



SWIG Application Instructions

Applications are submitted on a rolling basis at:
www.mass.gov/swig

For More Information

Visit the Trust website at: www.mass.gov/swig

Email the SWIG team: swig@tre.state.ma.us or call (617) 367-9333 x 493

About the Massachusetts Clean Water Trust

The Massachusetts Clean Water Trust (the Trust), in collaboration with the Massachusetts Department of Environmental Protection (MassDEP), helps communities build or replace water infrastructure that enhances ground and surface water resources, ensures the safety of drinking water, protects public health and develops resilient communities. It accomplishes these objectives by providing low-interest loans and grants to cities, towns, and water utilities through the Massachusetts State Revolving Funds (SRFs). The SRF programs are partnerships between the United States Environmental Protection Agency (USEPA) and the Commonwealth. SRFs function like an environmental infrastructure bank by financing water infrastructure projects.



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About the School Water Improvement Grants Program (SWIG)

Overview

The purpose of this program is to provide grants to childcare and education facilities to purchase point-of-use filtered water bottle filling stations (“bottle filling station”) to reduce the amount of lead in the drinking water to the lowest levels possible.

Organizations and facilities that have completed drinking water testing are eligible to receive grants for the purchase and installation of bottle filling stations. Organizations will submit a single application for all eligible education facilities.

Selected grant recipients will receive an award letter which denotes the amount of grant funds awarded, the allotted number of bottle filling stations and the facilities they are assigned to. Grant funds will be disbursed upon receipt of an executed grant award package. After receiving funds, an Organization will have one (1) year to procure, install and test the bottle filling station. Once installation and testing are complete, Organizations will notify the program and submit a grant closeout form.

Eligible Applicants

Public and private early education facilities, childcare centers and elementary schools that have:

1. Completed water quality sampling and testing through MassDEP’s Assistance Program for Lead in School Drinking Water, **OR**
2. Completed sampling and testing in a comparable process through a MassDEP certified lab, **AND**
3. Entered the corresponding data to MassDEP’s Lead Contamination Control Act (LCCA) Program Management Tool.

Application Overview

The SWIG application is a two-part process. Part one is the organization form that collects organization level information and establishes the primary point-of-contact for the organization. The Organization Form will be completed through an online form. Part two is the facility inventory form which should be submitted for each facility in the organization that will be installing a bottle filling station to mitigate lead contamination. The form will be completed in a fillable PDF.

During rolling applications, the Trust will review all applications and issue letters of award in accordance with the established program process. The steps below provide additional information on both parts of the application and what to expect after submission is complete.

Pre-Application Data Gathering

Applicants should read the directions below, or review the linked application resources, in full before beginning the application process. The Trust’s suggests gathering all information required to complete the application before beginning the organization and facility inventory forms. Additionally, please confirm that all individual facility information is accurate and is eligible for assistance through the SWIG program before submitting to the Trust.

Below, applicants can find a detailed question breakdown and explanation for each form.

The Organization Form

The Organization Form is used to gather basic information on the organization and identify the district's point-of-contact (POC). Information needed to complete the form is detailed below. The Organization Form should be submitted by a designated point-of-contact with the authority to enter financial commitments on the behalf of the organization.

The form requests the following information:

1. Organization Name
2. Organization Type (Public or Private)
3. Organization ID Code
4. Organization Point of Contact (POC)
5. POC Phone Number
6. POC Email
7. Organization Mailing Address
8. Total number of facilities in the Organization that will be part of this application
9. Alternative Application Email Address

The information for the Organization Name and ID Code should match the basic profile data provided by the Massachusetts Department of Elementary and Secondary Education or the Department of Early Education and Care.

- School and District Profile data is available at <http://profiles.doe.mass.edu/>
- Childcare and Early Education data is available at <https://www.mass.gov/orgs/departments-of-early-education-and-care>

Point-of-Contact information is vital for clear communications between the Organization and the Trust. All communication related to the grant and all award documents will be sent and addressed to the POC listed on this form.

Once the Organization Form is submitted, the POC will receive an email confirming receipt of the form and will receive an email package for the Facility Inventory Form.

The Facility Inventory Form

The Facility Inventory Form is used to collect information for each individual facility. Organization should only submit information for facilities they intend or have the capacity to install bottle filling station(s) within the one (1) year grant award time frame. Note that awards are designated at the facility level. This means that each facility will be assigned a specific number of bottle filling stations, based on eligible water fountain with detectable lead or the number requested (whichever is less).

The Facility Inventory Form will be provided as a fillable PDF and will collect the following information.

1. DESE District Code or EEC Identification Code
2. DESE School Code or EEC Identification Code
3. Facility Name
4. Facility Address
5. Total Student Enrollment
6. Total Students Enrolled in Pre-K, Kindergarten and Grades 1-5
7. Number of operational drinking water fountains
8. Number of drinking water fountains with lead exceedances above 1 part per billion
9. Number of requested filtered bottle filling stations
10. Does the facility rely on bottled water?
11. Does the facility have a lead service line?
12. Location codes for water fountains, bottle filling stations, bubblers, or coolers with lead exceedances
13. Are any of these water fountains, bottle filling stations, bubblers or coolers in a shared kitchen or food preparation location?
14. Detail plans to install a fixture to a new location

Location codes as detailed by questions 12, 13 and 14 refer to the location codes used to identify and map fixtures as part of the LCCA water sampling process. This information should be detailed in the LCCA Program Management Tool

Link to the LCCA Program Management Tool: <https://script.google.com/macros/s/AKfycbxP99K-Cd5B3io-E7nswN0peOEndcGrXwV6zJcS5iHxzGO55Blk/exec>

Once the organization has submitted a Facility Inventory Form, the Trust will send a confirmation email.

What to Expect Next

The Trust will review applications and filter results for eligibility. Applicants who meet the requirements, and subject to available funds, will receive an award letter package that details the number of fixtures allocated to each facility and the total grant award. The package will provide directions on executing the grant agreement, program requirements and the next steps for the recipients.

The Trust reserves the right to consider applicants with large award request outside of the award process, if that award would have a disproportionate impact on the availability of program funds.



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