

# MASSACHUSETTS SWIG

SCHOOL WATER IMPROVEMENT GRANTS

## 2020 Program Description

### Questions?

Visit the Trust website at: [mass.gov/swig](https://mass.gov/swig)

Contact the program at: [swig@tre.state.ma.us](mailto: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).



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## Overview and Eligibility

### Purpose

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.

### Program Overview

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.

### Program Funding

Chapter 142 of the Acts of 2019 authorized \$5 million in appropriated contract assistance from Chapter 273 of the Acts of 2018.

### Program Administration

This program is being administered by the Massachusetts Clean Water Trust (the Trust) in cooperation with its program partner the Massachusetts Department of Environmental Protection – Division of Drinking Water (MassDEP). The Trust will operate and support the application, award and closeout process for this program. MassDEP will operate as a technical advisor and offer technical support and training to recipients.

**Eligible Recipients:** Early education facilities, childcare centers and public 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 approved by MassDEP, **AND**
3. Entered the corresponding data into MassDEP’s Lead Contamination Control Act (LCCA) Program Management Tool.

**Eligible Costs:** Eligible uses of the grant funds are:

1. Procurement of Point-of-Use (POU) filtered water bottle filling stations <sup>1</sup>
2. Procurement of POU filtered water bottle filling retrofit fixtures
3. Procurement of replacement filters <sup>2</sup>
4. Installation of the procured units
5. Post-Installation Testing

**Note:** Award funds may not be used to reimburse a District for previously purchased fixtures or any remediation activity undertaken before the grant was awarded.

<sup>1</sup> See **Appendix A** for Technical Requirements of Fixtures, Fittings and Filters.

<sup>2</sup> Replacement filters are considered future O&M cost. Recipients may use unexpended funds of their grant award to purchase replacement filters or complete post-installation water testing, as long as the District is able to provide all fixtures enumerated in the award letter.

## Fixture Procurement

Grant recipients must procure fixtures through the Commonwealth's Operational Services Division's (OSD) FAC100: Building Maintenance Repair and Operations Project Materials and Supplies statewide contract. Recipients may also procure the installation through the TRD01 Tradesperson Installation, Repair, Maintenance Services statewide contract. For more information related to eligibility to use a Statewide Contract, please visit: <https://www.mass.gov/service-details/who-may-use-statewide-contracts>.

The procurement requirement applies to any entity or organization that have legitimate access to statewide contracting services provided through OSD. Any deviation from this requirement must be approved by the Trust before procuring fixtures.

## Application and Award Process

### Application Process

Applications will be solicited through funding rounds. Districts will submit an application package online through links supplied by the Trust. The application process is broken down into two parts detailed below under Application Method.

Once an application round is closed, the Trust will review applications, sort and score based on a multi-factor scoring system. Scoring will take into account the age of the student population served, the socioeconomic status of the School District and lead testing results of the education facilities. The entire award process is outlined below in detail.

### Application Method

Grant applications will be submitted through an online application. Districts will submit a single application for all the schools within the District that the needs or has the capacity to install bottle filling stations. The application is in two parts:

**Part 1:** Requests specific information about the Districts and the designation of a point of contact (POC) for the District. **The District Form should be completed first and requests the following information:**

- o District Name
- o Massachusetts Department of Elementary and Secondary Education (DESE) District Code
- o Superintendent or Similar Executive Name
- o Designated POC & Contact Information
- o Total Number of Schools Submitted
- o Total Number of Fixtures Requested

**Part 2:** Request specific information about schools within the District. The School Form must be filled out for each school that will be participating in the program. **This form will collect the following information:**

- o School Name, DESE District and School Codes
- o Number of enrolled students
- o Number of enrolled students in grades Pre-K through 5
- o School Building Occupancy
- o Water testing history
- o Number of Drinking Water (DW) fixtures in school
- o Number of DW fixtures with lead exceedances, not replaced or repaired
- o Number of fixtures requested
- o Other requested information

Please see the detailed application instructions on the [SWIG webpage](#) for more information.

### Program Support

The Trust has provided detailed application instructions and will provide application and program support. Contact information can be found on the first page of this document. MassDEP will offer regional trainings that will contain application process and program information. A technical support avenue will be created for Districts that need additional help with post installation testing or updating the LCCA Program Management Tool.

### Application Review and Scoring

The Trust will review, and sort applications based on a scoring system that prioritizes high risk populations based on age of the population, amount of drinking water fountains with lead exceedances and a District's socioeconomic status. Appendix B provides a detailed breakdown of the scoring metric.

