



Small Community Grant Program

Tim MacMillan, SCG
Program Coordinator

MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION

Protecting Maine's Air, Land and Water

Outline

- Program Goals
- Program Procedure
- Municipal Handbook
- Documentation Expectations
- Reimbursement
- Questions



SCG: Program Goals

- Treat/Eliminate Environmental Problems
- Four priorities:
 - Public drinking water
 - Shellfishing areas
 - Surface waters
 - Public Nuisances



SCG: Program Procedure

- Apply to the Program – Jan. 31
- Program Priority list approved – grants offered
- Program implemented – systems installed by the end of the year
- Town requests reimbursement by year end
- DEP takes back unused funds – Dec. 31
- Emergency Applications are accepted year-round



SCG: Municipal Handbook

- Grant Applications
- DEP Site Inspection/ Eligibility Determination
 - Tax Card, Tax map, TI, Discharge Survey Report, Photos
 - DEP Letter approval: Field Determination & Funding Determination required
- Collecting Owner's Share
 - Taxable Income confirmed
 - Signed Agreement
 - Signed Easement – recorded
 - DEP verification



SCG: Municipal Handbook

- Grant Percentage
- System Design – DEP letter approval
 - Permits
 - Variances
- Bidding and Contract Award
 - Contract between Town and Contractor
 - Formal Advertisement
 - Contractor Site Inspection
 - Low Bid / Tabulation
 - Letter and copy of approved plans (LPI)
 - DEP receives info – DEP Letter approval



SCG: Municipal Handbook

- Payments to Contractor
 - Inspections – 3 (This program requires 3rd inspection)
 - Before system placed (LPI can empower Contractor)
 - After bed placed with granular etc.
 - After grass growing (only required in SCG program)
 - Retainage
 - Change Orders – approved in advance



SCG: Documentation

- DEP will provide:
 - Eligibility approval letter
 - Design approval letter
 - Bid award approval letter
- Town to provide:
 - Contract agreement
 - Owners agreement
 - Easement
 - Checklists – Project checklist
 - System Inspection Checklist – 2 construction photographs



SCG: Reimbursement

- Documents Required:
 - Inspection checklists – LPI certification
 - ALL backup receipts/invoices
- DEP audit other records



SCG: Reimbursement Issues

- Problems We've Encountered:
 - Easements signed after construction or never recorded
 - If several owners, need all signatures on easements and agreements
 - Contract not dated/no contract – No S.C. date
 - Requisition page unsigned
 - No project checklist or incomplete
 - No change orders for extra work or executed
 - Explanation of ALL Admin costs
 - No bills for public advertising/design services etc.
 - No plumbing sticker copy submitted
 - 3rd inspection costs receipt
 - No inspection checklist



SCG: Other Issues

- Erosion Control on sites
- LPI 1st Inspection by Contractor.....need agreement and confidence of Contractor
- New products
 - Ensure Manufacturer instructions for installation followed
- New Maine Subsurface Wastewater Disposal Rules, January 18, 2011
- Installation issues.....Owners have right to information....but the Town has a Contract with the Installer and the Town has an agreement to represent Owner per agreement
- Difficult restrictions put on Contractor by Owner
- Design - gravity flow versus pumping
- Design – Is flow correct?
- Is grey water confirmed connected through internal plumbing?



Small Community Grant Program

- Summary/ Importance/ Support of Program
 - Town
 - LPI/CEO
 - Contractors
 - Legislature
- Other Funding Options
 - RD 504 Program – Loans and grants
 - Maine State Housing Authority- Maine Septic System Repair and Replacement Program - loans
- Questions ?????





Tim MacMillan 287-7765

Bill Sheehan 760-3136
Sean Bernard 760-3135
Karen Hefler 287-4162
John Skelley 287-9091

www.maine.gov/dep and Search: SCG

