

**State of Maine**  
**Master Score Sheet**

RFA # 202207117						
Development of Programs and Services for Parents Divorcing, Separating, or Living Apart						
Bidder Name:		Family Education Resource Center – High-Conflict Program	Family Education Resource Center – Online Parenting Program	Home Counselors, Inc. - ParentWorks	Home to Home	
Proposed Cost:		\$13,358.75	\$13,603.76	\$6,800	\$21,000	
Scoring Sections	Points Available					
Eligibility to Apply (Proof of Non-Profit Status)	Pass/Fail	Pass	Pass	Pass	Pass	
Application is complete and adheres to the format outlined in the RFA	10	5	5	10	10	
Litigation	10	10	10	10	10	
Qualifications and Experience	15	6	6	15	15	
Program Requirements	40	10	10	25	40	
Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding	15	2	2	15	15	
Cost Proposal and Budget Information – Anticipated Income for FFY 2023	5	1	1	5	5	
Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023	5	1	1	5	5	
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>35</u></b>	<b><u>35</u></b>	<b><u>85</u></b>	<b><u>100</u></b>	

<b>Bidder Name:</b>		<b>Maine DOC Women's Services and The Integrated Life</b>	<b>Kids First Center – First Step Class</b>	<b>Kids First Center – Next Step Class</b>	<b>Kids First Center - ICOPE</b>
<b>Proposed Cost:</b>		<b>\$30,000</b>	<b>\$30,000</b>	<b>\$10,000</b>	<b>\$25,000</b>
<b>Scoring Sections</b>	<b>Points Available</b>				
Eligibility to Apply (Proof of Non-Profit Status)	Pass/Fail	Fail	Pass	Pass	Pass
Application is complete and adheres to the format outlined in the RFA	10		10	10	10
Litigation	10		10	10	10
Qualifications and Experience	15		15	15	15
Program Requirements	40		40	40	40
Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding	15		12	12	12
Cost Proposal and Budget Information – Anticipated Income for FFY 2023	5		5	5	5
Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023	5		5	5	5
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>N/A</u></b>	<b><u>97</u></b>	<b><u>97</u></b>	<b><u>97</u></b>

**RFA # 202207117**

**Development of Programs and Services for Parents Divorcing, Separating, or Living Apart**

<b>Bidder Name:</b>		<b>Safe Voices</b>			
<b>Proposed Cost:</b>		<b>\$30,000</b>			
<b>Scoring Sections</b>	<b>Points Available</b>				
Eligibility to Apply (Proof of Non-Profit Status)	Pass/Fail				
Application is complete and adheres to the format outlined in the RFA	10	10			
Litigation	10	10			
Qualifications and Experience	15	13			
Program Requirements	40	10			
Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding	15	5			
Cost Proposal and Budget Information – Anticipated Income for FFY 2023	5	3			
Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023	5	2			
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>53</u></b>			



**STATE OF MAINE**  
**DEPARTMENT OF MAINE JUDICIAL BRANCH**  
*Administrative Office of the Courts*

**Janet T. Mills**  
Governor

August 25, 2022

Family Education Resource Center – High-Conflict Programs  
ATTN: Michelle Muncy  
7260 W. Azure Dr., Ste 140-212  
Las Vegas, NV 89130

**SUBJECT:** Notice of Conditional Contract Awards under RFA # 202207117  
Development of Programs and Services for Parents Divorcing, Separating, or  
Living Apart

Dear Ms. Muncy:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Maine Judicial Branch, Administrative Office of the Courts for the Development of Programs and Services for Parents Divorcing, Separating, or Living Apart. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

- Home Counselors, Inc. – ParentWorks;
- Home to Home;
- Kids First Center – The First Step;
- Kids First Center – ICOPE;
- Kids First Center – The Next Step; and
- Safe Voices.

The applicants listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned applicants soon to negotiate a contract. As provided in the RFA, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFA, following announcement of this award decision, all submissions in response to the RFA are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,

A handwritten signature in black ink, appearing to read "Joanna Davis". The signature is fluid and cursive, with the first name "Joanna" and last name "Davis" clearly distinguishable.

Joanna Davis, Esq., Family Process Specialist  
State of Maine Judicial Branch  
Administrative Office of the Courts  
P.O. Box 4820  
Portland, ME 04112-4820  
(207) 822-3210  
[joanna.davis@courts.maine.gov](mailto:joanna.davis@courts.maine.gov)

## **STATEMENT OF APPEAL RIGHTS**

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).



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Family Education Resource Center – Online Parenting Programs  
ATTN: Michelle Muncy  
7260 W. Azure Dr., Ste 140-212  
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**Janet T. Mills**  
Governor

August 25, 2022

Home Counselors, Inc. – ParentWorks  
ATTN: Paul Le Compte, Executive Director  
375 Main Street  
Rockland, ME 04841

**SUBJECT:** Notice of Conditional Contract Awards under RFA # 202207117  
Development of Programs and Services for Parents Divorcing, Separating, or  
Living Apart

Dear Mr. Le Compte:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Maine Judicial Branch, Administrative Office of the Courts for the Development of Programs and Services for Parents Divorcing, Separating, or Living Apart. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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August 25, 2022

Home to Home  
ATTN: Anne Sarbanis, Program Coordinator  
P.O. Box 263  
Brunswick, ME 04011

**SUBJECT:** Notice of Conditional Contract Awards under RFA # 202207117  
Development of Programs and Services for Parents Divorcing, Separating, or  
Living Apart

Dear Ms. Sarbanis:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Maine Judicial Branch, Administrative Office of the Courts for the Development of Programs and Services for Parents Divorcing, Separating, or Living Apart. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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Janet T. Mills  
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August 25, 2022

Kids First Center – The First Step  
ATTN: Timothy Robbins, Executive Director  
51 US Route 1, Suite S  
Scarborough, ME 04074

SUBJECT: Notice of Conditional Contract Awards under RFA # 202207117  
Development of Programs and Services for Parents Divorcing, Separating, or  
Living Apart

Dear Mr. Robbins:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Maine Judicial Branch, Administrative Office of the Courts for the Development of Programs and Services for Parents Divorcing, Separating, or Living Apart. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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August 25, 2022

Kids First Center – ICOPE  
ATTN: Timothy Robbins  
51 US Route 1, Suite S  
Scarborough, ME 04074

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August 25, 2022

Kids First Center – The Next Step  
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August 25, 2022

Maine DOC Women's Services and The Integrated Life, LLC  
ATTN: Amanda Woolford, Director of Women's Services at MDOC  
230 River Road  
Windham, ME 04062

SUBJECT: Notice of Conditional Contract Awards under RFA # 202207117  
Development of Programs and Services for Parents Divorcing, Separating, or  
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Dear Ms. Woolford:

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STATE OF MAINE  
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*Administrative Office of the Courts*

Janet T. Mills  
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August 25, 2022

Safe Voices  
ATTN: Elise Johansen, Executive Director  
100 Lisbon Street  
Lewiston, ME 04240

SUBJECT: Notice of Conditional Contract Awards under RFA # 202207117  
Development of Programs and Services for Parents Divorcing, Separating, or  
Living Apart

Dear Ms. Johansen:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Maine Judicial Branch, Administrative Office of the Courts for the Development of Programs and Services for Parents Divorcing, Separating, or Living Apart. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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P.O. Box 4820  
Portland, ME 04112-4820  
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## **STATEMENT OF APPEAL RIGHTS**

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Family Education Resource Center – High-Conflict Program

**DATE:** August 18, 2022

**SUMMARY PAGE**

**Department Name:** Maine Judicial Branch, Administrative Office of the Courts

**Name of RFA Coordinator:** Joanna Davis

**Names of Evaluators:** Andrea Najarian, Lisa Chase, Joanna Davis, Gregory Garneau, Caroline Jova, Chris Lewis, Tamar Mathieu, and Jacqueline Moss.

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
1. Preliminary Information (Eligibility)		
• Proof of Non-Profit Status	<b>X</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
2. Application is complete and adheres to the format outlined in the RFA	<b>10</b>	<b>5</b>
3. Litigation	<b>10</b>	<b>10</b>
4. Qualifications and Experience	<b>15</b>	<b>6</b>
5. Program Requirements	<b>40</b>	<b>10</b>
6. Cost Proposal and Budget Information – <i>Amount of Request Designated for Scholarship Funding</i>	<b>15</b>	<b>2</b>
7. Cost Proposal and Budget Information – <i>Anticipated Income for FFY 2023</i>	<b>5</b>	<b>1</b>
8. Cost Proposal and Budget Information— <i>Anticipated Expenses for FFY 2023</i>	<b>5</b>	<b>1</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>35</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Family Education Resource Center – High-Conflict Program

**DATE:** August 18, 2022

**PRELIMINARY INFORMATION**

PRELIMINARY INFORMATION

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**Evaluation Team Comments:**

- 1. Application Cover Page**
  - a. *Application contained the appropriate cover page.*
- 2. Debarment, Performance, and Non-Collusion Certification**
  - a. *Application contained this form.*
- 3. Eligibility to Apply (Proof of Non-Profit Status)**
  - a. *Application contained proof of non-profit status, and therefore passes this section.*



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Family Education Resource Center – High-Conflict Program

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: APPLICATION IS COMPLETE AND  
ADHERES TO FORMAT OUTLINED IN THE RFA**

	<u>Points Available</u>	<u>Points Awarded</u>
Application is complete and adheres to format outlined in the RFA	<b>10</b>	<b>5</b>

---

**Evaluation Team Comments:**

*The application does not include all the requested information for the Qualifications and Experience section or the Program Requirements section. The Qualifications and Experience section is missing a narrative of the history of the organization and the three examples of relevant work, and the Program Requirements section includes the number of program participants for FFYs 2017-2021 but does not include a breakdown by year.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Family Education Resource Center – High-Conflict Program

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: LITIGATION INFORMATION**

	<u>Points Available</u>	<u>Points Awarded</u>
Litigation	<b>10</b>	<b>10</b>

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**Evaluation Team Comments:**

*No litigation to report.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Family Education Resource Center – High-Conflict Program

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: QUALIFICATIONS AND EXPERIENCE**

	<u>Points Available</u>	<u>Points Awarded</u>
Qualifications and Experience	<b>15</b>	<b>6</b>

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**Evaluation Team Comments:**

*The program described in the application appears to be developed and run by one woman, this section includes a lot about that person. The RFA states that the application must include history of the applicant’s organization, and that is not contained in the application. The application includes an abundance of information on the relevant work of Dr. Myers-Wall, but not background information about the Family Education Resource Center or information about the people credited “additional contributors” to the program. Dr. Myers-Wall appears to have qualifications for this kind of program, including a Ph.D. in child development and cited publications.*

*The RFA also states the application must include three examples of relevant work. The application does not include this, but instead cites to evaluations conducted about the RISE program.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Family Education Resource Center – High-Conflict Program

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: PROGRAM REQUIREMENTS**

	<u>Points Available</u>	<u>Points Awarded</u>
Program Requirements	<b>40</b>	<b>10</b>

**Evaluation Team Comments:**

*The Committee addressed each Program Requirement listed in Part IV(6) below:*

- a. **The applicant must provide a description of its high-conflict program, including the curriculum.** *Application included detailed description of the program, and what each module provides. It is a pre-recorded webinar series that utilizes what it calls the divorce “impasse” model. The program is not facilitated live as a participant goes through the course, nor does it meet the minimum that the program is facilitated by two trainers with gender diversity.*
- b. **The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence.** *The application provided information almost exclusively on Judith Myers-Wells, who appears to have developed the program, but is not necessarily a trainer, because the program is pre-recorded. She has a Ph.D. in child development, is a director of this online parenting program, and cited her last training for DV in 2013. The Committee noted a slight concern that she had not had any formal DV training in almost a decade. The application contains a list of names credited as “additional contributors via video or major citations” and does not contain any additional information as to the specific contributions of these individuals.*
- c. **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so.** *Application does provide a process for scholarship assistance. It contains a link to a website that provides program participants can qualify for scholarship/financial assistance either by submitting proof of an indigency court order or receipt of government benefit. The Committee noted that that the application contains information in the Cost Proposal and Budget Information that about 5% of program participants get full financial assistance, which indicates there is a sliding scale fee.*
- d. **The applicant must describe its screening process for domestic abuse and violence.** *There does not appear to be any affirmative screening for DV because it is not a live class and portions of the program attempt to address families who have experienced IPV.*
- e. **The applicant must include information on the program’s Board of Directors.** *Application provided information on the Board of Directors.*
- f. **To the extent that the applicant has provided high-conflict programming in prior years, the applicant must provide the number of parents served and the number of courses offered broken down by year for federal fiscal years 2017-2021.** *Applicant claims 125,335 parents served in two*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Family Education Resource Center – High-Conflict Program

**DATE:** August 18, 2022

*courses for the reporting period stated in the RFA but did not break it down by year as required by the RFA.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Family Education Resource Center – High-Conflict Program

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: COST PROPOSAL AND BUDGET INFORMATION**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>AMOUNT OF REQUEST DESIGNATED FOR SCHOLARSHIP FUNDING</i>	15 POINTS	<b>2</b>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>ANTICIPATED INCOME FOR FFY 2023</i>	5 POINTS	<b>1</b>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>ANTICIPATED EXPENSES FOR FFY 2023</i>	5 POINTS	<b>1</b>

**Evaluation Team Comments:**

1. **Amount of Request Designated for Scholarship Funding.** *The cost proposal is unclear. The total amount of grant request is \$0. It then states that the amount of the request designated for scholarships as \$13,358.75, but then explains that the program plans to assign additional support staff to the program. Because of apparent typographical errors in the submission, it is impossible to determine if any of the requested amount is for scholarship money.*
2. **Anticipated Income for FFY 2023:** *Included the amount of income for participant/course fees, and an unspecified grant source.*
3. **Anticipated Expenses for FFY 2023:** *The total in this column plus the grants listed in the income, is exactly the amount of the amount requested: \$13,358.75.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Family Education Resource Center – Online Parenting Program

**DATE:** August 18, 2022

**SUMMARY PAGE**

**Department Name:** Maine Judicial Branch, Administrative Office of the Courts

**Name of RFA Coordinator:** Joanna Davis

**Names of Evaluators:** Andrea Najarian, Lisa Chase, Joanna Davis, Gregory Garneau, Caroline Jova, Chris Lewis, Tamar Mathieu, and Jacqueline Moss.

