anyone else assist me with the work.

I will have others assist me with the work. They are subject to Davis-Bacon Act prevailing wage rates under the classification of \_\_\_\_\_. Certified payrolls will  
*(Plumber, Electrician, Carpenter, etc.)*  
be provided to the Maine Drinking Water Program to validate the prevailing wage rates are met.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

**PAYROLL**

(For Contractor's Optional Use; See Instructions at [www.dol.gov/whd/forms/wh347instr.htm](http://www.dol.gov/whd/forms/wh347instr.htm))



Rev. Dec. 2008

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

OMB No.: 1235-0008  
Expires: 07/31/2024

|   |         |
|---|---------|
| NAME OF CONTRACTOR <input type="checkbox"/> OR SUBCONTRACTOR <input type="checkbox"/> | ADDRESS |
|---|---------|

|             |                 |                      |                         |
|-------------|-----------------|----------------------|-------------------------|
| PAYROLL NO. | FOR WEEK ENDING | PROJECT AND LOCATION | PROJECT OR CONTRACT NO. |
|-------------|-----------------|----------------------|-------------------------|

| (1)<br>NAME AND INDIVIDUAL IDENTIFYING NUMBER<br>(e.g., LAST FOUR DIGITS OF SOCIAL SECURITY<br>NUMBER) OF WORKER | (2)<br>NO. OF<br>WITHHOLDING<br>EXEMPTIONS | (3)<br>WORK<br>CLASSIFICATION | OT.<br>OR<br>ST. | (4) DAY AND DATE      |  |  |  |  |  |  | (5)<br>TOTAL<br>HOURS | (6)<br>RATE<br>OF PAY | (7)<br>GROSS<br>AMOUNT<br>EARNED | (8)<br>DEDUCTIONS |                         |       |                     |  | (9)<br>NET<br>WAGES<br>PAID<br>FOR WEEK |
|--|--|-------------------------------|------------------|-----------------------|--|--|--|--|--|--|-----------------------|-----------------------|----------------------------------|-------------------|-------------------------|-------|---------------------|--|---|
|  |  |                               |                  | HOURS WORKED EACH DAY |  |  |  |  |  |  |                       |                       |                                  | FICA              | WITH-<br>HOLDING<br>TAX | OTHER | TOTAL<br>DEDUCTIONS |  |   |
|  |  |                               |                  |                       |  |  |  |  |  |  |                       |                       |                                  |                   |                         |       |                     |  |   |
|  |  |                               | O                |                       |  |  |  |  |  |  |                       |                       |                                  |                   |                         |       |                     |  |   |
|  |  |                               | S                |                       |  |  |  |  |  |  |                       |                       |                                  |                   |                         |       |                     |  |   |
|  |  |                               | O                |                       |  |  |  |  |  |  |                       |                       |                                  |                   |                         |       |                     |  |   |
|  |  |                               | S                |                       |  |  |  |  |  |  |                       |                       |                                  |                   |                         |       |                     |  |   |
|  |  |                               | O                |                       |  |  |  |  |  |  |                       |                       |                                  |                   |                         |       |                     |  |   |
|  |  |                               | S                |                       |  |  |  |  |  |  |                       |                       |                                  |                   |                         |       |                     |  |   |
|  |  |                               | O                |                       |  |  |  |  |  |  |                       |                       |                                  |                   |                         |       |                     |  |   |
|  |  |                               | S                |                       |  |  |  |  |  |  |                       |                       |                                  |                   |                         |       |                     |  |   |
|  |  |                               | O                |                       |  |  |  |  |  |  |                       |                       |                                  |                   |                         |       |                     |  |   |
|  |  |                               | S                |                       |  |  |  |  |  |  |                       |                       |                                  |                   |                         |       |                     |  |   |
|  |  |                               | O                |                       |  |  |  |  |  |  |                       |                       |                                  |                   |                         |       |                     |  |   |
|  |  |                               | S                |                       |  |  |  |  |  |  |                       |                       |                                  |                   |                         |       |                     |  |   |

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

**Public Burden Statement**

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W.

