

Questions and Answers

Coastal Communities/Shore and Harbor Planning Grants

Maine Coastal Program and Municipal Planning Assistance Program

Q: Where will this Q&A document be posted?

A: The Q&A document will be posted on the [Maine Coastal Program](#), [Municipal Planning Assistance Program](#), and [Maine Office of Community Affairs](#) websites.

Q: Is there a fillable application form for this grant?

A: No, there is no required form that applicants must download and fill out. The application information can be found in the program statement starting on page six and ending in the middle of page nine. Applicants should ensure they provide the requested information and address each of the sections listed in the “Application Guidelines and Required Format” portion of the program statement. The application information is in the Program Statement linked at the top of this page: [Shore and Harbor Planning Grants | Department of Marine Resources](#).

Q: How does one apply for this grant?

A: Application requirements can be found in the program statement starting on page six and ending in the middle of page nine. Applicants must provide the requested information and submit it in pdf format, via email, to melissa.britsch@maine.gov. The application submission instructions are on page 10 of the program statement. Applications are due via email by 5 pm on January 5, 2026. The email subject line should include “CCG/SHG Application – [Municipality/Organization Name].”

Q: When do projects start and when must they end?

A: Projects are anticipated to start on or after February 23, 2026. Projects must be completed, and deliverables received by the Maine Coastal Program or the Municipal Planning Assistance Program, by March 31, 2027. These grants can only reimburse for work

done during the grant contract period (between the start and end dates listed on the final project contract with the State of Maine). Work done before the start of the grant contract is not eligible for reimbursement. Match contributions, either in-kind or cash, must take place during the grant contract period as well.

Q: Can these grants be used as match for other grants?

A: In some instances, yes. Although the grant contracts will be established with the State of Maine, these are federal funds. The grant funds could be counted as match to a separate state grant.

Q: We would like to create a fishing dock at a town park but are not sure where to start. Could these grants be used to explore the possibility and costs of a project like this?

A: Conceptual designs and cost estimates for updated/new public waterfront infrastructure are eligible for this grant.

Q: If grants are awarded, is there a set timeline for completion of the final product?

A: All work must be completed, and deliverables received by the Maine Coastal Program or the Municipal Planning Assistance Program, by March 31, 2027.

Q: Have you funded similar projects in the past? Can we be put in touch with prior applicants?

A: This webpage has a list of all grants we have funded: [Example Projects, Maps, and Funding Summary | Department of Marine Resources](#). This website does as well, for the Shore and Harbor Grant and the Coastal Community Grant: [Coastal Community Planning Grant Case Studies: Municipal Planning Assistance Program: Maine DACF](#). We have funded master plans and engineering designs for many communities. Please review the lists of funded projects and we can connect you with communities if you have questions about specific projects.

Q: Would a municipality that received funding in the past be eligible for another grant?

A: Prior applicants can reapply for funding from this program. Past performance is considered in the scoring process – see page 9 of the program statement.

Q: Are projects to site nature-based shoreline stabilization and improve public coastal access eligible for these grants?

A: Projects to plan for nature-based projects and improve public access are eligible activities. These grants cannot fund construction, only planning and design.

Q: Would municipal official trainings and updates to coastal mapping tools be eligible activities for these grants?

A: Updating resilience planning tools and training municipal officials on those tools are eligible activities.

Q: Can grant funds be used to pay for municipal or regional planning organization staff time?

A: The grant funds are for project costs and can be used to pay for activities that are outside of the normal roles of the applicant staff. These funds cannot be used to support ongoing or routine staffing needs of the applicants. Applicants can include indirect costs and should provide documentation for their approved indirect rate.

Q: Are regional planning organizations eligible to apply for the maximum award amount of \$75,000?

A: Regional planning organizations are only eligible for the higher award amount if they can show they are applying for a collaborative project with another eligible applicant.

Q: Should the application format include a cover page/would a cover page be counted as one of the ten max pages for the application?

A: A cover page is not necessary for the application; the applicant details and the first part of the project description have the necessary high-level summary information. Extra information can be added as an appendix, which does not count towards the page limit.

