**PROGRAM STATEMENT**

**Funding Opportunity SPG2024-4**

Community Resilience Partnership Service Provider Grant Program

**Issued by:**

Governor’s Office of Policy Innovation and the Future

[Community Resilience Partnership](https://www.maine.gov/future/climate/community-resilience-partnership)

111 Sewall Street

Augusta, ME 04330

Issue Date: December 8, 2023

**PROPOSAL DUE DATE: FRIDAY, FEBRUARY 2, 2024; 5:00 P.M.**

All communication regarding this Program Statement should be sent to

Ashley Krulik, Community Resilience Partnership Program Manager, [ashley.krulik@maine.gov](mailto:ashley.krulik@maine.gov).

**Informational webinar: January 4, 2024; 10:00a.m.**

Zoom Registration Link: <https://mainestate.zoom.us/meeting/register/tZUofu2trzIrHdHbR0S92n7UD5gKrxnYJjTh>

A recording will be posted at: <https://www.maine.gov/future/climate/community-resilience-partnership>



**TABLE OF CONTENTS**

**SECTION 1. BACKGROUND** ...............................................................................................................3

1.1 Definitions.......................................................................................................................................... 3

1.2 Eligibility ............................................................................................................................................ 3

1.3 Grant Size and Duration .................................................................................................................... 4

1.4 Future Rounds.................................................................................................................................... 5

1.5 Cancellation Notice ........................................................................................................................... 5

1.6 Final Action On Grant Awards ........................................................................................................... 5

1.7 Contact information .......................................................................................................................... 5

**SECTION 2. GRANT PROGRAM DETAILS** .......................................................................................... 5

2.1 Description ........................................................................................................................................ 5

2.2 Eligible Uses of Funds ........................................................................................................................ 6

2.3 Cost-Share or Match Requirements .................................................................................................. 6

2.4 Social Equity and Engagement........................................................................................................... 6

2.5 Application Guidelines and Required Format.................................................................................... 6

2.6 Selection and Award Process ............................................................................................................ 10

2.7 Proposal Deadline and Submission ................................................................................................... 10

**SECTION 3. TERMS & CONDITIONS OF GRANT AWARDS**.................................................................11

3.1 Grant Agreement .............................................................................................................................. 11

3.2 Pre-Award Costs ................................................................................................................................ 11

3.3 Reporting Requirements ................................................................................................................... 11

3.4 Public Records ................................................................................................................................... 12

**APPLICATION FORM**…………………………………………………………………………………….………………………….……13

**SECTION 1. BACKGROUND**

The [Community Resilience Partnership](https://www.maine.gov/future/climate/community-resilience-partnership) provides grants and assistance to municipal governments, Tribal Governments, plantations, townships, or unorganized territories in Maine (“Communities”) for projects that reduce energy use and costs, transition to clean energy and make communities more resilient to climate change impacts such as flooding, extreme temperatures, and public health risks. Communities – those that have already taken significant climate action as well as those considering their early steps – are eligible for Community Action Grants upon completion of [program’s enrollment requirements](https://www.maine.gov/future/climate/community-resilience-partnership/support).

Service Provider Grants, provided through this Program Statement, enable organizations to assist Communities to prepare for and enroll in the Community Resilience Partnership and then apply for grant funds to undertake priority projects.

**1.1 Definitions**

|  |  |
| --- | --- |
| **GOPIF** | Governor’s Office of Policy Innovation and the Future |
| **State** | State of Maine |
| **Service Provider Grant** | Grant to a service provider to assist a Group of communities in Maine to prepare for and enroll in the Community Resilience Partnership and then to apply for grant funds to implement priority climate and energy projects. |
| **Community** | A municipal government, Tribal Government, plantation, township, or unorganized territory in Maine. |
| **Group** | Two (2) to five (5) communities covered by a single application for grant funding. |
| **Community Action Grant** | Upon enrollment in the Community Resilience Partnership, communities are eligible for Community Action Grants for projects that reduce energy use and costs, transition to clean energy, and make communities in Maine more resilient to climate change.  Please see [CAG2024-4](https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/CAG2024-4-ProgramStatement_FINAL.docx) - Community Action Grant Program Statement for more information. |

**1.2 Eligibility**

In order to be considered for Grant funding under this application process, Applicants must meet the following requirements:

1. Eligible service provider organizations include regional planning organizations, councils of governments, regional economic development organizations, county governments, non-profit organizations, academic institutions and cooperative extension programs, and for-profit enterprises. Municipalities are also eligible to apply for Service Provider grants and will need to demonstrate experience and capacity (see Section 2.5, subsection C.).
2. Service Provider Applicants must recruit two (2) to five (5) Communities as part of the application for a Service Provider Grant.
   1. Communities cannot be enrolled previously in the Partnership nor supported previously by an earlier Service Provider Grant.
   2. Unorganized territories, townships, and plantations are eligible. Letters of support should come from the board of assessors, UT supervisor, or county manager as appropriate. A letter of support from the Maine Land Use Planning Commission is strongly encouraged.
   3. Applications must include a letter of support from each community in the proposed Group. Letters of support should indicate the community’s intention to enroll in the Partnership during the grant period and convey its understanding of the enrollment requirements. Letters of support for each community, and other project partners as appropriate, must be included with the application package. Do not send letters separately.

