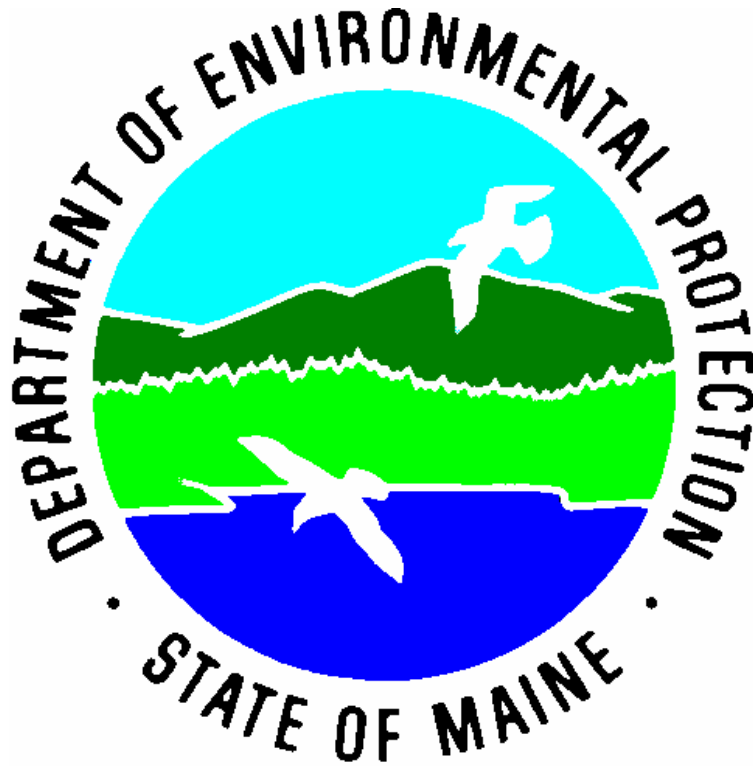


# SMALL COMMUNITY GRANT PROGRAM

## APPLICATION



2007/2008

# THE SMALL COMMUNITY GRANT PROGRAM

The Small Community Grant Program was originally enacted by the 110th Legislature to solve small but serious water pollution problems caused by improper sewage disposal in rural areas of the state. Traditional funding sources available to finance large municipally owned wastewater treatment facilities in the urban areas of the state were not suitable for small and sometimes scattered projects which were needed in rural areas. The Small Community Program can help Towns solve pollution problems by providing technical assistance and grant funding for individual or cluster wastewater disposal systems.

Only problems which are directly or indirectly discharging sewage to a water body of the state, or are causing a public health problem, are eligible for grant assistance. Malfunctions contained wholly within the owner's property do not qualify for assistance, nor do systems which have not malfunctioned. The program can provide funding for either municipally or privately owned projects, but grants are offered to and administered by the municipality or the county commissioners in unorganized territory. The maximum project size which can be funded in any single year is \$100,000. Publicly owned facilities serving multiple users whose operating costs are paid through user fees are eligible for 90% funding. For privately owned residential and commercial properties the grant percentage is determined based on income according to the following table. Systems serving schools, municipal buildings, non-profit organizations, and similar organizations may be funded at the same level as commercial establishments.

ANNUAL INCOME* (TAXABLE INCOME)	SINGLE FAMILY DWELLING	SEASONAL DWELLING
\$0 TO \$5,000	100%	50%
\$5,001 TO \$20,000	90%	50%
\$20,001 TO \$30,000	50%	25%
\$30,001 TO \$40,000	25%	25%
\$40,001 OR MORE	0%	0%

ANNUAL INCOME* (GROSS PROFIT)	COMMERCIAL ESTABLISHMENT
\$0 TO \$50,000	50%
\$50,001 TO \$100,000	25%
\$100,001 OR MORE	0%

\*Annual income means the sum of the entire property owner's Federal Taxable Income for the previous year for single family or seasonal dwellings, and Gross Profit for commercial establishments.

Grant applications are accepted until January 31 of each year and a priority list is then developed which allocates the grant awards. The following priorities are used to rate grant applications:

1. Elimination of discharges to public drinking water supplies;
2. Elimination of discharges to shellfishing areas;
3. Elimination of discharges to other surface waters; and
4. Elimination of public nuisance conditions.

Applications for emergency situations may be accepted after the application deadline.

This manual is intended to provide guidance to municipalities in administering the program. It includes a summary of procedures to be followed as well as various forms which may be used for bidding projects, claiming payment, etc. The use of the forms included in this book is not mandatory, and grantees may use alternative documents if they are approved by the DEP.

**MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**Small Community Grant Program**  
**Frequently Asked Questions**

**Topics:**

- **What is the Small Community Grant Program?**
- **Who can apply for a small community grant?**
- **What types of wastewater disposal problems are eligible for grant assistance?**
- **What types of problems are not eligible for grant funding?**
- **What are the incomes limits for inclusion in the program?**
- **What costs are eligible for the grant?**
- **What costs are not eligible for the grant?**
- **How can I apply for a grant?**
- **My malfunctioning system needs to be fixed right away. Can it be funded immediately?**

**What is the Small Community Grant Program?**

The Small Community Grant Program is a water pollution control program administered by the Maine Department of Environmental Protection. The program may provide financial and technical assistance in solving wastewater disposal problems in unsewered areas. Grants for 25% to 100% of the replacement costs of a year round residence, 25% to 50% of a business, and 25% to 50% of a seasonal or second home are available for qualifying systems. Property owners benefiting from the grants must have a taxable income of \$40,000 or less, although technical assistance is available to anyone. The maximum project size which can be funded in a single year is \$100,000. The goal of the small community grant program is to improve water quality, protect public health, and open shellfishing areas which are affected by wastewater discharges.

**Who can apply for a Small Community Grant?**

A municipality (a city or Town government) may apply for a grant on behalf of residents who own property within the municipal limits. A quasi-municipal organization, such as a sewer district, may also apply for a grant for problems within the district boundaries. For unorganized territories, the county commissioners may apply for a grant. Individual property owners are not eligible to receive a grant directly, although the funding may be used to construct individual septic systems.

**What types of wastewater disposal problems are eligible for grant assistance?**

Discharges of untreated or partially treated sewage which flow into public drinking water supplies, shellfishing areas, or other waterbodies, or which cause a public health hazard, are eligible to receive assistance if the property owner(s) meet the income qualifications.

**What types of problems are not eligible for grant funding?**

The program may not be used to construct septic systems for new homes or those which have been unoccupied during the previous year, or to replace or improve septic systems which are not malfunctioning and causing a public nuisance, or for buildings constructed or placed on the site after July 1, 1974 which did not install a system in compliance with the Maine Subsurface Wastewater Disposal Rules. **The grant program cannot pay back the cost of work done before a grant is awarded.**

**What are the incomes limits for inclusion in the program?**

The grant program may be used to help fund small municipally owned and operated treatment facilities which collect user fees, or for privately owned septic systems. For municipal systems which collect user fees the grant

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percentage is 90%. For privately owned systems, income determines the grant percentage. For residences, income is the sum of all the owner's taxable income from the previous year. For commercial properties, the income limit is based on gross profit. These are both specific lines on the federal income tax return. The percentage of the eligible costs that the grant can pay is based on the income information as follows:

ANNUAL INCOME (TAXABLE INCOME)	SINGLE FAMILY DWELLING	SEASONAL DWELLING
\$0 TO \$5,000	100%	50%
\$5,001 TO \$20,000	90%	50%
\$20,001 TO \$30,000	50%	25%
\$30,001 TO \$40,000	25%	25%
\$40,001 OR MORE	0%	0%

ANNUAL INCOME (GROSS PROFIT)	COMMERCIAL ESTABLISHMENT
\$0 TO \$50,000	50%
\$50,001 TO \$100,000	25%
\$100,001 OR MORE	0%

**What costs are eligible for the grant?**

The grant will pay a percentage, based on the income limitations, of the following costs:

- Design
- Construction of replacement systems to serve the existing use of the property
- Administrative costs such as advertising for bids
- External plumbing to connect to the system
- External plumbing permits
- Recording fee for recording program easement
- Additional inspection fees beyond the minimum requirements of the plumbing code

**What costs are not eligible for the grant?**

The grant will not pay for the following costs:

- Construction expenses incurred by the owner prior to department approval of an application for funding.
- Internal plumbing.
- Easement or land acquisition costs.
- Excessive restoration or other costs beyond the minimum amount necessary to comply with the Maine Subsurface Wastewater Disposal Rules.

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**How can I apply for a grant?**

Grants may not be made directly to individuals. You need to contact your Town officials (or county commissioners in unorganized areas) and ask them to apply for a grant on your behalf. If the application is approved for funding and the bond issue that funds the program is approved, a grant will be available to the Town during the next construction season.

