

Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D.  
Commissioner



Maine Department of Health and Human Services  
Maine Center for Disease Control and Prevention  
11 State House Station  
286 Water Street  
Augusta, Maine 04333-0011  
Tel; (207) 287-8016; Fax (207) 287-9058  
TTY: Dial 711 (Maine Relay)

## Capacity Development Grant Reimbursement Request Form

Date: \_\_\_\_\_

**Reimbursement to be sent to:**

Public Water System Name: \_\_\_\_\_ PWSID#: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ I have enclosed documents for the following:

**A copy of meeting minutes where the water system officials have discussed the need for the document and a grant award.**

**A written explanation of how the professional engineering or consulting services were selected.**

**A copy of the letter of agreement or contract between the water system and selected firm.**

**The completed document for Drinking Water Program (DWP) review and approval. Copies of all reports and studies shall be provided to the DWP in an electronic (.pdf) format**

**Copies of all paid invoices for reimbursable costs.**

*Upon receipt of the above materials, we will authorize disbursement of a check for an amount up to the awarded sum by the Maine Municipal Bond Bank. All incomplete projects will be closed **one year after grant award** unless a request for an extension has been submitted and approved. You can apply for an extension (up to 6 months) using the Grant Project Extension Request Form, available on the DWP website or by calling (207) 287-5678.*

**Submit this completed form, along with supporting documents, to:**

Sara Flanagan  
Maine CDC Drinking Water Program  
#11 State House Station  
286 Water St., 3<sup>rd</sup> Floor  
Augusta, ME 04333-0011  
Sara.M.Flanagan@maine.gov

[For DWP Administrative Use Only]
Approved Date: _____
Approved By: _____
Approved Amount: _____

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_