Q: Do you require the exact table formats included in the program statement (for example, in the project partner and budget sections), or can we use a different format that still provides all the requested information?

A: You don't have to follow the table formats exactly, but please ensure all of the requested information is present and easy to find, including the requested budget categories.

Q: What is the source of the funds for these grants?

A: The funds are Federal funds from NOAA's Office of Coastal Management.

Q: How much money is anticipated to be awarded during this grant round?

A: This year, MCP and MPAP plan to allocate approximately \$550,000 across the two grant programs.

Q: Can the deadline be extended to January 12th?

A: Unfortunately, the deadline cannot be extended this year.

Q: Are applications to be submitted via email to Melissa Britsch or through the Vendor Self-Service System?

A: Applications should be submitted to Melissa Britsch (melissa.britsch@maine.gov), not through the vendor self-service system.

Q: In budget table 2, should all costs incurred by contractors be listed under "contractual" or only contractor labor costs? For example, should travel costs incurred by a contractor be listed under "travel" or "contractual"?

A: All of a contractor's costs should be included under contractual. The other budget lines should reflect the costs of the applicant. In the budget justification please clarify what is included in the contractual costs. In the example of the question, labor costs and travel costs would be included in the "contractual" line of budget table 2 and an explanation of labor and travel costs would be included in the budget description explaining the hourly rate and estimated hours and basis for travel.

Q: Can municipalities apply for grants for separate, but related projects?

A: Multiple applications from a single applicant are allowed for projects that fall into distinct project categories.

Q: For collaborative projects involving many project partners, is there any additional page allowance beyond the 10-page limit to accommodate additional Project Partner tables and still provide robust narrative sections?

A: If more than two project partner tables are needed, the additional partners can be listed in an appendix. Please make a note in the application that additional partners can be found in the appendix and indicate on what page they can be found. The total narrative, including the first two project partner tables, should not exceed 10 pages.

Q: Can applications be considered for projects in the intertidal zone, and potentially on private property?

A: A project like a harbor-wide sea level rise adaptation plan would be eligible, even if some of the properties near the harbor were private. If the proposed project were for engineering designs to improve resilience on a private property it would not be eligible. As a reminder, we don't fund construction, and applications must come from a municipality, regional planning organization, or tribe and projects should provide for the public benefit.

Q: Would dry hydrants in the town to help secure a reliable source of water and timely response for the fire department be something covered under this grant?

A: Installing dry hydrants is not an eligible activity for the Coastal Community or the Shore and Habor Planning Grant. However, there may be some other grant resources that could be useful.

- Volunteer Fire Capacity Program, which may be able to provide some funding for dry hydrant installation.
 - Due date: December 19, 2025 (Grant opens annually in the fall)
 - Announcement:
https://www.maine.gov/dacf/mfs/forest_protection/downloads/vfa-2026/2026-vfa-announcement.pdf
 - Contact: terri.teller@maine.gov or kent.nelson@maine.gov

- The Community Wildfire Defense Grant from the USDA Forest Service, but to get implementation grants under that program (i.e., to fund installation of things like dry hydrants) the town would have to be carrying out activities recommended in a Community Wildfire Protection Plan that is less than 10 years old. Note: this is a nationwide funding program and grants tend to be larger scale and competitive.
 - Contact: terri.teller@maine.gov or kent.nelson@maine.gov
 - Here is the program website: <https://www.fs.usda.gov/managing-land/fire/grants/cwdg>
- The assistance to Firefighters Grant Program through FEMA: <https://www.fema.gov/grants/preparedness/firefighters>
- USFA grants through FEMA: <https://www.fs.usda.gov/managing-land/fire/grants>
- Another potential option to explore would be a Community Action Grant if the municipality or town is enrolled in the Community Resilience Partnership.
 - Program website: <https://www.maine.gov/future/climate/community-resilience-partnership>
 - Examples of previously funded projects here (search this document for “fire”): https://www.maine.gov/future/sites/maine.gov.future/files/2025-05/Resiliency%20Partnership%20Annual%20Report_Digital.pdf