**My malfunctioning system needs to be fixed right away. Can it be funded immediately?**

Emergency requests received from the Town will be considered if funding is available. To qualify as an emergency a problem must be determined by DEP to present a severe immediate threat to public health which can't wait for future funding. Funding is extremely limited for this situation and may not be available.

# **INSTRUCTIONS FOR COMPLETING THE GRANT APPLICATION**

Only one application form should be completed, covering one or more individual systems. A separate description of each individual problem should be included in the project justification. Applications will be evaluated based on the priority rating, number of problems documented, the amount requested, and available funding. The amount awarded may differ from the requested amount.

## **1. APPLICANT INFORMATION**

Please provide all the information requested, including the Town's employer ID number. This information is needed in order to offer a grant to the Town.

## **2. PROJECT DESCRIPTION**

This section should contain a detailed description of the proposed project. It should include the number of individual septic systems to be constructed or itemization of the components of the project. A copy of a USGS or tax map clearly showing the property locations should be included. If available, include a design and cost estimate prepared by a site evaluator or engineer.

## **3. PROJECT JUSTIFICATION**

Under the project type, indicate the category that best describes the project. Documentation of the specific problem may be in the form of a DEP inspection report, photographs, discharge survey report, or facility plan.

## **4. GRANT FUNDS REQUESTED**

The amount requested should be based on the project description.

## **5. SIGNATURE OF MUNICIPAL OFFICIAL**

The name, title and signature must be included on the application.

# SMALL COMMUNITY GRANT PROGRAM APPLICATION

<b>APPLICANT INFORMATION</b>				
MUNICIPALITY:		COUNTY:		
ADDRESS:				
TELEPHONE:		EMPLOYER ID NO:		
<b>PROJECT DESCRIPTION</b>				
Provide a detailed description of the project.				
(Attach additional sheets if necessary)				
<b>PROJECT JUSTIFICATION(attach available documentation)*</b>				
Property Owner Name	Street	Tax Map & Lot	Priority	Waterbody Affected
<b>*Include a USGS Quadrangle Map with each property location shown</b>				
<b>GRANT FUNDS REQUESTED</b>				
State Grant Funds requested: (Basis for the requested amount must be provided)				\$
<b>SIGNATURE OF MUNICIPAL OFFICIAL</b>				
TYPED OR PRINTED NAME AND TITLE				DATE
SIGNATURE				

# DISCHARGE SURVEY FIELD REPORT

Town: \_\_\_\_\_ Waterbody affected: \_\_\_\_\_

Priority Category    \_\_\_\_\_ Public Drinking Water    \_\_\_\_\_ Shellfishing Protection  
                                 \_\_\_\_\_ Water Quality Protection    \_\_\_\_\_ Public Nuisance

## PROPERTY OWNER(S) INFORMATION

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Tax Map & Lot #: \_\_\_\_\_

Person Being Interviewed: \_\_\_\_\_

## PROPERTY USE

Type of Building (Single family, multifamily, business, etc.) \_\_\_\_\_

Occupancy (Year round / Seasonal / Recent Year-Round Conversion) \_\_\_\_\_

Number of Occupants or Employees \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_

Type of Water Supply \_\_\_\_\_ Wastewater Flowrate \_\_\_\_\_

## WASTE DISPOSAL INFORMATION

Type of System: \_\_\_\_\_ Year installed \_\_\_\_\_

Type & Volume of septic tank \_\_\_\_\_

Frequency of septic tank pumping \_\_\_\_\_

Known problems \_\_\_\_\_

\_\_\_\_\_  
*Attach a sketch showing the location of the house, well, septic system, waterbodies, etc. Include the wastewater disposal system plan, if available.*

## DISPOSAL SYSTEM INSPECTION

The following was observed during a visual inspection of the system:

- |  |   |
|--|---|
| <input type="radio"/> No apparent problem                                    | <input type="radio"/> Ground soggy in area of system        |
| <input type="radio"/> Surfacing wastewater remaining on property             | <input type="radio"/> Surfacing wastewater leaving property |
| <input type="radio"/> Untreated wastewater entering drainageway or waterbody |   |
| <input type="radio"/> Other _____  |   |

\_\_\_\_\_  
\_\_\_\_\_

# DISCHARGE SURVEY FIELD REPORT

## OTHER INFORMATION (i.e. Photographs, Dye test results)

Distance to waterbody / drinking water supply: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LPI/Town Official: \_\_\_\_\_ Date: \_\_\_\_\_

