

MASSACHUSETTS SWIG

SCHOOL WATER IMPROVEMENT GRANTS

2020 Application Instructions

Round 1 Application Dates

Open: 02/03/20

Close: 03/06/20

Applications are submitted online at: mass.gov/swig

Questions?

Visit the Trust website at: <https://www.mass.gov/orgs/the-massachusetts-clean-water-trust>

Contact the program at: swig@tre.state.ma.us or call **Jonathan Maple** at (617) 367-9333 x 546

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).



w: mass.gov/swig

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About the School Water Improvement Grant Program (SWIG)

Overview

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

Grant funds may be used to purchase bottle filling stations, replacement filters and post installation water testing. School Districts that have completed drinking water testing are eligible to receive grants for the purchase and installation of bottle filling stations. Districts 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 schools they are assigned. Grant funds will be disbursed upon receipt of the executed grant award package. After receiving funds, a District will then have 180 days to procure, install and test the fixtures. Once installation and testing are complete, Districts will notify the program and submit a grant closeout form.

Eligible Applicants

Public schools, early education facilities and childcare centers that have done the following are eligible to receive SWIG funds:

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 into MassDEP’s Lead Contamination Control Act (LCCA) Program Management Tool.

Application Overview

The SWIG application is a two-part process. Part one is the District Form that collects District level information and establishes the primary point-of-contact for the district. Part two is the School Form which should be submitted for each school in the District that will be installing a water filtration fixture to mitigate lead contamination. Once the application round closes, 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 suggests gathering all information required to complete the application before beginning the District and School forms. Additionally, please confirm that all individual school information is accurate and that the school 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 District Form

The District Form is used to gather basic information on the School District and identify the District's point-of-contact (POC). Information needed to complete the form is detailed below. The District Form should be submitted by a designated POC with the authority to enter financial commitments on the behalf of the District. Additionally, there should be a POC that will be the main contact for the District when communicating with the Trust and MassDEP about installations.

The form requests the following information:

1. District Name
2. District Superintendent
3. Massachusetts Department of Elementary and Secondary Education (DESE) District Code
4. District POC
5. Phone Number (POC)
6. Email (POC)
7. Total Number of Schools in the District That Will Be Part of This Application
8. Total Number of Fixtures Requested

The information for the District Name, District Superintendent (or similar relative executive) and DESE District Code fields should match the basic profile data provided by The Massachusetts Department of Elementary and Secondary Education.

- School and District Profile data is available at: <http://profiles.doe.mass.edu/>

Point-of-Contact information is vital for clear communications between the District 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 District Form is submitted, the POC will receive an email confirming receipt of the form and will be prompted to begin entering data in the School Form.

The School Form

The School Form is used to collect information for each individual facility. Districts should only submit school information for facilities the District intends or has the capacity to install fixture(s) within the 180-day grant award time frame. Note that awards are designated at the school level. This means that each school will be assigned a specific number of fixtures, and installation of the assigned or requested fixtures (whichever is less) is required to complete all grant conditions.

One School Form must be submitted for each school that the District wishes to install fixtures. The form will collect the following information.

1. DESE District Code
2. DESE School Code
3. School Name
4. Total Number of Enrolled Students
5. Total Number of Currently Enrolled Students in grades Pre-K through 5
6. Facility Maximum Occupancy Limit
7. Did the school complete a lead sampling program? (**Response Options:** Yes = 7.1 | No)

Responses to Question 7

Please note that schools that select “No” for question 7 will not be eligible for assistance. To correct this, please complete a lead sampling program as recommended by the Massachusetts Department of Environmental Protection. **For more information about lead testing please visit:** <https://www.mass.gov/assistance-program-for-lead-in-school-drinking-water>

7.1 (*Hidden*) >> Did the school complete testing through the MassDEP Assistance Program?
(**Response Options:** Yes | No = **See 7.1.1**)

7.1.1 (*Hidden*) Has the school entered the results of the water sampling program in MassDEP’s LCCA Program Management Tool? (**Response Options:** Yes | No)

Please note that schools that select “No” to question 7.1.1 will not be eligible for assistance. To correct this, please log in and enter testing results for the school following the guidance provided by the Massachusetts Department of Environmental Protection’s guidance link below.

8. Total number of currently operational water fountains or bottle filling stations in the school.
9. Total number of water fountains and/or drinking water fixtures found to have a lead exceedance above 1 part per billion (ppb) in need of repair or replacement.
10. Total number of bottle filling stations being requested for this school.
11. Does this school rely on bottled water to provide students and/or staff drinking water?
12. Is any part of the school’s water service line or connection to the local water supply made of lead?

If you answered **Yes** or **Don’t Know** please contact your plumber and local water department to assist you to identify the material of the service line and/or to replace the lead service line. For more information on lead service lines see: <https://www.mass.gov/guides/is-there-lead-in-my-tap-water>

13. Is this the final School Form the District plans to submit? (**Response Options:** Yes = 13.1 | No)
- 13.1. Please enter your email address to receive a confirmation email.

What to Expect Next

The Trust will review applications and filter results for eligibility. Applicants who meet the requirements, and are subject to available funds, will receive an award letter package that details the number of fixtures allocated to each school 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 requests outside of the award process, if that award would have a disproportionate impact on the availability of program funds.



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