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
1. Preliminary Information (Eligibility)		
• Proof of Non-Profit Status	<b>X</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
2. Application is complete and adheres to the format outlined in the RFA	<b>10</b>	<b>5</b>
3. Litigation	<b>10</b>	<b>10</b>
4. Qualifications and Experience	<b>15</b>	<b>6</b>
5. Program Requirements	<b>40</b>	<b>10</b>
6. Cost Proposal and Budget Information – <i>Amount of Request Designated for Scholarship Funding</i>	<b>15</b>	<b>2</b>
7. Cost Proposal and Budget Information – <i>Anticipated Income for FFY 2023</i>	<b>5</b>	<b>1</b>
8. Cost Proposal and Budget Information— <i>Anticipated Expenses for FFY 2023</i>	<b>5</b>	<b>1</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>35</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Family Education Resource Center – Online Parenting Program

**DATE:** August 18, 2022

**PRELIMINARY INFORMATION**

PRELIMINARY INFORMATION

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**Evaluation Team Comments:**

- 1. Application Cover Page**
  - a. *Application contained the appropriate cover page.*
- 2. Debarment, Performance, and Non-Collusion Certification**
  - a. *Application contained this form.*
- 3. Eligibility to Apply (Proof of Non-Profit Status)**
  - a. *Application contained proof of non-profit status, and therefore passes this section.*



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Family Education Resource Center – Online Parenting Program

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: APPLICATION IS COMPLETE AND  
ADHERES TO FORMAT OUTLINED IN THE RFA**

	<u>Points Available</u>	<u>Points Awarded</u>
Application is complete and adheres to format outlined in the RFA	<b>10</b>	<b>5</b>

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**Evaluation Team Comments:**

*The application does not include all the requested information for the Qualifications and Experience section or the Program Requirements section. The Qualifications and Experience section is missing a narrative of the history of the organization and the three examples of relevant work, and the Program Requirements section includes the number of program participants for FFYs 2017-2021 but does not include a breakdown by year.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Family Education Resource Center – Online Parenting Program

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: LITIGATION INFORMATION**

	<u>Points Available</u>	<u>Points Awarded</u>
Litigation	<b>10</b>	<b>10</b>

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**Evaluation Team Comments:**

*No litigation to report.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Family Education Resource Center – Online Parenting Program

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: QUALIFICATIONS AND EXPERIENCE**

	<u>Points Available</u>	<u>Points Awarded</u>
Qualifications and Experience	<b>15</b>	<b>6</b>

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**Evaluation Team Comments:**

*The program described in the application appears to be developed and run by one woman, this section includes a lot about that person. The RFA states that the application must include history of the applicant's organization, and that is not contained in the application. The application includes an abundance of information on the relevant work of Dr. Myers-Wall, but not background information about the Family Education Resource Center or information about the people credited "additional contributors" to the program. Dr. Myers-Wall appears to have qualifications for this kind of program, including a Ph.D. in child development and cited publications.*

*The RFA also states the application must include three examples of relevant work. The application does not include this, but instead cites to evaluations conducted about the CARE program.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Family Education Resource Center – Online Parenting Program

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: PROGRAM REQUIREMENTS**

	<u>Points Available</u>	<u>Points Awarded</u>
Program Requirements	<b>40</b>	<b>10</b>

**Evaluation Team Comments:**

*The Committee addressed each Program Requirement listed in Part IV(6) below:*

- a. **The applicant must provide a description of its co-parenting education program.** *Application included a detailed description of the program, and what each module provides for the program participants.*
- b. **The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence.** *The application provided information almost exclusively on Judith Myers-Wells, who appears to have developed the program, but is not necessarily a trainer, because the program is pre-recorded. She has a Ph.D. in child development, is a director of this online parenting program, and cited her last training for DV in 2013. The Committee noted a slight concern that she had not had any formal DV training in almost a decade. The application contains a list of names credited as “additional contributors via video or major citations” and does not contain any additional information as to the specific contributions of these individuals.*
- c. **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so.** *Application does provide a process for scholarship assistance. It contains a link to a website that provides program participants can qualify for scholarship/financial assistance either by submitting proof of an indigency court order or receipt of government benefit. The Committee noted that that the application contains information in the Cost Proposal and Budget Information that about 5% of program participants get full financial assistance, which indicates there is a sliding scale fee.*
- d. **The applicant must describe its screening process for domestic abuse and violence.** *There does not appear to be any affirmative screening for DV because it is not a live class and portions of the program attempt to address families who have experienced IPV*
- e. **The applicant must include information on the program’s Board of Directors.** *Application provided information on the Board of Directors.*
- f. **To the extent the applicant has provided co-parent education programming in prior years, the applicant must provide the number of parents served and the number of courses offered broken down by year for federal fiscal years 2017-2021.** *Applicant claims 125,335 parents served in two courses for the reporting period stated in the RFA but did not break it down by year as required by the RFA.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Family Education Resource Center – Online Parenting Program

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: COST PROPOSAL AND BUDGET INFORMATION**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>AMOUNT OF REQUEST DESIGNATED FOR SCHOLARSHIP FUNDING</i>	15 POINTS	<b>2</b>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>ANTICIPATED INCOME FOR FFY 2023</i>	5 POINTS	<b>1</b>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>ANTICIPATED EXPENSES FOR FFY 2023</i>	5 POINTS	<b>1</b>

**Evaluation Team Comments:**

1. **Amount of Request Designated for Scholarship Funding.** *The cost proposal is unclear. The total amount of grant request is \$0. It then states that the amount of the request designated for scholarships as \$13,603.76, but then explains that the program plans to assign additional support staff to the program. Because of apparent typographical errors in the submission, it is impossible to determine if any of the requested amount is for scholarship money.*
2. **Anticipated Income for FFY 2023:** *Included the amount of income for participant/course fees, and an unspecified grant source.*
3. **Anticipated Expenses for FFY 2023:** *The total in this column plus the grants listed in the income, is exactly the amount of the amount requested: \$13,603.76.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Home Counselors, Inc. – ParentWorks

**DATE:** August 18, 2022

**SUMMARY PAGE**

**Department Name:** Maine Judicial Branch, Administrative Office of the Courts

**Name of RFA Coordinator:** Joanna Davis

**Names of Evaluators:** Andrea Najarian, Lisa Chase, Joanna Davis, Gregory Garneau, Caroline Jova, Chris Lewis, Tamar Mathieu, and Jacqueline Moss.

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
1. Preliminary Information (Eligibility)		
• Proof of Non-Profit Status	<b>X</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
2. Application is complete and adheres to the format outlined in the RFA	<b>10</b>	<b>10</b>
3. Litigation	<b>10</b>	<b>10</b>
4. Qualifications and Experience	<b>15</b>	<b>15</b>
5. Program Requirements	<b>40</b>	<b>25</b>
6. Cost Proposal and Budget Information – <i>Amount of Request Designated for Scholarship Funding</i>	<b>15</b>	<b>15</b>
7. Cost Proposal and Budget Information – <i>Anticipated Income for FFY 2023</i>	<b>5</b>	<b>5</b>
8. Cost Proposal and Budget Information— <i>Anticipated Expenses for FFY 2023</i>	<b>5</b>	<b>5</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>85</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Home Counselors, Inc. – ParentWorks

**DATE:** August 18, 2022

**PRELIMINARY INFORMATION**

PRELIMINARY INFORMATION

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**Evaluation Team Comments:**

- 1. Application Cover Page**
  - a. *Application includes the appropriate cover page.*
- 2. Debarment, Performance, and Non-Collusion Certification**
  - a. *Application includes this form.*
- 3. Eligibility to Apply (Proof of Non-Profit Status)**
  - a. *Application includes proof of non-profit status, and therefore passes that section.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Home Counselors, Inc. – ParentWorks

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: APPLICATION IS COMPLETE AND  
ADHERES TO FORMAT OUTLINED IN THE RFA**

	<u>Points Available</u>	<u>Points Awarded</u>
Application is complete and adheres to format outlined in the RFA	<b>10</b>	<b>10</b>

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**Evaluation Team Comments:**

*The Committee noted that the application was complete, thorough, and adhered to the required format.*



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Home Counselors, Inc. – ParentWorks

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: LITIGATION INFORMATION**

	<u>Points Available</u>	<u>Points Awarded</u>
Litigation	<b>10</b>	<b>10</b>

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**Evaluation Team Comments:**

*Application included appropriate information on a case filed against Maine DHHS and Maine DAFS in 2020. In 2022, the Superior Court made findings in favor of the Applicant and the matters are currently remanded and pending with DAFS.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Home Counselors, Inc. – ParentWorks

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: QUALIFICATIONS AND EXPERIENCE**

	<u>Points Available</u>	<u>Points Awarded</u>
Qualifications and Experience	<b>15</b>	<b>15</b>

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**Evaluation Team Comments:**

*HCI is a well-established program. The application contains a history of the organization, which has existed since 1981. Experience includes many services and programs for families, including co-parent education, case management, and counseling.*

*The application also provided three examples of relevant work with descriptions: ParentWorks, Home-Based Family Services, and Private Pay Supervised Family Visitation.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Home Counselors, Inc. – ParentWorks

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: PROGRAM REQUIREMENTS**

	<u>Points Available</u>	<u>Points Awarded</u>
Program Requirements	<b>40</b>	<b>25</b>

**Evaluation Team Comments:**

*The Committee addressed each program requirement in Part IV(6) of the RFA as follows:*

- a. **The applicant must provide a description of its co-parenting education program.** *Application included thorough description of program, which is four-hours long. Class size limited to 10 at a time, and applicant has developed a 32-page manual for participants. Applicant also noted efforts applicant has taken towards cultural competence and disability accommodations.*
- b. **The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence.** *Application provided information on current trainers, who appear to have gender diversity. Additionally, the trainers are licensed mental health professionals who are required to have 12 hours of DV training starting with 2020 license renewals in Maine.*
- c. **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so.** *Application provided information on scholarship assistance, which includes full assistance and a sliding fee. It is based on participant's reporting of income.*
- d. **The applicant must describe its screening process for domestic abuse and violence.** *Application contains information on this. Partly depends on court screening for those referrals, but parents of the same child are not allowed to attend same class. Registration process includes conversation with Program Director, who also assesses presence of IPV.*
- e. **The applicant must include information on the program's Board of Directors.** *Application included this information.*
- f. **To the extent the applicant has provided co-parent education programming in prior years, the applicant must provide the number of parents served and the number of courses offered broken down by year for federal fiscal years 2017-2021.** *Application included this information, with participant breakdown by year, with the exception of FFY 2017. While COVID-19 has had an effect on participant numbers, the Committee expressed concern at the very low attendance numbers for this program, even pre-pandemic. The highest number reported in FFY 2018 was 47 participants, which only equated to an average of 4.7 participants per 10 classes held.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Home Counselors, Inc. – ParentWorks

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: COST PROPOSAL AND BUDGET  
INFORMATION**

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	<u>Points Available</u>	<u>Points Awarded</u>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>AMOUNT OF REQUEST DESIGNATED FOR SCHOLARSHIP FUNDING</i>	15 POINTS	<b>15</b>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>ANTICIPATED INCOME FOR FFY 2023</i>	5 POINTS	<b>5</b>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>ANTICIPATED EXPENSES FOR FFY 2023</i>	5 POINTS	<b>5</b>

**Evaluation Team Comments:**

1. **Amount Requested for Scholarship Funding:** *The application states that the entire amount requested would be designated toward scholarships.*
2. **Anticipated Income for FFY 2023.** *Application contained information regarding funding from participant fees, donations, grants, and room-rental in-kind donation.*
3. **Anticipated Expenses for FFY 2023:** *Application provided information for each line item of anticipated expenses.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Home to Home

**DATE:** August 18, 2022

**SUMMARY PAGE**

**Department Name:** Maine Judicial Branch, Administrative Office of the Courts

**Name of RFA Coordinator:** Joanna Davis

**Names of Evaluators:** Andrea Najarian, Lisa Chase, Joanna Davis, Gregory Garneau, Caroline Jova, Chris Lewis, Tamar Mathieu, and Jacqueline Moss.