An organization may submit no more than one (1) Service Provider Grant application per grant round. However, an organization would be permitted to participate as a subcontractor on multiple Service Provider Grant applications and is expected to demonstrate through the application(s) the capacity to do so effectively.

A Community may participate in no more than one (1) Service Provider Grant application per grant round.

Service Providers with an active Service Provider Grant from an earlier round are eligible to apply but may not apply for new funds to support the same scope of work. Active Service Provider Grants must be in good standing, meaning that grant reporting requirements are being met and project completion is expected on time and on budget

**1.3 Grant Size and Duration**

The Community Resilience Partnership plans to allocate approximately $300,000 for Service Provider Grant awards during this grant round. GOPIF may award all, part, or none of this allocation at its discretion.

Applicants may request up to $10,000 per community in the Group. Applicants may request up to an additional $2,500 for each community with [high social vulnerability](https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/SVI%20Communities%20Map%20and%20List_2021-12-01_1.pdf) or community with a population of less than 4,000 people.

Grants are anticipated to be awarded in late February 2024, with an expected start date on or after March 8, 2024. Contract terms will be up to twelve (12) months. Please see Section 2.1 under Grant Program Details below.

**1.4 Future Grant Rounds**

The next Community Action Grant round is anticipated to have a deadline in December 2024, subject to change with availability of funding.

**1.5 Cancellation Notice**

The Community Resilience Partnership reserves the right to cancel this Program Statement at any time.

**1.6 Final Action on Grant Awards**

Awards made through this program are considered final and are not subject to internal agency appeal. Any person aggrieved by a decision may pursue judicial review according to the provisions of 5 MRS§§ 11001 – 11008 within 30 days of the agency decision.

**1.7 Contact information**

Questions about this Program Statement should be sent via email to [ashley.krulik@maine.gov](mailto:ashley.krulik@maine.gov).

**SECTION 2. GRANT PROGRAM DETAILS**

**2.1 Description**

The Governor’s Office of Policy Innovation and the Future (GOPIF) is seeking applications for Service Provider Grants as defined in this Program Statement. A Service Provider Grant is a grant to an eligible service provider to provide assistance to a Group of two (2) to five (5) communities in Maine to prepare for and enroll in the [Community Resilience Partnership](https://www.maine.gov/future/climate/community-resilience-partnership) and then apply for grant funds for priority climate and energy projects. This document provides the Application Form to be used for submittal, instructions for submitting applications, the procedure and criteria by which the awarded Applicants will be selected.

Desired outcomes from the Service Provider Grants are:

1. Completion of the enrollment requirements (see Section 2.5, Subsection D.) and new enrollment in the Community Resilience Partnership program by each of the recruited communities;
2. A list of priority climate and energy projects for each community and collaborative projects for the Group; and
3. Assistance to communities in seeking a Community Action Grant or other funding for those priority projects.

Once the Service Provider Grant funds are awarded, communities in the service provider’s Group will have up to twelve (12) months to complete the enrollment process and submit for enrollment in the Partnership.

The next Community Action Grant round is anticipated to have a deadline in December 2024, subject to change with availability of funding.

All funded Service Providers will be required to provide quarterly updates, project deliverables, and a brief project case study that communicates lessons learned.

* 1. **Eligible Uses of Funds**

Eligible uses of funds include project personnel and fringe, contractual expenses, supplies, minor equipment, travel, indirect, and “other” (such as rental fees for meetings). These funds may not be used for construction, computer equipment, permit fees, or to support unrelated staffing needs of the applicant organization.

* 1. **Cost-Share (or Match)**

For all Service Provider Grants, a 15% cost share (“match”) is required of the Applicant. In-kind match is permitted. In-kind match is the value of equipment, goods, or services contributed to the grant that would have been eligible costs. Costs incurred prior to the grant award period are not eligible as match.

* 1. **Social Equity and Engagement**

Maine’s climate response must ensure shared benefits across diverse populations of Maine people. Applicants should include robust community engagement in their community workshops (for example, inclusive planning processes so that diverse community voices are able to participate).

Climate change impacts will create the greatest hardships for already marginalized communities. Communities must identify and promote solutions to help the people who are most vulnerable to climate impacts. As communities are identifying priority projects, they should consider the potential benefits of their proposed climate action projects and describe how the project distributes those benefits equitably.

