



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM  
COMMISSIONER

Date: March 7, 2024  
 To: All Municipalities  
 From: Robert W. Hartley, P.E., SCG Coordinator  
 Small Community Grant Program  
 Subject: **SFY 2024 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. The SCG Application must be submitted by **April 15, 2024, before 5pm.**

With the 130<sup>th</sup> 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 2024, the remainder of the funds must be distributed to municipalities for projects.

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.

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

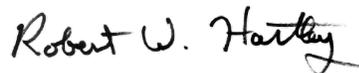
The Department will assess the applications and send out a letter to the Municipalities by May 10th, 2024 to proceed or not to proceed with the Discharge Field Report to determine the final eligibility to receive grant funds. For more information please go to the Small Community Grant handbook that is located on the SCG website:

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

Please submit the **Grant Application** to [Maine.CWSRF.Grants@maine.gov](mailto:Maine.CWSRF.Grants@maine.gov) or by mail addressed to Robert Hartley, SCG Project Engineer, Bureau of Water Quality, 17 State House Station, Augusta, Maine 04333-0017, by **April 15th, 2024, before 5pm**. Email is the preferred method for application submission and will result in faster application processing.

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

Sincerely,



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

Cc: Zoe LeBlanc, P.E., SCG Project Engineer  
Sarah Hansen, P.E., SCG Project Engineer