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
1. Preliminary Information (Eligibility)		
• Proof of Non-Profit Status	<b>X</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
2. Application is complete and adheres to the format outlined in the RFA	<b>10</b>	<b>10</b>
3. Litigation	<b>10</b>	<b>10</b>
4. Qualifications and Experience	<b>15</b>	<b>15</b>
5. Program Requirements	<b>40</b>	<b>40</b>
6. Cost Proposal and Budget Information – <i>Amount of Request Designated for Scholarship Funding</i>	<b>15</b>	<b>15</b>
7. Cost Proposal and Budget Information – <i>Anticipated Income for FFY 2023</i>	<b>5</b>	<b>5</b>
8. Cost Proposal and Budget Information— <i>Anticipated Expenses for FFY 2023</i>	<b>5</b>	<b>5</b>
<u>Total Points</u>	<u><b>100</b></u>	<u><b>100</b></u>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Home to Home

**DATE:** August 18, 2022

**PRELIMINARY INFORMATION**

PRELIMINARY INFORMATION

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**Evaluation Team Comments:**

- 1. Application Cover Page**
  - a. *Application included the appropriate cover page.*
- 2. Debarment, Performance, and Non-Collusion Certification**
  - a. *Application contained this form.*
- 3. Eligibility to Apply (Proof of Non-Profit Status)**
  - a. *Application included proof of non-profit status, and therefore passed this section.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Home to Home

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: APPLICATION IS COMPLETE AND  
ADHERES TO FORMAT OUTLINED IN THE RFA**

	<u>Points Available</u>	<u>Points Awarded</u>
Application is complete and adheres to format outlined in the RFA	<b>10</b>	<b>10</b>

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**Evaluation Team Comments:**

*The Committee noted that the application was succinct, complete, and adhered to format.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Home to Home

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: LITIGATION INFORMATION**

	<u>Points Available</u>	<u>Points Awarded</u>
Litigation	<b>10</b>	<b>10</b>

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**Evaluation Team Comments:**

*No relevant litigation to report.*



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Home to Home

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: QUALIFICATIONS AND EXPERIENCE**

	<u>Points Available</u>	<u>Points Awarded</u>
Qualifications and Experience	<b>15</b>	<b>15</b>

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**Evaluation Team Comments:**

*Applicant has been in operation for 26 years, and specifically providing supervised visitation for 10 years. The program has the necessary qualifications and experience.*

*Applicant's organization scope of work is narrow to really focus on supervised visitation. Applicant included examples of three examples of relevant work as neutral child pick-up and drop-off, attendance at court PFA dockets, and referrals to necessary services for parents.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Home to Home

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: PROGRAM REQUIREMENTS**

	<u>Points Available</u>	<u>Points Awarded</u>
Program Requirements	<b>40</b>	<b>40</b>

**Evaluation Team Comments:**

- a. **The applicant must provide a roster of its supervisors to the Department and provide documentation on training provided to the supervisors.** *Application provided list of its supervisors and relevant training experience.*
- b. **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so.** *Application provided a thorough explanation of scholarship assistance, with a two-tier system, with the larger of the two tiers offered for persons receiving government benefits. Application also noted a new transportation scholarship to help parents who cannot otherwise afford to travel to the visit.*
- c. **The applicant must provide documentation of trainings to all staff members on the dynamics and issues of domestic abuse and violence.** *Application provided information on last training in 2020 that was held in-house and tailored to the program.*
- d. **The applicant must demonstrate that its visitation facility or facilities has/have a physical arrangement that prevents contact between parties before and after parent-child visits, such as separate entrances and exits.** *Application provided information on each of the facilities and their arrangements. Currently, visits take place at Mid Coast Hospital and the public library in Brunswick. There are also plans to expand to St. Mary's in Lewiston. All facilities meet the necessary requirements.*
- e. **The applicant must include information on the program's Board of Directors.** *Application provided information on the Board of Directors.*
- f. **To the extent that the applicant has provided supervised visitation services in prior years, the applicant must include information on the number of visits provided broken down by year for federal fiscal years 2017-2021.** *Application provided number of supervised visits for each of the FFYs requested. The numbers decreased significantly due to COVID-19, but saw a slight rise in FFY 2021.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Home to Home

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: COST PROPOSAL AND BUDGET  
INFORMATION**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>AMOUNT OF REQUEST DESIGNATED FOR SCHOLARSHIP FUNDING</i>	15 POINTS	<b>15</b>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>ANTICIPATED INCOME FOR FFY 2023</i>	5 POINTS	<b>5</b>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>ANTICIPATED EXPENSES FOR FFY 2023</i>	5 POINTS	<b>5</b>

**Evaluation Team Comments:**

1. **Amount of Request Designated for Scholarship Funding.** *Application states that all of the amount requested is designated for scholarship money.*
2. **Anticipated Income for FFY 2023.** *Application provided information for funding sources, including participant fees, donations, and grants.*
3. **Anticipated Expenses for FFY 2023.** *Application included this information. There is very low overhead for this program due to very few paid employees and donated space for visits.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – First Step Class

**DATE:** August 18, 2022

**SUMMARY PAGE**

**Department Name:** Maine Judicial Branch, Administrative Office of the Courts

**Name of RFA Coordinator:** Joanna Davis

**Names of Evaluators:** Andrea Najarian, Lisa Chase, Joanna Davis, Gregory Garneau, Caroline Jova, Chris Lewis, Tamar Mathieu, and Jacqueline Moss.

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
1. Preliminary Information (Eligibility)		
• Proof of Non-Profit Status	<b>X</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
2. Application is complete and adheres to the format outlined in the RFA	<b>10</b>	<b>10</b>
3. Litigation	<b>10</b>	<b>10</b>
4. Qualifications and Experience	<b>15</b>	<b>15</b>
5. Program Requirements	<b>40</b>	<b>40</b>
6. Cost Proposal and Budget Information – <i>Amount of Request Designated for Scholarship Funding</i>	<b>15</b>	<b>12</b>
7. Cost Proposal and Budget Information – <i>Anticipated Income for FFY 2023</i>	<b>5</b>	<b>5</b>
8. Cost Proposal and Budget Information— <i>Anticipated Expenses for FFY 2023</i>	<b>5</b>	<b>5</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>97</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – First Step Class

**DATE:** August 18, 2022

**PRELIMINARY INFORMATION**

PRELIMINARY INFORMATION

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**Evaluation Team Comments:**

- 1. Application Cover Page.**
  - a. *Application included the appropriate cover page.*
- 2. Debarment, Performance, and Non-Collusion Certification**
  - a. *Application included this form.*
- 3. Eligibility to Apply (Proof of Non-Profit Status)**
  - a. *Application included proof of non-profit status, and therefore passes this section.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – First Step Class

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: APPLICATION IS COMPLETE AND  
ADHERES TO FORMAT OUTLINED IN THE RFA**

	<u>Points Available</u>	<u>Points Awarded</u>
Application is complete and adheres to format outlined in the RFA	<b>10</b>	<b>10</b>

---

**Evaluation Team Comments:**

*The application was complete and adhered to the format.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – First Step Class

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: LITIGATION INFORMATION**

	<u>Points Available</u>	<u>Points Awarded</u>
Litigation	<b>10</b>	<b>10</b>

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**Evaluation Team Comments:**

*No relevant litigation to report.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – First Step Class

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: QUALIFICATIONS AND EXPERIENCE**

	<u>Points Available</u>	<u>Points Awarded</u>
Qualifications and Experience	<b>15</b>	<b>15</b>

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**Evaluation Team Comments:**

*The application included a thorough history of the organization, which was established in 1998. Since its founding, the organization has focused on co-parenting education.*

*The application included the following three examples of relevant work: the current First Step curriculum, the organization's website that was renovated in 2021, and an annual professional conference providing training on topics relevant to co-parent education.*



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – First Step Class

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: PROGRAM REQUIREMENTS**

	<u>Points Available</u>	<u>Points Awarded</u>
Program Requirements	<b>40</b>	<b>40</b>

**Evaluation Team Comments:**

*The Committee addressed each Program Requirement in Part IV(6) of the RFA as follows:*

- a. **The applicant must provide a description of its co-parenting education program.** *The application provided a thorough description and exhibits regarding the First Step class. It is a four-hour class that is broken into three parts. Currently the class is offered via webinar, but the applicant plans to start re-offering in-person classes in calendar year 2023. Participants will have the option of formats.*
- b. **The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence.** *Application provided a list of its trainers with accompanying resumes, including training on domestic violence.*
- c. **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so.** *Application included information on scholarship assistance. There is a sliding scale fee for the class, including full scholarship. Application states that the organization never turns anyone away who cannot pay for the class.*
- d. **The applicant must describe its screening process for domestic abuse and violence.** *Due to the webinar format of the class (and confidential attendee information), there is no affirmative screening by applicant for domestic violence. Applicant does allow female-identifying victims of IPV to self-select The Kids First for Women class.*
- e. **The applicant must include information on the program’s Board of Directors.** *Application included information on the Board of Directors.*
- f. **To the extent the applicant has provided co-parent education programming in prior years, the applicant must provide the number of parents served and the number of courses offered broken down by year for federal fiscal years 2017-2021.** *Application included this information broken down by federal fiscal year, with the exception of FFY 2017. Despite reduced number of sessions in FFY 21, because the program is offered statewide, the program numbers have increased.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – First Step Class

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: COST PROPOSAL AND BUDGET INFORMATION**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>AMOUNT OF REQUEST DESIGNATED FOR SCHOLARSHIP FUNDING</i>	15 POINTS	<b>12</b>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>ANTICIPATED INCOME FOR FFY 2023</i>	5 POINTS	<b>5</b>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>ANTICIPATED EXPENSES FOR FFY 2023</i>	5 POINTS	<b>5</b>

**Evaluation Team Comments:**

1. **Amount of Request Designated for Scholarship Funding.** *Application states that half of the requested amount (\$30,000) would be used for administrative expenses. However, the application also states that the program never turns a participant away for lack of ability to pay.*
2. **Anticipated Income for FFY 2023:** *Application provided 20% of projected organization income plus 100% of anticipated income for First Step Class.*
3. **Anticipated Expenses for FFY 2023:** *Application provided 20% of projected organization income plus 100% of anticipated expenses for First Step Class.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – ICOPE

**DATE:** August 18, 2022

**SUMMARY PAGE**

**Department Name:** Maine Judicial Branch, Administrative Office of the Courts

**Name of RFA Coordinator:** Joanna Davis

**Names of Evaluators:** Andrea Najarian, Lisa Chase, Joanna Davis, Gregory Garneau, Caroline Jova, Chris Lewis, Tamar Mathieu, and Jacqueline Moss.

