



MAINE CDC DRINKING WATER PROGRAM

Department of Health & Human Services

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2025 CAPACITY DEVELOPMENT GRANT

Deadline: Applications are accepted on a rolling basis until funds are fully disbursed. The last date to submit an application for consideration is **June 30, 2026**.

Purpose: This grant is for creating a plan/document that will improve a water systems technical, financial or managerial capacity.

Eligible Projects: Each eligible public water system must demonstrate a need for the document for which it is requesting funding assistance. No water system may receive a grant award for a document it has produced within the previous five years if it is the same or similar to any one listed below. Examples of eligible professionally prepared documents may include, but are not limited to:

- Comprehensive System Facilities Plans
- Capital Improvement Plans
- System Hydraulic Modeling Studies
- Comprehensive Operations and Maintenance Manuals
- Risk and Resilience Assessments
- Emergency Response Plans
- Cybersecurity Evaluations
- System Consolidation Studies
- Asset Management Plans¹
- GIS Infrastructure Mapping²
- Water Storage Tank Upgrade /Replacement Evaluations
- Comprehensive Community Planning Studies which include a public water infrastructure component. Consideration will be given for funding the “drinking water” portion of such studies.
- Other professionally prepared documents that can be used to enhance system capacity, as determined by the DWP.
- Corrosion Control Treatment Plans
- Water or Energy Audit Reports

Eligible Water Systems: All community and non-profit, non-community public water systems are eligible for grant awards. *Examples include water utilities, mobile home parks, apartment buildings, nursing homes, and schools.*

- **Compliance Requirement:** Water systems that are currently out of compliance with Drinking Water Rules & Regulations are not eligible, unless the proposed project will directly help the system return to compliance.

Award Amount: DWP will cover 75% of project costs up to a maximum reimbursement amount of <\$30,000. Grants are awarded on a reimbursement basis.

Contracting and Bids: After receiving an Award Letter, you must Request quotes from at least 3 companies for your project. You are required to use the lowest bid for work or services.

- If a company does not respond within 2 weeks to your request, this is considered an attempt

¹The purchase of computer software is not a reimbursable expense.

²The purchase of computers, computer software, or GPS devices are not reimbursable expenses.

- Your quotes (or attempts to get quotes) must be verified before project work can start. Submit the attached Quote Summary Sheet to sofia.licht@maine.gov for review

However, some exemptions may be allowed from this requirement. If seeking to sole source, you must request an exemption by submitting a written justification explaining why the preferred vendor is the best candidate for this work to sofia.licht@maine.gov.

Ineligible Expenses: Work performed by the water system's personnel in support of a grant activity is not a reimbursable expense under the grant program. Work performed prior to receiving grant approval does not qualify towards grant reimbursement. Funding cannot be used to cover any fees charged for helping water systems apply for the grant.

Application and Award Timeline:

- Rolling applications accepted until funds are gone (final deadline: June 30, 2026)
- Award letters issued as soon as possible after review
- Projects must be completed within 2 years of approval (no extensions)

Reimbursement Process: Complete your project and submit the following

1. A Capacity Development Grant Reimbursement Form (found on Maine DWP website)
2. The ACH authorization form (page 2 of reimbursement form)
3. A copy of meeting minutes where the water system officials have discussed the need for the document and a grant award.
4. A copy of the letter of agreement or contract between the water system and the selected engineering or consulting firm
5. The completed document for Drinking Water Program review and approval. Copies of all reports and studies shall be provided to the DWP in an electronic (.pdf) format;
6. Copies of all paid invoices for reimbursable costs

*Note: Only one electronic transfer per system per project – submit for reimbursement when your project is completed, or all grant funding is expended.

Application Submission:

Email your application to:	Or Mail to:	Maine CDC Drinking Water Program
Sofia.Licht@maine.gov		ATTN: Sofia Licht
		151 Jetport Boulevard
		Portland, ME 04102-1946

How often can I apply? Eligible water systems may only apply for one grant per application year. Any water system that has previously been awarded a Capacity Development Grant must first complete that grant project before applying for a new grant.

Who to contact with questions: Contact Sofia Licht (207) 441-3217 or e-mail sofia.licht@maine.gov with questions about the application or granting process.



2025 CAPACITY DEVELOPMENT GRANT APPLICATION

Please complete this form and return to the DWP no later than **June 30, 2026**.

PWS NAME: _____ PWSID#: _____

CONTACT: _____ TELEPHONE: _____

MAILING ADDRESS: _____ TOWN/CITY: _____

STATE: _____ ZIP CODE: _____ E-MAIL ADDRESS: _____

1. Grant Request: What is the total grant amount requested?

2. Project Description: What is the project? Include the estimated cost and schedule of completion.

3. Demonstrated need for the document. *How will the document help your water system increase technical, managerial and/or financial capacity?*

4. Do you have an open Capacity Development Grant from the Drinking Water Program?

Yes

No

Additional information supporting your application is welcome but not required.

Signature: _____ **Title:** _____

Print Name: _____ **Date:** _____

RETURN TO THE DRINKING WATER PROGRAM BY JUNE 30, 2026

Set Asides Grant Quote Summary Sheet

Public Water System Name: _____

PWSID Number: _____

Quote 1:

Company:			
Method used to solicit (check all which apply)	Phone	Email	Other (Describe):
Name of person at company contacted:			
Date Quote Solicited:			
Date Quote Received:		<i>Write "N/A" if 14 days have passed and no quote has been received</i>	
Total Quote Amount (labor + materials)		<i>Write "N/A" if no quote has been received</i>	

Quote 2:

Company:			
Method used to solicit (check all which apply)	Phone	Email	Other (Describe):
Name of person at company contacted:			
Date Quote Solicited:			
Date Quote Received:		<i>Write "N/A" if 14 days have passed and no quote has been received</i>	
Total Quote Amount (labor + materials)		<i>Write "N/A" if no quote has been received</i>	

Quote 3:

Company:			
Method used to olicit (check all which apply)	Phone	Email	Other (Describe):
Name of person at company contacted:			
Date Quote Solicited:			
Date Quote Received:		<i>Write "N/A" if 14 days have passed and no quote has been received</i>	
Total Quote Amount (labor + materials)		<i>Write "N/A" if no quote has been received</i>	