* 1. **Application Guidelines and Required Format**

A complete and scoreable application for funding will include the following components. Applicants should use the application form on page 13 to address each component.

1. **General Information, Eligibility, and Application Information**

Applicants must complete the following documents as part of their application:

* Application Cover Page
* General Information / Service Provider and Group Eligibility (See Section 1.2 above for community eligibility information)

**B. Community Group Composition**

Additional application scoring points are available for communities with a population of less than 4,000 people, communities with high and medium social vulnerability, and Tribal Governments.

Applicants should refer to the following sources to complete the Community Group Composition section of the application form:

* Maine Social Vulnerability Index (SVI) [categorization information](https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/SVI%20Communities%20Map%20and%20List_2021-12-01_1.pdf).
* Community Resilience Partnership regions:

Region 1: York, Cumberland, Sagadahoc, Lincoln, Knox, and southern Oxford Counties (including Brownfield, Denmark, Fryeburg, Hiram, Lovell, Porter, Stoneham, Stow, Sweden).

Region 2: Waldo, Hancock, and Washington Counties.

Region 3: Androscoggin, Oxford, Kennebec, Franklin, and Somerset Counties.

Region 4: Piscataquis, Aroostook, and Penobscot Counties.

**C. Capacity, Expertise, and Previous Experience**

Applicants must demonstrate expertise and experience across climate resilience, clean energy, and emissions reduction. Applicants are strongly encouraged to consider partnerships or subcontractors that fill gaps in in-house expertise and experience in these areas.

1. **Scope of Work**

Applicants must provide a scope of work that identifies and describes the tasks necessary to achieve the program’s desired outcomes stated in section 2.1 above.

Community Enrollment - Applicants must describe how they will assist their Group of Communities to complete the enrollment requirements and enroll in the Community Resilience Partnership by:

* Adopting a municipal resolution, or for Tribal Governments providing a letter from the Tribal Chief, (sample municipal resolution available [here](https://www.maine.gov/future/climate/community-resilience-partnership/support)) that establishes or designates a committee of community stakeholders or a position in municipal government or Tribal Government to coordinate activities to reduce energy use and costs, invest in renewable energy, and make the community more resilient to climate change;
* Completing the Community Resilience Self-Evaluation (available [here](https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/Community%20Resilience%20Self-Evaluation_2023-06-14_0.docx)) and the List of Community Actions (available [here](https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/List%20of%20Community%20Actions_2023-11-02_0.xlsx)) to identify activities that have already been accomplished and potential next steps.
* Holding a community workshop(s) to: a) review results of the Community Resilience Self-Evaluation and the List of Community Actions and b) prioritize climate and energy projects for implementation.
* Submitting completed enrollment materials via the [online enrollment link](https://me.accessgov.com/governor/Forms/Page/governor/mcrp/).

Approach to community engagement and equity considerations - Applicants must describe specific, actionable steps to include a diverse group of community stakeholders in the enrollment process, including disadvantaged and more vulnerable community members. Each community should consider who will be most affected by climate change impacts and how the needs of the most vulnerable residents will be considered in the prioritization of community actions.

Grant Assistance - Applicants must describe how they will assist their Group of municipalities and Tribal Governments to apply for a Community Action Grant or other funding source for priority climate and energy projects.

Project Timeline – Applicants must describe a timeline for enrolling communities and assisting communities to apply for Community Action Grant funding. Notice of Service Provider Grant award or non-award is expected by late February 2024 and awards will be finalized by mid-March 2024. In describing the project timeline, applicants should consider the timing of the next Community Action Grant deadline, provided in Section 2.1.

1. **Budget Proposal & Cost Share**

Applicants must provide a Budget Narrative and Budget Worksheet detailing the cost of the grant. The Budget Worksheet (sample provided in Table 1) should list the costs for each task within the scope of work. The Budget Narrative should describe how the costs for each task were determined.

Applicants may request up to $10,000 per community in the Group. Applicants may request up to an additional $2,500 for each community with [high social vulnerability](https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/SVI%20Communities%20Map%20and%20List_2021-12-01_1.pdf) or community with a population of less than 4,000 people.

For all Service Provider Grants, a 15% cost share (“match”) is required of the Applicant. In-kind match is permitted. In-kind match is the value of equipment, goods, or services contributed to the grant that would have been eligible costs.

Costs incurred prior to the grant award period are not eligible to be included in the budget nor as match.