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
1. Preliminary Information (Eligibility)		
• Proof of Non-Profit Status	<b>X</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
2. Application is complete and adheres to the format outlined in the RFA	<b>10</b>	<b>10</b>
3. Litigation	<b>10</b>	<b>10</b>
4. Qualifications and Experience	<b>15</b>	<b>15</b>
5. Program Requirements	<b>40</b>	<b>40</b>
6. Cost Proposal and Budget Information – <i>Amount of Request Designated for Scholarship Funding</i>	<b>15</b>	<b>12</b>
7. Cost Proposal and Budget Information – <i>Anticipated Income for FFY 2023</i>	<b>5</b>	<b>5</b>
8. Cost Proposal and Budget Information— <i>Anticipated Expenses for FFY 2023</i>	<b>5</b>	<b>5</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>97</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – ICOPE

**DATE:** August 18, 2022

**PRELIMINARY INFORMATION**

PRELIMINARY INFORMATION

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**Evaluation Team Comments:**

- 1. Application Cover Page.**
  - a. *Application included the appropriate cover page.*
- 2. Debarment, Performance, and Non-Collusion Certification**
  - a. *Application included this form.*
- 3. Eligibility to Apply (Proof of Non-Profit Status)**
  - a. *Application included proof of non-profit status, and therefore passes this section.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – ICOPE

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: APPLICATION IS COMPLETE AND  
ADHERES TO FORMAT OUTLINED IN THE RFA**

	<u>Points Available</u>	<u>Points Awarded</u>
Application is complete and adheres to format outlined in the RFA	<b>10</b>	<b>10</b>

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**Evaluation Team Comments:**

*The application was complete and adhered to the format.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – ICOPE

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: LITIGATION INFORMATION**

	<u>Points Available</u>	<u>Points Awarded</u>
Litigation	<b>10</b>	<b>10</b>

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**Evaluation Team Comments:**

*No relevant litigation to report.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – ICOPE

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: QUALIFICATIONS AND EXPERIENCE**

	<u>Points Available</u>	<u>Points Awarded</u>
Qualifications and Experience	<b>15</b>	<b>15</b>

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**Evaluation Team Comments:**

*The application included a thorough history of the organization, which was established in 1998. Since its founding, the organization has focused on co-parenting education. The applicant has been doing high-conflict programming since 2003.*

*The application included the following three examples of relevant work: the current First Step curriculum, the organization's website that was renovated in 2021, and an annual professional conference providing training on topics relevant to co-parent education.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – ICOPE

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: PROGRAM REQUIREMENTS**

	<u>Points Available</u>	<u>Points Awarded</u>
Program Requirements	<b>40</b>	<b>40</b>

**Evaluation Team Comments:**

*The Committee addressed each Program Requirement in Part IV(6) of the RFA as follows:*

- a. **The applicant must provide a description of its high-conflict program, including the curriculum.** *Application includes description of the class. It is a nine-week program that is only attended by court order for parents who have a chronic, consistent, inability to co-parent. There is no self-referral for this program. The program is currently offered virtually, with applicant considering in-person classes if the demand is there, including in satellite offices across the state. Applicant has a two-person team (one attorney, one mental health professional) with gender diversity lead the course. Quality of participant’s interaction with the program is reported to the court.*
- b. **The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence.** *Application provided a list of its trainers with accompanying resumes, including training on domestic violence.*
- c. **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so.** *Application included information on scholarship assistance. There is a sliding scale fee for the class, including full scholarship. Application states that the organization never turns anyone away who cannot pay for the class.*
- d. **The applicant must describe its screening process for domestic abuse and violence.** *Application provides a thorough screening process for IPV. Attendance for this class is only by court order, However, applicant reserves right to deny attendance at ICOPE if, during the registration process, applicant discovers IPV. Registration process includes written questionnaire, then must have an intake call with staff; the primary purpose of which is to screen for IPV.*
- e. **The applicant must include information on the program’s Board of Directors.** *Application included information on the Board of Directors.*
- f. **To the extent that the applicant has provided high-conflict programming in prior years, the applicant must provide the number of parents served and the number of courses offered broken down by year for federal fiscal years 2017-2021.** *Application included this information broken down by federal fiscal year, with the exception of FFY 2017. COVID-19 had an effect on the participant numbers, but reported highest numbers in FFY 2021.*



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – ICOPE

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: COST PROPOSAL AND BUDGET INFORMATION**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>AMOUNT OF REQUEST DESIGNATED FOR SCHOLARSHIP FUNDING</i>	15 POINTS	<b>12</b>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>ANTICIPATED INCOME FOR FFY 2023</i>	5 POINTS	<b>5</b>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>ANTICIPATED EXPENSES FOR FFY 2023</i>	5 POINTS	<b>5</b>

**Evaluation Team Comments:**

1. **Amount of Request Designated for Scholarship Funding.** *Application states that half of the requested amount (\$25,000) would be used for administrative expenses. However, the application also states that the program never turns a participant away for lack of ability to pay.*
2. **Anticipated Income for FFY 2023:** *Application provided 20% of projected organization income plus 100% of anticipated income for ICOPE Class.*
3. **Anticipated Expenses for FFY 2023:** *Application provided 20% of projected organization income plus 100% of anticipated expenses for ICOPE Class.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – Next Step Class

**DATE:** August 18, 2022

**SUMMARY PAGE**

**Department Name:** Maine Judicial Branch, Administrative Office of the Courts

**Name of RFA Coordinator:** Joanna Davis

**Names of Evaluators:** Andrea Najarian, Lisa Chase, Joanna Davis, Gregory Garneau, Caroline Jova, Chris Lewis, Tamar Mathieu, and Jacqueline Moss.

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
1. Preliminary Information (Eligibility)		
• Proof of Non-Profit Status	<b>X</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
2. Application is complete and adheres to the format outlined in the RFA	<b>10</b>	<b>10</b>
3. Litigation	<b>10</b>	<b>10</b>
4. Qualifications and Experience	<b>15</b>	<b>15</b>
5. Program Requirements	<b>40</b>	<b>40</b>
6. Cost Proposal and Budget Information – <i>Amount of Request Designated for Scholarship Funding</i>	<b>15</b>	<b>12</b>
7. Cost Proposal and Budget Information – <i>Anticipated Income for FFY 2023</i>	<b>5</b>	<b>5</b>
8. Cost Proposal and Budget Information— <i>Anticipated Expenses for FFY 2023</i>	<b>5</b>	<b>5</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>97</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – Next Step Class

**DATE:** August 18, 2022

**PRELIMINARY INFORMATION**

PRELIMINARY INFORMATION

---

**Evaluation Team Comments:**

- 1. Application Cover Page.**
  - a. *Application includes the appropriate cover page.*
- 2. Debarment, Performance, and Non-Collusion Certification**
  - a. *Application includes this form.*
- 3. Eligibility to Apply (Proof of Non-Profit Status)**
  - a. *Application includes proof of non-profit status, and therefore passes this section.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – Next Step Class

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: APPLICATION IS COMPLETE AND  
ADHERES TO FORMAT OUTLINED IN THE RFA**

	<u>Points Available</u>	<u>Points Awarded</u>
Application is complete and adheres to format outlined in the RFA	<b>10</b>	<b>10</b>

---

**Evaluation Team Comments:**

*Application is thorough, complete, and adheres to the format.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – Next Step Class

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: LITIGATION INFORMATION**

	<u>Points Available</u>	<u>Points Awarded</u>
Litigation	<b>10</b>	<b>10</b>

---

**Evaluation Team Comments:**

*No relevant litigation to report.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – Next Step Class

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: QUALIFICATIONS AND EXPERIENCE**

	<u>Points Available</u>	<u>Points Awarded</u>
Qualifications and Experience	<b>15</b>	<b>15</b>

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**Evaluation Team Comments:**

*The application included a thorough history of the organization, which was established in 1998. Since it's founding, the organization has focused on co-parenting education.*

*The application included the following three examples of relevant work: the current Next Step curriculum, the organization's website that was renovated in 2021, and an annual professional conference providing training on topics relevant to co-parent education.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – Next Step Class

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: PROGRAM REQUIREMENTS**

	<u>Points Available</u>	<u>Points Awarded</u>
Program Requirements	<b>40</b>	<b>40</b>

**Evaluation Team Comments:**

*The Committee addressed each Program Requirement in Part IV(6) of the RFA as follows:*

- a. **The applicant must provide a description of its co-parenting education program.** *Application provided thorough description of the program, which is a successor class to the First Step program. The class highlights a group dynamic, and as such, the format is either all remote or all in-person. The application included attachments with materials for the Next Step Program.*
- b. **The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence.** *Application provided a list of its trainers with accompanying resumes, including training on domestic violence.*
- c. **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so.** *Application included information on scholarship assistance. There is a sliding scale fee for the class, including full scholarship. Application states that the organization never turns anyone away who cannot pay for the class.*
- d. **The applicant must describe its screening process for domestic abuse and violence.** *No victim of DV attends class with the offender. The registration process includes option for victims to attend Kids First for Women class, and makes appropriate referrals to DV supports.*
- e. **The applicant must include information on the program’s Board of Directors.** *Application included information on the Board of Directors.*
- f. **To the extent the applicant has provided co-parent education programming in prior years, the applicant must provide the number of parents served and the number of courses offered broken down by year for federal fiscal years 2017-2021.** *Application included this information broken down by federal fiscal year, with the exception of FFY 2017. The program has increased in participant numbers.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Kids First Center – Next Step Class

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: COST PROPOSAL AND BUDGET INFORMATION**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>AMOUNT OF REQUEST DESIGNATED FOR SCHOLARSHIP FUNDING</i>	15 POINTS	<b>12</b>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>ANTICIPATED INCOME FOR FFY 2023</i>	5 POINTS	<b>5</b>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>ANTICIPATED EXPENSES FOR FFY 2023</i>	5 POINTS	<b>5</b>

**Evaluation Team Comments:**

1. **Amount of Request Designated for Scholarship Funding.** *Application states that half of the requested amount (\$10,000) would be used for administrative expenses. However, the application also states that the program never turns a participant away for lack of ability to pay.*
2. **Anticipated Income for FFY 2023:** *Application provided 15% of projected organization income plus 100% of anticipated income for Next Step Class.*
3. **Anticipated Expenses for FFY 2023:** *Application provided 15% of projected organization income plus 100% of anticipated expenses for Next Step Class.*



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Maine DOC Women's Services and The Integrate Life, LLC

**DATE:** August 18, 2022

**SUMMARY PAGE**

**Department Name:** Maine Judicial Branch, Administrative Office of the Courts

**Name of RFA Coordinator:** Joanna Davis

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<b>Pass/Fail Criteria</b>	<b>Pass</b>	<b>Fail</b>
1. Preliminary Information (Eligibility)		
• Proof of Non-Profit Status		<b>X</b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Maine DOC Women's Services and The Integrate Life, LLC

**DATE:** August 18, 2022

**PRELIMINARY INFORMATION**

PRELIMINARY INFORMATION

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**Evaluation Team Comments:**

*The application included a permanent exemption certificate from the Maine IRS regarding one co-applicant, the Maine Department of Corrections. However, The Integrated Life is a limited liability company in good standing and is not a non-profit. This disqualifies the application both pursuant to the terms of the Request for Applications and the terms of the federal A&V grant, as the grant funds cannot be distributed to a for-profit organization.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Safe Voices

**DATE:** August 18, 2022

**SUMMARY PAGE**

**Department Name:** Maine Judicial Branch, Administrative Office of the Courts

**Name of RFA Coordinator:** Joanna Davis

**Names of Evaluators:** Andrea Najarian, Lisa Chase, Joanna Davis, Gregory Garneau, Caroline Jova, Chris Lewis, Tamar Mathieu, and Jacqueline Moss.

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
1. Preliminary Information (Eligibility)		
• Proof of Non-Profit Status	<b>X</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
2. Application is complete and adheres to the format outlined in the RFA	<b>10</b>	<b>10</b>
3. Litigation	<b>10</b>	<b>10</b>
4. Qualifications and Experience	<b>15</b>	<b>13</b>
5. Program Requirements	<b>40</b>	<b>10</b>
6. Cost Proposal and Budget Information – <i>Amount of Request Designated for Scholarship Funding</i>	<b>15</b>	<b>5</b>
7. Cost Proposal and Budget Information – <i>Anticipated Income for FFY 2023</i>	<b>5</b>	<b>3</b>
8. Cost Proposal and Budget Information— <i>Anticipated Expenses for FFY 2023</i>	<b>5</b>	<b>2</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>53</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Safe Voices

**DATE:** August 18, 2022

**PRELIMINARY INFORMATION**

PRELIMINARY INFORMATION

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**Evaluation Team Comments:**

- 1. Application Cover Page.**
  - a. *Application included the appropriate cover page.*
- 2. Debarment, Performance, and Non-Collusion Certification**
  - a. *Application included this form.*
- 3. Eligibility to Apply (Proof of Non-Profit Status)**
  - a. *Application included proof of non-profit status, and therefore passes this section.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Safe Voices

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: APPLICATION IS COMPLETE AND  
ADHERES TO FORMAT OUTLINED IN THE RFA**

	<u>Points Available</u>	<u>Points Awarded</u>
Application is complete and adheres to format outlined in the RFA	<b>10</b>	<b>10</b>

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**Evaluation Team Comments:**

*The application is complete and adheres to the required format.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Safe Voices

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: LITIGATION INFORMATION**

	<u>Points Available</u>	<u>Points Awarded</u>
Litigation	<b>10</b>	<b>10</b>

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**Evaluation Team Comments:**

*No relevant litigation to report.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Safe Voices

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: QUALIFICATIONS AND EXPERIENCE**

	<u>Points Available</u>	<u>Points Awarded</u>
Qualifications and Experience	<b>15</b>	<b>13</b>

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**Evaluation Team Comments:**

*The application included a history of the organization and its services since its founding in 1977. Serves Region 3 of the state.*

*Application also included three relevant work examples: current advocacy work, intervention programming, and Coordinated Community Response team.*

*Applicant has lots of experience with services for victims of DV but does not receive the full points available because there is not direct experience with parent education programs.*

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Safe Voices

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: PROGRAM REQUIREMENTS**

	<u>Points Available</u>	<u>Points Awarded</u>
Program Requirements	<b>40</b>	<b>10</b>