### Grant Awards

Grant awards will be calculated per eligible fixture. Each fixture will receive \$3,000 for procurement and installation. The number of eligible fixtures is determined by a maximum fixture award calculation. This calculation is based on the State Uniform Plumbing Codes<sup>3</sup>, a drinking water fixture to occupant ratio of 75 students to 1 drinking water fixture.

#### **Maximum Fixture Award Calculation:**

- Divide the Facility's Occupancy by 75 = Required Fixtures
- Required Fixtures minus Fixtures with no lead detected = Allotted Fixtures per School
- Allotted Fixtures multiplied by the per unit award cost of \$3,000 = School Award

Schools whose fixture ratio would fail to qualify for any fixtures will be assigned one fixture depending on the availability of program funds.

Additionally, during the application process, Districts are asked to provide the number of fixtures they are requesting per school. If this number is less than the maximum fixture award, then the Trust will select the lesser number.

### Large Award Review

The Trust reserves the right to review grant requests outside of the application process if their award request would have a significant impact on funding capacity of the program.

<sup>3</sup> 248 CMR 10.10 - Table 1: Minimum Facilities for Building Occupancy

## Grant Award Process

Applicants who successfully complete the application process will fall into two categories:

1. Districts that have completed all requirements, and subject to funding availability, will receive an Award Letter and Grant Agreement.
2. Districts that have failed to complete all pre-application requirements will be referred to MassDEP/UMass for support.
  - a) Districts that have tested, but not entered results to MassDEP's LCCA Program Management Tool will be referred to MassDEP for assistance.
  - b) Districts that have not completed testing will be referred to the testing program and resources for completing testing.

## Award Letter Package

The Trust will issue a letter to the award recipient detailing the following:

1. **Award Letter**
  - a) Details total award by school
  - b) Details grant requirements
  - c) Directions for executing the Grant Agreement
2. **Grant Questionnaire**
  - a) Provides financial information to the Trust
  - b) Confirms District's POC
3. **Grant Agreement**

## Award Disbursement

Once the Trust receives the executed Grant Agreement and supporting documents, the Trust will disburse the total award amount to the District.

## Award Allocation

The award letter will detail the number of fixtures allocated to each school, but the District may transfer allocated funds between schools as needed to meet the fixture procurement and installation needs.

## Award Deadlines

Recipients will have 180 days from the date of the award disbursement to procure, install and closeout the grant. If more time is needed, then recipients may request an extension of up to 45 days.

## Post Installation Requirements

### Results Reporting Requirement

Once fixture(s) have been installed, Districts will be required to complete post-installation testing of water for lead. Post-installation sampling and testing will need to follow MassDEP's guidelines for Point-of-Use fixtures (bottle filling stations). This document can be found in the appendices, and is also available on [mass.gov/swig](https://mass.gov/swig).

Districts will review the results for all schools and report actions taken through the online MassDEP LCCA Program Management Tool. All sampling results reported by a Massachusetts certified laboratory to MassDEP electronic reporting system, eDEP, will be posted two weeks from the date the samples were reported to eDEP on the MassDEP website at:

<https://mass.gov/service-details/lead-and-copper-in-school-drinking-water-sampling-results>.

If your school's lead sampling results are not available through the LCCA Program Management Tool please contact the MassDEP Drinking Water Program via email at: [program.director-dwp@mass.gov](mailto:program.director-dwp@mass.gov) (Subject: LCCA Reporting Tool – Sampling Results).

### Notification Requirement

Recipients are required to follow the consumer notification requirements:

1. **Contact the Local Public Water Supplier:** If the sampling was conducted by you or on your behalf, make your public water supplier aware of any results that exceed the lead Action Level or any samples above the MassDEP recommended laboratory detection limit of 1 ppb. You should also notify the MassDEP Drinking Water Program of any sampling result with lead detections above the Action Level. Notification should be sent to MassDEP Drinking Water Program at 617-292-5770 or [program.director-dwp@mass.gov](mailto:program.director-dwp@mass.gov).
2. **Conduct Outreach to Staff and Parents:** Provide staff, students, and parents with a letter informing them of the lab results and describing the remediation actions you have taken. See Additional Resources on <https://www.mass.gov/Swig> for template letters.

### Award Closeout and Certifications

Recipients are required to submit a grant closeout form to the Trust once completing the award requirements. The closeout form will ask that the recipient confirm the number of fixtures procured, cost of fixtures and cost of installation. Based on approval from the Trust, recipients may retain unexpended funds for future O&M costs.

1. **Certification of Operation and Maintenance Agreement:** All recipients are required to certify that facilities will comply with Operation and Maintenance (O&M) guidance as it applied to point of use drinking water fixtures.  
<https://www.mass.gov/doc/tips-on-operation-maintenance-for-point-of-use-devices/download>
2. **Certification of Installation and Final Testing Results:** All schools will be required to update the MassDEP LCCA Program Management Tool with notes on completing the installation and post installation testing results.