*Table 1: Budget Worksheet*

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Worksheet** | | | |
| A 15% cost share is required of the Applicant. In-kind match is permitted.  See Section 2.5, subsection E of the Program Statement under Grant Program Details for more information. | | | |
| **Project Task** | **Funds Requested** | **Cost Share and Other Funds** | **Total Project Budget** |
| Task 1 |  |  |  |
| Task 2 |  |  |  |
| Task 3 |  |  |  |
| Task 4 |  |  |  |
| *(insert lines for additional tasks, as necessary)* |  |  |  |
| **Total** |  |  |  |

1. **Letters of Support**

Letters of support are required from each community in the proposed Group. Letters of support should indicate the community’s intention to enroll in the Partnership during the grant period and its understanding of the enrollment requirements.

For unorganized territories, townships, and plantations, letters of support should come from the board of assessors, UT supervisor, or county manager as appropriate. A letter of support from the Maine Land Use Planning Commission is strongly encouraged.

Letters of support are encouraged from any partner organizations or subcontractors that are bringing expertise to the service provider role (see Section 2.5, C.)

All letters of support must be included with the application package. Do not mail or email letters separately. Attach letters to the application form as one PDF.

* 1. **Selection and Award Process**

An evaluation team will judge the merits of the proposals received in accordance with the criteria below:

|  |  |
| --- | --- |
| **Scoring Criteria** | **Total Points Available** |
| **Criteria 1: General Information/Service Provider and Group Eligibility** | Pass/Fail |
| **Criteria 2: Community Group Composition**   * 2 points for each high SVI or small (less than 4,000) population community or Tribal Government. * 1 point for each medium SVI or medium (between 4,000 and 10,000) population community. | 10 points |
| **Criteria 3: Capacity, Expertise, and Previous Experience** | 35 points |
| **Criteria 4: Scope of Work** | 35 points |
| **Criteria 5: Budget Proposal** | 20 points |
| **Total Points** | **100 points** |

For applications that demonstrate meeting the eligibility requirements in Criteria 1, the evaluation team will use a consensus approach to evaluate and score the remaining Criteria sections shown above.

**2.7 Proposal Deadline and Submission**

1. **Application Submission:**

Proposals are due by 5 p.m. local time on Friday, February 2, 2024. Email submittals are required. Please plan ahead; CRP assumes no responsibility for delays caused by internet outages or attachment sizes.

Email submittals should be sent to ashley.krulik@maine.gov with “**SPG2024-4 [Organization Name]**” in the subject line. Applications must be submitted as a single PDF file, including all letters of support. The maximum attachment size is 20MB.

Emails containing links to file sharing sites or online file repositories will not be accepted, nor will encrypted emails which require opening attachments and logging into a proprietary system. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.

1. **Submitting Questions about the Program Statement**

Questions about this program statement and the application process may be directed to [ashley.krulik@maine.gov](mailto:ashley.krulik@maine.gov). Please include in the subject line “**SPG2024-4 – Questions**”.

Responses provided by program staff should be considered advisory and are not a guarantee of a successful application.

Any responses deemed substantive and binding will be summarized and posted on the [Community Resilience Partnership website](https://www.maine.gov/future/climate/community-resilience-partnership) on a rolling basis until January 15, 2024. It is the applicant’s responsibility to consult this summary.

1. **Informational Meeting**

GOPIF will host a virtual Informational Meeting concerning the Program Statement. See the Program Statement cover page for the date, time, and web link for the meeting.

The purpose of the Informational Meeting is to answer and/or field questions, clarify aspects of the Program Statement requirements, and provide supplemental information to assist potential Applicants in applying. Although attendance at the Informational Meeting is not mandatory, it is strongly encouraged that interested Applicants attend.

The meeting will be recorded and posted to the [Community Resilience Partnership website](https://www.maine.gov/future/climate/community-resilience-partnership).

**SECTION 3. TERMS & CONDITIONS OF GRANT AWARDS**

**3.1 Grant Agreement**

Grant recipients must enter into a written Grant Agreement with the Governor’s Office of Policy Innovation and the Future.

**3.2 Pre-Award Costs**

The Community Resilience Partnership is not liable for any cost incurred by the Grantee or any Grantee subcontractor(s) prior to the effective date in the Grant Agreement. The Community Resilience Partnership will not authorize any payments for work completed prior to the effective date of a fully executed Grant Agreement.

**3.3 Reporting Requirements**

Quarterly progress reports and a final report are required. Quarterly reports are due 15 days after the close of the preceding quarter (Quarters: 1/1–3/31; 4/1–6/30; 7/1–9/30; 10/1–12/31). A final report is due 30 days after the end of the grant period.

**3.4 Public Records**

Following announcement of an award decision, scoring and review notes for all submissions will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. § 401 et seq.).

**Community Resilience Partnership**

**Service Provider Grant**

**SPG2024-4**

**Application Form**

****

Applicants must use the embedded application document to complete their application. The application document can be accessed by double clicking on the icon above.