**Evaluation Team Comments:**

- a. **The applicant must provide a description of its parallel parenting program.** *Applicant provided an explanation of research and development of a parallel parenting program, including convening a team of stakeholders, a needs assessment, and a safety audit in the first year. Applicant states that this research is necessary to develop a parallel parenting program.*
- b. **If trainers are identified at the time of this RFA, the program must provide a roster of its trainers to the Department and document their prior training and/or experience with parents divorced, separated, or living apart. The program must provide to the Department a roster of trainers not identified at the time of this RFA as soon as they become known. Trainers not known at time of RFA submission.**
- c. **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so.** *Application addresses developing one as part of its research and development, and states it “aims” to provide assistance and will develop a screening process. The Committee notes that applicant does not currently charge for any of its programming, except one.*
- d. **The program must provide information about trainings given to all staff members on the dynamics and issues of domestic abuse and violence.** *Application provided thorough information on these trainings and is a provider of such trainings.*
- e. **If the application includes requests for funding to develop a curriculum for parallel parenting program, the application must include a detailed action plan for implementation of the program that includes target dates and a budget that details costs, (including the program’s development).** *The action plan included in the RFA provides detail through 12 months of research and ends at recommendations rather than providing a full curriculum. The RFA states that the action plan must also include steps for implementation of the program, which this application does not do. Committee understands that this is a one-year initial contract, but notes that if the implementation is to take longer than one year, that should have been included in the submitted action plan. Cost Proposal Form and Budget Information references a program being made available in “stage 3” but there is no other reference to that in the application.*
- f. **The applicant must include information on the program’s Board of Directors.** *Application included information on the Board of Directors.*



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT:** Safe Voices

**DATE:** August 18, 2022

**EVALUATION OF APPLICATION COMPONENTS: COST PROPOSAL AND BUDGET INFORMATION**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>AMOUNT OF REQUEST DESIGNATED FOR SCHOLARSHIP FUNDING</i>	15 POINTS	<b>5</b>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>ANTICIPATED INCOME FOR FFY 2023</i>	5 POINTS	<b>3</b>
<b>COST PROPOSAL AND BUDGET INFORMATION</b> <i>ANTICIPATED EXPENSES FOR FFY 2023</i>	5 POINTS	<b>2</b>
<b>TOTAL:</b>	<b>100 POINTS</b>	<b>10</b>

**Evaluation Team Comments:**

1. **Amount of Request Designated for Scholarship Funding.** *Application states that all the requested amount (\$30,000) would be used for administrative expenses (because there will be no program participants in year one).*
2. **Anticipated Income for FFY 2023:** *Application notes that there is other income expected for this project in the form of donations, grants, and some funding from DHHS (otherwise unspecified). It does not appear application included information on the applicant's broader anticipated income.*
3. **Anticipated Expenses for FFY 2023:** *The Committee was unclear if this information was meant to represent the anticipated costs just for this project, or for the organization as a whole. Some line items, such as stipends for focus groups, research, and national training seem to be specific to this project, while others such as rent and administrative expenses seem to be for the organization.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Family Education Resource Center - High-Conflict Program

**DATE:** 8/17/22

**EVALUATOR NAME:** Lisa Chase

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Lead Evaluator for this RFA.*

\*\*\*\*\*

**Individual Evaluator Comments:** High Conflict Program

- I. **Eligibility to Apply--Proof of Non-Profit Status**
  - a. **Proof of Non-Profit status provided**
  
- II. **Application is complete and adheres to the format outlined in the RFA**
  - a. **The application does adhere to the format outlined in the RFA**
  
- III. **Litigation**
  - a. **The application indicates there is no current, or former, litigation, nor any relevant litigation to report at this time.**
  
- IV. **Qualifications and Experience**
  - a. **The Roster of Trainers documents the prior training and experience with parents separated, divorced or living apart, and training on the dynamics for 1 tainer, and effects of domestic abuse and violence for 2 trainers, There are 16 individuals listed as contributors, not trainers, and none of the above information is listed for them.**
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**
  - b. **Supervised Visitation**
  - c. **High-Conflict Program**

**N – the application does provide a description of its high-conflict program and an outline of its curriculum. The class is based on the divorce impasse model, and focuses on past trauma and anger management. It does not address high conflict due to power and control issues which are not the same as anger management. It is concerning that the applicant lists under its screening process for domestic abuse and violence that it helps to reduce violence by teaching positive conflict and anger management – which misses the point of power and control as the source for the violence.**

**Q – the applicant does certify that it provides a program scholarship assistance and provides a link to the form for parents to fill out. I've listed a Q because I have not yet looked at the form to be filled out, and N or P were not really indicated.**

**P. the applicant did provide the required information on its Board of Directors.**

**N. The applicant provided the number of parents served and coursed offered, but did not break it down by year for the period from 2017-2021.**

- d. **Development and Delivery of Parallel Parenting Program**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart **APPLICANT NAME:** Family Education Resource Center - High Conflict Program

**DATE:** 8/17/22

**EVALUATOR NAME:** Lisa Chase

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

**VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**

a. \$13,358.75

**VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023**

a. 65,298.34 plus grants \$3,426.75

**VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**

a. \$9,922

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Family Education Resource Center - Online Parenting Program

DATE: 8/17/22

EVALUATOR NAME: Lisa Chase

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

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**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Lead Evaluator for this RFA.*

\*\*\*\*\*

**Individual Evaluator Comments:** Online Parenting Programs.com application

**I. Eligibility to Apply--Proof of Non-Profit Status**

a. Proof of non-profit status provided

**II. Application is complete and adheres to the format outlined in the RFA**

a. The application does adhere to the format outlined in the RFA

**III. Litigation**

a. Listed no current or past litigation, and no relevant litigation to report

**IV. Qualifications and Experience**

N. The proposal reflects that one trainer, Judith Myers-Walls, has had training on the dynamics and effects of domestic abuse and violence, but is silent on the other trainers or even their qualifications in some instances.

**V. Program Requirements (pick which program is applicable to the application)**

a. Co-Parenting Education

Q – the program is not live. The requirement is for a minimum of 2 trainers with gender diversity. This is a self-directed educational program, but it is unclear if each component has 2 trainers with gender diversity.

N. The proposal reflects that one trainer, Judith Myers-Walls, has had training on the dynamics and effects of domestic abuse and violence, but is silent on the other trainers or even their qualifications in some instances.

I/N The approach of online self-directed learning appears to be a means for reaching a greater number of families, but I have concerns that it is also a process that could be less effective due to the lack of direct interaction with trainers, answers could be manipulated by a parent who just says what they believe is expected (though that can happen in person too although in person trainers could perhaps better detect that), and has reported that those mandated to participate remained resistant and angry about needing to attend.

N. While the proposal outlines a screening process for domestic abuse and violence, but cites questions around IPV, not family violence that involves violence to children. It is unclear how this program might get to those concerns.

Q Since this is self-directed, it is not clear if it meets the minimum of 4-hours in duration, and meet monthly requirement. It does say that the participant cannot move forward until they have spent an anticipated requisite amount of time on a section.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Family Education Resource Center - Online Parenting Program

**DATE:** 8/17/22

**EVALUATOR NAME:** Lisa Chase

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

**N. The program is not offered ideally in person or remotely. I consider remote as still having a live presentation, not a self-directed program.**

- b. **Supervised Visitation**
- c. **High-Conflict Program**
- d. **Development and Delivery of Parallel Parenting Program**

**VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**

- a. **\$13,603.76**

**VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023**

- a. **\$69,903.62 plus grants \$3,681.76**

**VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**

- a. **\$9,922**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Home to Home

**DATE:** 8/17/22

**EVALUATOR NAME:** Lisa Chase

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Lead Evaluator for this RFA.*

\*\*\*\*\*

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status**  
Indicates there is a 501(c)(3) letter sent in application email as a separate attachment. Not viewed.
  
- II. **Application is complete and adheres to the format outlined in the RFA**
  
- III. **Litigation**
  
- IV. **Qualifications and Experience**
  - P. The applicant has provided a full description of their 26 years of experience and the basis for their qualifications for providing safe exchanges and supervised visitation for families affected by domestic abuse, violence and high conflict relationships.
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. Co-Parenting Education
  - b. Supervised Visitation

P. Each rostered individual has been provided with documented training, including the volunteer supervisors, on issues of mandated reporting, confidentiality, and domestic assault and violence; 2 have also had training on mental health, and the supervisors have experience in supervision of families affected by domestic abuse, violence and high conflict relationships. DV training documentation has been provided in the application, and that all Board of Directors, staff and volunteers were present for the training.

P. The applicant has explained their 2-tier scholarship program that provides scholarships to each participant, and has recently started a new transportation scholarship as well. The screening process has been provided.

P. The applicant provided a detailed description of their services, including the use of facilities and the physical arrangements that prevent contact between the parties before and after visits.

P. The applicant has provided information about their Board of Directors.

P- The applicant has provided information about visitations serviced by year from 2017 to 2021.

- c. High-Conflict Program
  - d. Development and Delivery of Parallel Parenting Program
  
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**
  - a. \$21,000

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Home to Home

**DATE:** 8/17/22

**EVALUATOR NAME:** Lisa Chase

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

- VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023**
  - a. \$4800 from participants; \$1400 from donations; \$162,280 from grants**
  
- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**
  - a. \$169,468**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Home Counselors, Inc. - ParentWorks

**DATE:** 8/17/22

**EVALUATOR NAME:** Lisa Chase

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Lead Evaluator for this RFA.*

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**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status**
  - a. **Q Documentation is attached that appears to be indicating this is a non-profit organization, but the document is a garbled mess.**
  
- II. **Application is complete and adheres to the format outlined in the RFA**
  - a. **This application does adhere to the format outlined in the RFA**
  
- III. **Litigation**
  - a. **Applicant has set forth information on pending litigation with Maine DHHS and Maine DAFS.**
  
- IV. **Qualifications and Experience**

**P – The applicant has set out a detailed account of their current offerings, experience, and areas of relevant work on co-parenting education, home-based family services, and private pay supervised family services. It appears this application is focused on co-parenting education.**
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**

**P – a detailed description of the co-parenting education services has been provided. The program does have two presenters, one male and one female, and 4-hour classes are held once a month on a Saturday morning either in-person or remotely, at the participant's discretion.**

**P- The applicant has provided a roster of its trainers and documented their prior training and/or experience with parents separated, divorced, or living apart and training on the dynamics and effects of domestic abuse and violence. 4 of the 5 trainers appear to have had extensive prior training and experience in these areas; one is a recent masters graduate with a less extensive background in this area.**

**P. The applicant has described it's scholarship program which is based on an individual's self-reporting of their personal income and need. Full tuition scholarships are available as well as reduced fees.**

**Q- the applicant sets out their domestic abuse and violence screening process. They appear to rely heavily on 'pre-screening' by the courts who make many of the referrals to them.**

**P. the applicant has provided their Board of Directors information.**

**P, the applicant has provided detailed information on the number of parents served per year from 2017 to 2021.**



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Home Counselors, Inc. - ParentWorks

**DATE:** 8/17/22

**EVALUATOR NAME:** Lisa Chase

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

- b. Supervised Visitation**
  - c. High-Conflict Program**
  - d. Development and Delivery of Parallel Parenting Program**
  
- VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**
  - a. \$6,800**
  
- VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023**
  - a. @12,302**
  
- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**
  - a. \$12,302**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Kids First Center - First Step

**DATE:** 8/17/22

**EVALUATOR NAME:** Lisa Chase

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

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**Individual Evaluator Comments:** Co-Parenting Education Program

- I. **Eligibility to Apply--Proof of Non-Profit Status**  
Applicant has provided proof of non-profit status.
  
- II. **Application is complete and adheres to the format outlined in the RFA**
  - a. The application is complete and adheres to the RFA format.
  
- III. **Litigation**
  - a. The applicant reports no current litigation, none within the last 5 years, and no relevant litigation to report.
  
- IV. **Qualifications and Experience**
  - P. The applicant has provided a detailed explanation of their qualifications and experience with families since 1998, the format and scope of their program, their scholarship program and screening for whether this is the appropriate program, or if their i-cope program is a better fit.
  
  - Q. Program Requirements (pick which program is applicable to the application)
    - a. Co-Parenting Education
      - P The applicant has provided a detailed outline of their 4-hour co-parenting education class. The program includes a live lecture, powerpoint, and attendance is assured using random poll questions and tracking login, log off data.
      - P The applicant has 10 trainers on its roster and has provided documentation of their prior training and/or experience with parents separated, divorced, or livind apart, and training on domestic abuse and violence.
      - P The applicant has a scholarship program. There is no current formal screening process, but any person requesting financial assistance may do so without proof of income, and servies are not denied.
      - P the applicant does not find screening for domestic violence necessary in this program because it is a remote program, and the program does not allow interaction between co-parents or even confirmation that both parents are logged on to the same session. KFC does allow for female victims to self-select the kids First for Women class designed for victims of intimate partner abuse.
      - P the applicant has provided information on their board of directors.
      - P the applicant has provided the number of parents served by year from 2017 to 2021.
  