## Appendix A: Technical Requirements of Fixtures, Fittings, and Filters

1. **Bottle Filling Stations, Filter Additions and Retrofit Units, must be:**
  - a) constructed of a durable anti-microbial, anti-corrosion material or stainless steel;
  - b) certified to National Sanitation Foundation International (NSF) and American National Standards Institute (ANSI) standards for the number of contaminants that leach from the products into the drinking water (NSF/ANSI 61) and a maximum lead content by weight (NSF/ANSI 372);
  - c) contain a visible LED indicator for filter maintenance;
  - d) meet Americans with Disabilities Act (ADA) guidelines for reach range and wheelchair access.
  
2. **Filters and Replacement Filters, must be:**
  - a) certified to NSF International/ANSI standards 42 and 53 for the removal of lead and other contaminants with documented evidence that the filters reduce lead below 1 ppb, and;
  - b) have at least a 3,000-gallon capacity.

3. **Additional Recommendations from MassDEP:  
Particulate Filters**

Utilizing a particulate filter in addition to the onboard filter could extend the useful life of fixtures and filters while decreasing the risk of filters being compromised by particulates.

**Vandal-Resistant**

In locations with heavy traffic or high-fixture-usage should consider the more durable construction found in vandal-resistant fixtures.

**Filter Shut Off**

MassDEP recommends the use of fixtures that will shut-off when the filter has reached the end of its service life.

**Note:** Eligible fixtures and filters must be certified by NSF/ANSI and must be listed on [nsf.org](https://www.nsf.org)

## Appendix B: Ranking Criteria Considerations

The Trust will consider a number of important variables. Detailed below are the variables, how they will be calculated and the reason for their consideration.

### A) School Calculation

- 1. Age of the Population Served (35 points):** According to the CDC, and recently adopted into EPA's 3Ts for Reducing Lead in Drinking Water Program, have determined that there is no safe blood lead level for children. Per updated 3Ts manual:

Young children are especially susceptible to lead exposure, because of their frequent hand-to-mouth activity, and their metabolism—their bodies absorb metals at a higher rate than the average adult does. Children's nervous systems are still undergoing development and thus are more vulnerable to the effects of toxic agents.<sup>4</sup>

For this reason, the SWIG program will prioritize schools with a younger population. This will be accomplished by providing a weighted points metric based on the age of the population served at the facility. Schools will be asked to list the number of students currently enrolled in grades Pre-K through 5.

The percentage of students served within the grades Pre-K through 5 will determine the number of points a facility receives. The calculation simply finds the ratio of students within grades Pre-K through 5 of the total enrolled student population. This measure has a maximum point value of 35. See below for a breakdown of the points distribution.

% Population Pre-K - 5	Score
>75%	35
>50% and <75%	30
>25% and <50%	25
<25%	20

This formula will prioritize schools serving the most vulnerable populations. This metric will assist in prioritizing facilities within a District.

<sup>4</sup> [https://www.epa.gov/sites/production/files/2018-09/documents/final\\_revised\\_3ts\\_manual\\_508.pdf](https://www.epa.gov/sites/production/files/2018-09/documents/final_revised_3ts_manual_508.pdf)



2. **Lead Testing Results (35 Points):** One of the objectives of the SWIG program is to augment the Commonwealths school testing program by adding an additional incentive for completing testing and providing financial assistance to mitigate known issues. Additionally, these testing results will be utilized to determine the need of lead mitigation.

Determining a school’s need will be calculated based on the number of fixtures that have failed the 1ppb thresholds compared to the number of total fixtures. See the matrix for data collection below.

	<b>Drinking Water Sources</b>	# Fixtures in the building	# Fixtures with lead exceedances
A	Drinking Water fixtures		
B	<b>Total</b>		

The calculation of points will be based on the number of fixtures with lead exceedances compared to total fixtures.

This metric prioritizes schools with the highest number of hazardous fixtures. The purpose of this program is to address existing lead hazards. Note that remediation activities such as turning off or unplugging a fixture should have no bearing on the fixture’s testing results being counted. Remediation activities that include the replacement of the fixture however will remove the test result from being counted and should then be counted in the total fixtures.

3. **Disadvantaged Community (30 Points)**

The Trust will utilize the District or Regional District Ch 70 aid as a percentage of foundation budget. This ratio provides the best indicator of a District’s financial needs and is specifically formulated based on school budget needs. The resulting ratio is then multiplied by 30.



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