    - b. Supervised Visitation
    - c. High-Conflict Program

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart **APPLICANT NAME:** Kids First Center - First Step

**DATE:** 8/17/22

**EVALUATOR NAME:** Lisa Chase

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

**d. Development and Delivery of Parallel Parenting Program**

**R. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**

a. **\$45,000**

**S. Cost Proposal and Budget Information – Anticipated Income for FFY 2023**

a. **\$195,890**

**T. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**

a. **\$295,640**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First Center - ICOPE

DATE: 8/17/22

EVALUATOR NAME: Lisa Chase

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

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**Individual Evaluator Comments:**ICOPE

- I. Eligibility to Apply--Proof of Non-Profit Status
  - a. Applicant has provided proof on non-profit status
  
- II. Application is complete and adheres to the format outlined in the RFA
  - P Application adheres to the NRA Outline
  
- III. Litigation
  - a. P- applicant has reported no past or present litigation, and no relevant litigation.
  
- IV. Qualifications and Experience
  - a. P the applicant has been engaged in this work since 2003 and focuses on high conflict parenting cases referred by the courts that do not involve domestic violence. This is a nine week (27 hour) session in which both parties participate to learn to coparent and intensively works with parents on legal aspects of parenting, communication skill building, and conflict management. The program reports back to the courts regarding the parties' progress.
  
- V. Program Requirements (pick which program is applicable to the application)
  - a. Co-Parenting Education
  - b. Supervised Visitation
  - c. High-Conflict Program

Q – the applicant provided a description of the program, but not the curriculum

P – The applicant provided a roster of trainers and their qualifications. There are 6 trainers for this program with a lot of experience with parents divorced, separated or living apart. It is not clear what training they have had on the dynamics and effects of domestic abuse and violence.

P. the applicant does specify that there are scholarship opportunities for participants and that it is the policy of Kids Legal to provide services regardless of ability to pay.

P. the applicant provided a copy of their screening tool to assess for domestic abuse and violence.

P. The applicant provided a copy of their 2022 Board of Directors

P. The applicant provided a copy of the number of participants served for each year from 2017-2021. The transition to virtual programming increased both the number of sessions and number of participants by a lot.

- d. Development and Delivery of Parallel Parenting Program

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart  
**APPLICANT NAME:** Kids First Center - ICOPE

**DATE:** 8/17/22

**EVALUATOR NAME:** Lisa Chase

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

- VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**
  - a. \$37,500**
  
- VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023**
  - a. \$108,958**
  
- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**
  - a. \$109,008**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Kids First Center - Next Step

**DATE:** 8/17/22

**EVALUATOR NAME:** Lisa Chase

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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**Individual Evaluator Comments:** The Next Step – Putting Conflict Aside

- I. **Eligibility to Apply--Proof of Non-Profit Status**
  - a. **The Applicant has provided proof of non-profit status.**
  
- II. **Application is complete and adheres to the format outlined in the RFA**
  - a. **The application adheres to the RFA format**
  
- III. **Litigation**
  - a. **The applicant reports no relevant litigation to report.**
  
- IV. **Qualifications and Experience**
  - a. **This program was developed in conjunction with the Applicant's program, The First step, back in the early 1990s and has been implemented ever since. In 2020 they program went online, and is now reached in every county in Maine. This is a well-established program with qualified trainers who have developed useful tools/materials which have been attached to this application; such as: Emotional Stages of the Divorcing Process, Guideline for Weekly Phone Calls, Basic Elements of Conflict Resolution, etc.**
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**

**P. The applicant has provided a description of the co-parenting education program as discussed under IV above.**

**P. The applicant provided a roster of trainers and their qualifications.**

**P. The applicant provides a scholarship program, and does not require proof of income.**

**Participants are invited to pay a reduced rate, or no fee at all.**

**The applicant provided a copy of the questionnaire used to screen for domestic abuse and violence.**

**The applicant provided the information on their Board of Directors**

**The applicant has provided information on the number of participants by year from 2017-2021**

- b. **Supervised Visitation**
  - c. **High-Conflict Program**
  - d. **Development and Delivery of Parallel Parenting Program**
  
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart **APPLICANT NAME:** Kids First Center - Next Step

**DATE:** 8/17/22

**EVALUATOR NAME:** Lisa Chase

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

- a. \$15,000
  
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023**
  - a. \$66,876
  
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**
  - a. \$66,876

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Safe Voices

**DATE:** 8/17/22

**EVALUATOR NAME:** Lisa Chase

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status**
  - a. **The applicant provided proof of non-profit status**
  
- II. **Application is complete and adheres to the format outlined in the RFA**
  - a. **The application adheres to the RFA format**
  
- III. **Litigation**
  - a. **The applicant reports there is no relevant litigation to report**
  
- IV. **Qualifications and Experience**
  - a. **The applicant provided the history of their services with victims of domestic violence since 1977, and the scope of services provided and approach taken with survivors throughout that period.**
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**
  - b. **Supervised Visitation**
  - c. **High-Conflict Program**
  - d. **Development and Delivery of Parallel Parenting Program**
  
- I. **The development of a parallel parenting program is unique in Maine. The applicant's plan is to work with community stakeholders and conduct a needs assessment. There is not a description of the program. The applicant intends to review similar programs across the country to review programming and best practices, or develop their own if there is not a good model for the needs here.**
  - I. **The applicant does not have a training roster given that there is no curriculum at this time, but does have a roster of Program evaluators for the review and assessment of developing a program, and those individuals have a long history of working with survivors of domestic abuse and violence, as well as training on this subject.**
  - I. **Scholarships are not determined at this time, but the applicant is mindful of keeping the program accessible for vulnerable populations.**
  - P. **the applicant has been engaged in providing advocacy services to domestic abuse survivors for 45 years, and has established training services. All staff and volunteers undergo a 55 hour training, the Comprehensive Advocacy Intervention, Response and Ethics Training, as well as additional trainings. Some staff also**



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Safe Voices

**DATE:** 8/17/22

**EVALUATOR NAME:** Lisa Chase

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

**participate in the Deluth Model's Creating a Process of Change for Men who Batter and Turning Points.**

**P. The applicant has provided a detailed action plan with timelines based on the months each action is anticipated to be undertaken. Costs are set forth under the Anticipated Expense Information section.**

- VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**
  - a. \$30,000**
  
- VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023**
  - a. \$15,000**
  
- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**
  - a. \$45,000**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Family Education Resource Center - High Conflict Program

DATE: August 17, 2022

EVALUATOR NAME: Joanna Davis

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

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**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status**
  - a. *Submitted proof of non-profit status in Nevada and a list of its Board of Directors.*
  
- II. **Application is complete and adheres to the format outlined in the RFA**
  - a. *The application appears to be complete and adhere to the format.*
  
- III. **Litigation**
  - a. *No litigation to report.*
  
- IV. **Qualifications and Experience**
  - a. *Judith Myers-Walls, Ph.D. – provided information on her background and evaluations of curriculums she has provided. But this section does not appear to contain three clear examples of FERC's relevant work, as opposed to Myers-Well's information.*
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **High-Conflict Program**
    - a. **The applicant must provide a description of its high-conflict program, including the curriculum;** *Application does include this information. It is webinar class, that is self-led by participants. It does not appear that it includes a live facilitator as the program progresses. The application included detailed information on the divorce impasse model it uses and what each module covers.*
    - b. **The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence;** *Program appears to be developed by Ms. Myers-Wells, and there are additional contributors listed, but there are no trainers for the program because it is a pre-recorded/developed webinar series.*
    - c. **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;** *Application included this information – based on court determination of indigency or receipt of benefits.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Family Education Resource Center - High Conflict Program

**DATE:** August 17, 2022

**EVALUATOR NAME:** Joanna Davis

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

- d. **The applicant must describe its screening process for domestic abuse and violence;** *the application addresses this but does not include a screening for DV due to nature of course. Participants wouldn't interact with offenders.*
  - e. **The applicant must include information on the program's Board of Directors;** *and Application included this.*
  - f. **To the extent that the applicant has provided high-conflict programming in prior years, the applicant must provide the number of parents served and the number of courses offered broken down by year for federal fiscal years 2017-2021.** *Provided a total number, with 2 courses listed, but it did not provide a break down by FFY as the RFA states to do.*
- VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding.** *States that the entire request (\$13,358.75) would be used toward scholarship funding for parents, but in the notes states that the program plans to provide further customer support staff for extended hours and appropriate reporting. It is unclear where the funds for those additional staff is coming from. Application states that only about 5% of participants traditionally receive full scholarship assistance.*
- VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023.** *Only lists participant/course fees and grant as income sources. Application indicates the court is \$139.99 for the RISE class.*
- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023.** *Lists annual expenses of just under \$10,000. Expenses low due to the online format of the class.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Family Education Resource Center - Online Parenting Program

DATE: August 17, 2022

EVALUATOR NAME: Joanna Davis

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

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**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status**
  - a. *Submitted proof of non-profit status in Nevada and a list of its Board of Directors.*
  
- II. **Application is complete and adheres to the format outlined in the RFA**
  - a. *The application appears to be complete and adhere to the format.*
  
- III. **Litigation**
  - a. *No litigation to report.*
  
- IV. **Qualifications and Experience**
  - a. *Judith Myers-Walls, Ph.D. – provided information on her background and evaluations of curriculums she has provided. But this section does not appear to contain three clear examples of FERC's relevant work, as opposed to Myers-Well's information.*
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**
    - a. **The applicant must provide a description of its co-parenting education program;** *Application provided detailed description of the program. It is a webinar series that appears to be self-led by participant, and not facilitated by any sort of trainer. Application describes each module and what the takeaways are supposed to be for each.*
    - b. **The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence;** *The application did not include this, as this is a prerecorded webinar series. Program appears to be developed by Ms. Myers-Wells, with some other people cited as contributors, but no actual trainers for the program.*
    - c. **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;** *Application included this information – based on court determination of indigency or receipt of government benefits.*
    - d. **The applicant must describe its screening process for domestic abuse and violence;** *Program does not screen for DV due to nature of course, and in fact*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Family Education Resource Center - Online Parenting Program

**DATE:** August 17, 2022

**EVALUATOR NAME:** Joanna Davis

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

*incorporates information on IPV in the program, which looks like it attempts to address families that have experienced IPV.*

- e. **The applicant must include information on the program's Board of Directors; and Application included this.**
- f. **To the extent the applicant has provided co-parent education programming in prior years, the applicant must provide the number of parents served and the number of courses offered broken down by year for federal fiscal years 2017-2021. Application included one number of participants, with two courses. However, it does not provide a breakdown by year as required in the RFA.**

**VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding.** *States that the entire request (\$13,603.76) would be used toward scholarship funding for parents, but in the notes states that the program plans to provide further customer support staff for extended hours and appropriate reporting. It is unclear where the funds for those additional staff is coming from. Application states that only about 5% of participants traditionally receive full scholarship assistance.*

**VII.**

**VIII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023.** *Only lists participant/course fees and grant as income sources. Application indicates the court is \$49.99 for the CARE class.*

**IX. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023.** *Lists annual expenses of just under \$10,000. Expenses low due to the online format of the class.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Home to Home

**DATE:** August 17, 2022

**EVALUATOR NAME:** Joanna Davis

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status**
  - a. *Submitted proof of non-profit status and a list of the Board of Directors.*
  
- II. **Application is complete and adheres to the format outlined in the RFA**
  - a. *Application appears to be complete and adheres to the format, except to address background checks.*
  
- III. **Litigation**
  - a. *No litigation to report.*
  
- IV. **Qualifications and Experience**
  - a. *26 years of experience. Listed supervised visitations, attendance at court dockets, and referrals for other supports.*
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Supervised Visitation**
    - i. **The applicant must provide a roster of its supervisors to the Department and provide documentation on training provided to the supervisors; application provided this information.**
    - ii. **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so; Application gave detailed description of two-tier scholarship system, and also has added a transportation scholarship in 2022 for people who are otherwise unable to afford travel to the visit.**
    - iii. **The applicant must provide documentation of trainings to all staff members on the dynamics and issues of domestic abuse and violence; Application provided information on last DV training in 20202 that was given to all H2H employees, volunteers, and Board of Directors.**
    - iv. **The applicant must demonstrate that its visitation facility or facilities has/have a physical arrangement that prevents contact between parties before and after parent-child visits, such as separate entrances and exits; Application included information on both Mid Coast Hospital and the Brunswick Public Library, where visits currently occur. Both facilities meet these**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Home to Home

**DATE:** August 17, 2022

**EVALUATOR NAME:** Joanna Davis

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

*requirements. Additionally, H2H hopes to expand to St. Mary's in Lewiston, which also meets these criteria.*

- v. **The applicant must include information on the program's Board of Directors; and** *Application included this information.*
- vi. **To the extent that the applicant has provided supervised visitation services in prior years, the applicant must include information on the number of visits provided broken down by year for federal fiscal years 2017-2021.** *Application included this information. COVID-19 affected numbers due to closure of hospital to visitation services.*

**VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding.** *Application states that the full request amount (\$21,000) would be designated for scholarship funding.*

**VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023.**  
Approximately \$168,480.

**VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023.**  
Approximately \$168,468. No facilities cost due to donated space.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Home Counselors, Inc. - ParentWorks

**DATE:** August 17, 2022

**EVALUATOR NAME:** Joanna Davis

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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**Individual Evaluator Comments:**

- I. Eligibility to Apply--Proof of Non-Profit Status**
  - a. *Submitted proof of non-profit status and the list of the Board of Directors.*
  
- II. Application is complete and adheres to the format outlined in the RFA**
  
- III. Litigation**
  - a. *HCI v. Maine DHHS and Maine DAFS – HCI filed in Superior Court based on fundamental irregularities and violation of statute in the RFP process for Family Visitation Services. Superior Court ruled in HCI's favor in June 2022 and remanded all matters back to DAFS. Matters are still pending.*
  
- IV. Qualifications and Experience**
  - a. *Provided three examples of relevant work, including ParentWorks, Home Based Family Services, and Private Pay Supervised Family Visitation.*
  
- V. Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**
    - a. **The applicant must provide a description of its co-parenting education program;** *Application included detailed description. Four hours, scheduled monthly on Saturdays. Maximum of 10 participants to encourage participation/interaction.*
    - b. **The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence;** *Application included this information.*
    - c. **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;** *Application included this information. Sliding scale based on self-report of income.*
    - d. **The applicant must describe its screening process for domestic abuse and violence;** *Application addressed this as part of registration process.*
    - e. **The applicant must include information on the program's Board of Directors; and** *Application included this.*



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Home Counselors, Inc. - ParentWorks

**DATE:** August 17, 2022

**EVALUATOR NAME:** Joanna Davis

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

- f. **To the extent the applicant has provided co-parent education programming in prior years, the applicant must provide the number of parents served and the number of courses offered broken down by year for federal fiscal years 2017-2021. Application included this. Concerns with low participant numbers, including before COVID-19.**

- VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding.** *Total amount of request (\$6800) is expected to be used for scholarship funding.*
- VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023.** \$12,302, specifically for ParentWorks. Part of a much larger entity, HCI.
- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023.** Exact same as anticipated income - \$12,302.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Kids First Center - ICOPE

**DATE:** August 17, 2022

**EVALUATOR NAME:** Joanna Davis

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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**Individual Evaluator Comments:**

**I. Eligibility to Apply--Proof of Non-Profit Status**

a. *Submitted proof of non-profit status and a list of the Board of Directors.*

**II. Application is complete and adheres to the format outlined in the RFA**

a. *Application appears to be complete and adheres to format.*

**III. Litigation**

a. *No litigation to report.*

**IV. Qualifications and Experience**

a. *Program details history of programming and ICOPE specifically. Lists ICOPE program, the overhaul of KFC's website, and KFC's annual professional conference as relevant experience.*

**V. Program Requirements (pick which program is applicable to the application)**

**a. High-Conflict Program**

**The applicant must provide a description of its high-conflict program, including the curriculum;** *Application provided the description.*

**The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence;** *Applicant provided a roster of its trainers with relevant experience.*

**The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;** *Application certifies scholarship assistance on a sliding scale based on income.*

**The applicant must describe its screening process for domestic abuse and violence;** *Application includes questionnaire and information about calls with KFC staff to do further screening.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart **APPLICANT NAME:** Kids First Center - ICOPE

**DATE:** August 17, 2022

**EVALUATOR NAME:** Joanna Davis

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

**The applicant must include information on the program's Board of Directors; and**  
*Application included information on the Board of Directors.*

**To the extent that the applicant has provided high-conflict programming in prior years, the applicant must provide the number of parents served and the number of courses offered broken down by year for federal fiscal years 2017-2021.** *Application provided participation numbers.*

- VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding.** *Application states that 50% of the total request (\$25,000) would be designated for scholarship assistance, totaling \$12,500. The other half would be allocated to administrative costs for the program.*
- VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023.** *\$108,958 total listed, anticipating full grant award. Noted that the information is 20% of the overall agency budget plus 100% of ICOPE.*
- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023.** *\$109,008 total listed. Noted that the information is 20% of the overall agency budget plus 100% of ICOPE.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Kids First Center - First Step

**DATE:** August 17, 2022

**EVALUATOR NAME:** Joanna Davis

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Lead Evaluator for this RFA.*

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**Individual Evaluator Comments:**

**I. Eligibility to Apply--Proof of Non-Profit Status**

a. *Submitted proof of non-profit status and list of Board of Directors.*

**II. Application is complete and adheres to the format outlined in the RFA**

a. *Application appears to be complete and adheres to the format.*

**III. Litigation**

a. *No litigation to report.*

**IV. Qualifications and Experience**

a. *Program details history of programming and First Step specifically. Lists First Step program, the overhaul of KFC's website, and KFC's annual professional conference as relevant experience.*

**V. Program Requirements (pick which program is applicable to the application)**

**a. Co-Parenting Education**

**The applicant must provide a description of its co-parenting education program;**  
*Applicant provided generous description of program.*

**The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence;**

*Attached to application as Exhibit C.*

**The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;**

*The application details the scholarship assistance on a sliding scale.*

**The applicant must describe its screening process for domestic abuse and violence;**

*Application details a questionnaire with screening questions and a call with KFC staff.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart **APPLICANT NAME:** Kids First Center - First Step

**DATE:** August 17, 2022

**EVALUATOR NAME:** Joanna Davis

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

**The applicant must include information on the program's Board of Directors; and  
*Application included list of BOD and relevant experience.***

**To the extent the applicant has provided co-parent education programming in  
prior years, the applicant must provide the number of parents served and the  
number of courses offered broken down by year for federal fiscal years 2017-  
2021.**

*Application included the necessary program numbers.*

- VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding.** *Application states that half of total request (\$30,000) would be allocated to scholarship assistance, totaling \$15,000. The other half would be administrative costs.*
  
- VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023.** *\$195,890 total. Information represents 50% of total projected budget plus 100% of First Step costs.*
  
- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023.** *\$205,640 total. Information represents 50% of total projected budget plus 100% of First Step costs.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Kids First Center - Next Step

**DATE:** August 17, 2022

**EVALUATOR NAME:** Joanna Davis

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Lead Evaluator for this RFA.*

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**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status**
- II. **Application is complete and adheres to the format outlined in the RFA**
- III. **Litigation**
- IV. **Qualifications and Experience**
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**

**The applicant must provide a description of its co-parenting education program;**  
*Applicant provided generous description of program. Next Step is a 12-hour web-based class held for three hours over 4 weeks. Builds on First Step Class.*

**The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence;**  
*Application provided this information. Class is taught by an attorney and mental health professional, one of each who identify as male and female.*

**The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;**  
*Application provides this. Normal fee is \$280 pp.*

**The applicant must describe its screening process for domestic abuse and violence;**  
*Application does address this. No survivor attends same class as abuser. Further screening is done on call with KFC staff and appropriate referrals are made as necessary.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart **APPLICANT NAME:** Kids First Center - Next Step

**DATE:** August 17, 2022

**EVALUATOR NAME:** Joanna Davis

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

**The applicant must include information on the program's Board of Directors; and  
*Application provided this information.***

**To the extent the applicant has provided co-parent education programming in  
prior years, the applicant must provide the number of parents served and the  
number of courses offered broken down by year for federal fiscal years 2017-  
2021.**

*Application provided this information.*

- VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding.** *Half of total request (\$10,000) is designated for scholarship. Other half toward administrative expenses.*
  
- VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023.** \$66,876. *Information represents 15% of total program budget plus 100% of Next Step costs.*
  
- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023.** \$66,876. *Information represents 15% of total program budget plus 100% of Next Step costs.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Safe Voices

DATE: August 17, 2022

EVALUATOR NAME: Joanna Davis

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

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**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Lead Evaluator for this RFA.*

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**Individual Evaluator Comments:**

**I. Eligibility to Apply--Proof of Non-Profit Status**

a. *Applicant provided proof of non-profit status.*

**II. Application is complete and adheres to the format outlined in the RFA**

**III. Litigation**

a. *No litigation to report.*

**IV. Qualifications and Experience**

a. *Application provided background on program's experience. Discussed projects such as opening emergency safe house for survivors of sex trafficking and exploitation, support groups, and first and only pet-friendly shelter in state.*

**V. Program Requirements (pick which program is applicable to the application)**

**a. Development and Delivery of Parallel Parenting Program**

**The applicant must provide a description of its parallel parenting program;**

*Application states that the proposal is to begin with the initial stages of research and development for a parallel parenting program. In coordination with MCEDEV, proposes to convene a team of stakeholders to oversee research and development. First – needs assessment. If review reveals a lack of existing appropriate curriculum, applicant states it will conduct a Safety Audit to initialize development of own curriculum.*

*Year 1: research and development. By end of year one, applicant states it will have foundation to develop program.*

*Year 2: writing and development of program.*

**If trainers are identified at the time of this RFA, the program must provide a roster of its trainers to the Department and document their prior training and/or experience with parents divorced, separated, or living apart. The program must provide to the Department a roster of trainers not identified at the time of this RFA as soon as they become known;**

*Application is in research phase, and but provided information on the staff for the Parallel Parenting Program Research and Development Team.*



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Safe Voices

**DATE:** August 17, 2022

**EVALUATOR NAME:** Joanna Davis

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

**The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;** *Applicant currently provides financial assistance for current programming and plans to do the same for a parallel parenting program. Development of the fee structure will be part of the year one planning and development.*

**The program must provide information about trainings given to all staff members on the dynamics and issues of domestic abuse and violence;**  
*Application provided this information.*

**If the application includes requests for funding to develop a curriculum for parallel parenting program, the application must include a detailed action plan for implementation of the program that includes target dates and a budget that details costs, (including the program's development); and**  
*Application included detailed action plan, but action plan does not anticipate actually launching the program in the first two years.*

**The applicant must include information on the program's Board of Directors.**  
*Application provided this information.*

- VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding.** *Total amount of request (\$30,000) would be designated for staff and administrative expenses as the program would be in development.*
- VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023.** *\$15,000, not including A&V.*
- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023.** *\$45,000.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Family Education Resource Center - High Conflict Program

**DATE:** August 17, 2022

**EVALUATOR NAME:** Gregory Garneau

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*  
**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Lead Evaluator for this RFA.*

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**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status **yes/NV current****
  
- II. **Application is complete and adheres to the format outlined in the RFA**  
  
**Required components:**
  - 1. **Application Cover Page - yes**
  - 2. **Debarment, Performance and Non-Collusion Certification - yes**
  - 3. **Eligibility to Apply (Proof of Non-Profit Status) – yes, see above**
  - 4. **Litigation – none (see below)**
  - 5. **Program Requirements (see below)**
  - 6. **Cost Proposal – yes, used template (see below; must use template from RFA)**
  
- III. **Litigation **none****
  
- IV. **Qualifications and Experience **Included qualifications of Judith Myers-Walls, PhD. but she is not listed as an officer, manager, member or employee of the applicant, Family Education Resource Center. No history of the organization or its relevant work. Included relevant work of Dr. Myers-Walls.****
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**
  - b. **Supervised Visitation**
  - c. **High-Conflict Program - **applicable****
  - d. **Development and Delivery of Parallel Parenting Program**
  
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding – **entered \$0 for Access & Visitation Grant Amount Request. Did mean \$13,358.75 (would equal 100%)?****
  
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023**  
  
**\$65,298.34 from course fees; \$3,436.75 from grants. None from donations, fundraising or other sources.**
  
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**  
  
**Cost proposal included pricing for both co-parenting (\$49.99) and high-conflict (\$139.99)**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Family Education Resource Center - Online Parenting Program

**DATE:** August 17, 2022

**EVALUATOR NAME:** Greg Garneau

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Lead Evaluator for this RFA.*

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**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status **yes/NV current****
  
- II. **Application is complete and adheres to the format outlined in the RFA**  
  
**Required components:**
  - 1. **Application Cover Page - yes**
  - 2. **Debarment, Performance and Non-Collusion Certification - yes**
  - 3. **Eligibility to Apply (Proof of Non-Profit Status) – yes, see above**
  - 4. **Litigation – none (see below)**
  - 5. **Program Requirements (see below)**
  - 6. **Cost Proposal yes, used template (see below; must use template from RFA)**
  
- III. **Litigation **none****
  
- IV. **Qualifications and Experience - **Included qualifications of Judith Myers-Walls, PhD. but she is not listed as an officer, manager, member or employee of the applicant, Family Education Resource Center. No history of the organization or its relevant work. Included relevant work of Dr. Myers-Walls.****
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education - **applicable****
  - b. **Supervised Visitation**
  - c. **High-Conflict Program**
  - d. **Development and Delivery of Parallel Parenting Program**
  
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding - **entered \$0 for Access & Visitation Grant Amount Request. Did mean \$13,603.76 (would equal 100%)?****
  
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023 - **\$69,903.52 from course fees; \$3,681.76 from grants. None from donations, fundraising or other sources.****
  
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023 - **Cost proposal included pricing for both co-parenting (\$49.99) and high-conflict (\$139.99)****

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Home to Home

**DATE:** August 17, 2022

**EVALUATOR NAME:** Gregory Garneau

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status – Included a letter from IRS dated Nov. 5, 2019 stating tax exempt under IRC 501(c)(3) which makes a nonprofit organization tax exempt. (Note: ME Secretary of State shows Home to Home as a ME nonprofit corporation in good standing, however, this was not included in application. Is this disqualifying under terms of RFA (“must provide documentation of non-profit status”)?**
  
- II. **Application is complete and adheres to the format outlined in the RFA**  
**Required components:**
  - 1. **Application Cover Page - yes**
  - 2. **Debarment, Performance and Non-Collusion Certification – yes**
  - 3. **Eligibility to Apply (Proof of Non-Profit Status) – see above**
  - 4. **Litigation (none, see below)**
  - 5. **Program Requirements (see below)**
  - 6. **Cost Proposal (see below; must use template from RFA)**
  
- III. **Litigation - none**
  
- IV. **Qualifications and Experience – yes.**
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**
  - b. **Supervised Visitation - applicable**
  - c. **High-Conflict Program**
  - d. **Development and Delivery of Parallel Parenting Program**
  
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding – Access & Visitation Grant Request Amount, \$21,000; 100% designated for scholarship funding**
  
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023 - Income \$4,800 course/participant fees; \$1,400 donations; \$162,280 from grants (including A&V)**
  
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023 – largest portions are personnel and transportation scholarships.**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Home Counselors, Inc. - ParentWorks

**DATE:** August 17, 2022

**EVALUATOR NAME:** Gregory Garneau

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Lead Evaluator for this RFA.*

\*\*\*\*\*

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status – Included a letter from IRS dated Jan. 19, 1988 stating tax exempt under IRC 501(c)(3) which makes a nonprofit organization tax exempt. (Note: ME Secretary of State shows Home Counselors Inc. as a ME nonprofit corporation in good standing, however, this was not included in application. Is this disqualifying under terms of RFA (“must provide documentation of non-profit status”)?**
  
- II. **Application is complete and adheres to the format outlined in the RFA**  
**Required components:**
  1. **Application Cover Page - yes**
  2. **Debarment, Performance and Non-Collusion Certification - yes**
  3. **Eligibility to Apply (Proof of Non-Profit Status) – see above**
  4. **Litigation (see below)**
  5. **Program Requirements (see below)**
  6. **Cost Proposal (see below; must use template from RFA)**
  
- III. **Litigation – response, “HCI vs. Maine DHHS and Maine DAFS – HCI filed with the Maine Superior Court in 2020 on the basis of fundamental irregularities and violation of statute in the RFP process for Family Visitation Services. Maine Superior Court ruled in HCI’s favor on four separate counts in June 2022. Superior Court remanded all four matters back to DAFS and matters are currently pending.”**
  
- IV. **Qualifications and Experience – listed qualifications and experience of organization**
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education – application is for ParentWorks – CoParenting Education Program**
  - b. **Supervised Visitation**
  - c. **High-Conflict Program**
  - d. **Development and Delivery of Parallel Parenting Program**
  
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding - \$6,800 (100% designated for participant scholarship funding)**
  
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023 - \$600 from course fees; \$4602 from donations; and \$6800 from grants (all A&V)**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Home Counselors, Inc. - ParentWorks

**DATE:** August 17, 2022

**EVALUATOR NAME:** Gregory Garneau

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023 – largest portions are (1) presenters, \$4,800 and (2) personnel, \$4464.**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Kids First Center - ICOPE

**DATE:** August 17, 2022

**EVALUATOR NAME:** Gregory Garneau

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status – included nonprofit information from ME Secretary of State and June 14, 2019 IRS 501(3)(c) letter**
- II. **Application is complete and adheres to the format outlined in the RFA**  
**Required components:**
  1. **Application Cover Page – yes**
  2. **Debarment, Performance and Non-Collusion Certification - yes**
  3. **Eligibility to Apply (Proof of Non-Profit Status) – yes, see above**
  4. **Litigation (see below)**
  5. **Program Requirements (see below)**
  6. **Cost Proposal (see below; must use template from RFA)**
- III. **Litigation – none (see Part IV(C), p.8.**
- IV. **Qualifications and Experience – included history of program, staff qualifications, resumes, etc.**
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**
  - b. **Supervised Visitation**
  - c. **High-Conflict Program - applicable**
  - d. **Development and Delivery of Parallel Parenting Program**
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding – seeking A&V grant of \$25,000 with \$12,500 used for scholarships. States, “KFC is requesting approval of some portion of the award to be used for administrative expenses. KFC suggests 50% be allocated to administrative costs.”**
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023 - \$36,502 from course fees, A&V grant of \$25,000, \$8,500 donations, \$12,000 fundraising, \$26,956 other.**
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023 - personnel \$42,500, rent \$15,550, administrative costs \$19,998, facilitators/trainers \$30,960**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Kids First Center – First Step

**DATE:** August 17, 2022

**EVALUATOR NAME:** Gregory Garneau

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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\*\*\*\*\*

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status – included nonprofit information from ME Secretary of State and June 14, 2019 IRS 501(3)(c) letter**
- II. **Application is complete and adheres to the format outlined in the RFA**
  - Required components:**
    - 1. **Application Cover Page – yes**
    - 2. **Debarment, Performance and Non-Collusion Certification - yes**
    - 3. **Eligibility to Apply (Proof of Non-Profit Status) – yes, see above**
    - 4. **Litigation (see below)**
    - 5. **Program Requirements (see below)**
    - 6. **Cost Proposal (see below; must use template from RFA)**
- III. **Litigation – none (see Part IV(C), p.8.**
- IV. **Qualifications and Experience – included history of program, staff qualifications, resumes, etc.**
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education- applicable**
  - b. **Supervised Visitation**
  - c. **High-Conflict Program**
  - d. **Development and Delivery of Parallel Parenting Program**
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding – seeking A&V grant of \$30,000 with \$15,000 used for scholarships. States, “KFC is requesting approval of some portion of the award to be used for administrative expenses. KFC suggests 50% be allocated to scholarships and 50% to administrative costs.”**
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023 - \$77,249 from course fees, A&V grant of \$30,000, \$21,250 donations, \$30,000 fundraising, \$37,391 other.**
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023 - personnel \$106,250, rent \$38,875, administrative costs \$48,995, facilitators/trainers \$11,520**



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Kids First Center – Next Step

**DATE:** August 17, 2022

**EVALUATOR NAME:** Gregory Garneau

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status – included nonprofit information from ME Secretary of State and June 14, 2019 IRS 501(3)(c) letter**
  
- II. **Application is complete and adheres to the format outlined in the RFA**  
  
Required components:
  - 1. **Application Cover Page – yes**
  - 2. **Debarment, Performance and Non-Collusion Certification - yes**
  - 3. **Eligibility to Apply (Proof of Non-Profit Status) – yes, see above**
  - 4. **Litigation (see below)**
  - 5. **Program Requirements (see below)**
  - 6. **Cost Proposal (see below; must use template from RFA)**
  
- III. **Litigation – none (see Part IV(C), p.8.**
  
- IV. **Qualifications and Experience – included history of program, staff qualifications, resumes, etc.**
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education- applicable**
  - b. **Supervised Visitation**
  - c. **High-Conflict Program**
  - d. **Development and Delivery of Parallel Parenting Program**
  
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding – seeking A&V grant of \$10,000 with \$5,000 used for scholarships. States, “KFC is requesting approval of some portion of the award to be used for administrative expenses. KFC suggests 50% be allocated to scholarships and 50% to administrative costs.”**
  
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023 - \$21,420 from course fees, A&V grant of \$10,000, \$8,500 donations, \$12,000 fundraising, \$14,956 other.**
  
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023 - personnel \$31,875, rent \$11,662, administrative costs \$14,699, facilitators/trainers \$8,640**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Safe Voices

**DATE:** August 17, 2022

**EVALUATOR NAME:** Gregory Garneau

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status – included a letter from IRD dated Dec. 29, 2010 stating tax exempt under IRC 501(c)(3) which makes a nonprofit tax exempt. (Note: ME Secretary of State shows Safe Voices as a ME nonprofit corporation in good standing, however, this was not included in the application. Is this disqualifying under the terms of the RFA (“must provide documentation of non-profit status”)?**
  
- II. **Application is complete and adheres to the format outlined in the RFA**  
**Required components:**
  - 1. **Application Cover Page - yes**
  - 2. **Debarment, Performance and Non-Collusion Certification - yes**
  - 3. **Eligibility to Apply (Proof of Non-Profit Status) – see above**
  - 4. **Litigation (see below)**
  - 5. **Program Requirements (see below)**
  - 6. **Cost Proposal (see below; must use template from RFA)**
  
- III. **Litigation – application states no relevant litigation to report**
  
- IV. **Qualifications and Experience – describes organization history and relevant work; lists board of directors; describes staff experience**
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**
  - b. **Supervised Visitation**
  - c. **High-Conflict Program**
  - d. **Development and Delivery of Parallel Parenting Program - applicable**
  
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding – A&V grant request \$30,000; \$0 for scholarships during program development (year 1)**
  
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023 - did not list \$30,000 A&V grant as anticipated income. Other sources listed were \$2,500 donations, \$2,500 donations, and \$10,000 from DHHS**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Safe Voices

**DATE:** August 17, 2022

**EVALUATOR NAME:** Gregory Garneau

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023- \$30,000 personnel, \$4,000 facilities, \$5,000 administrative expense, \$2,000 stipend for focus group participants, \$500 research, and \$3,500 staff training**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Family Education Resource Center – high conflict programs

DATE: August 17, 2022

EVALUATOR NAME: Caroline Jova

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

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**Individual Evaluator Comments:**

\$13,358.75 requested, Family Education Resource Center  
High conflict

- I. **Eligibility to Apply--Proof of Non-Profit Status – yes**
- II. **Application is complete and adheres to the format outlined in the RFA**
- III. **Litigation – none**
- IV. **Qualifications and Experience - yes (Judith Myers-Walls, PhD, publications, purdue university)**
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **High-Conflict Program**
    - a. **The applicant must provide a description of its high-conflict program, including the curriculum;** RISE, self-directed (not live classes) online class for separating parents with high levels of conflict. 2+ yrs to reach resolution after separation. Focus on resilience. Divorce impasse model and conflict assessment model. 8 hours to complete 4-5 grade reading level. Pre-set mins for each section to prevent participant to move to next section before then.
    - b. **The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence;** Judith Myers-Walls, PhD, experience with separated parents addressed.
    - c. **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;** administered via online financial verification form.
    - d. **The applicant must describe its screening process for domestic abuse and violence;** no screening for DV by administrators; instead "opportunities for self-screening and education as a part of the classes." Notes that since this is not a live class so dangers from live participants during group classes do not apply.
    - e. **The applicant must include information on the program's Board of Directors;** yes
    - f. **To the extent that the applicant has provided high-conflict programming in prior years, the applicant must provide the number of parents served and the number of courses offered broken down by year for federal fiscal years 2017-2021.** 125,335 parents served 2017-2021; 2 courses offered.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Family Education Resource Center – high conflict programs

**DATE:** August 17, 2022

**EVALUATOR NAME:** Caroline Jova

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

**VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**

Amount of Request Designated for Scholarship Funding requesting \$13,358.75 (as noted on first page, though Cost Proposal form leaves that field blank); 100% for scholarships

**VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023**

Close to 70k; mostly participant fees, some grants. Grant line item is confusing as completed:  
Grants (including A&V): 14.7 High-Conflict (139.99) - \$2057.853 -> \$3436.75

**VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Family Education Resource Center - Online Parenting Program

**DATE:** August 17, 2022

**EVALUATOR NAME:** Caroline Jova

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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**Individual Evaluator Comments:**

\$13,603.76 requested, Family Education Resource Center

- I. **Eligibility to Apply--Proof of Non-Profit Status – yes**
- II. **Application is complete and adheres to the format outlined in the RFA**
- III. **Litigation – none**
- IV. **Qualifications and Experience - yes (Judith Myers-Walls, PhD, publications, purdue university)**
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**
    - a. **The applicant must provide a description of its co-parenting education program;** Co-Parenting And Revising Expectations (CARE). Online courses (2-hour, 4-hour, 6-hour, 8-hour, 10-hour, and 12-hour). Self-directed, asynchronous online educational program (not live group class). Preset min for each section – participant must stay at least that amount of time before being allowed to go to next section. 4-5<sup>th</sup> grade reading levels throughout course.
    - b. **The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence;** Judith Myers-Wells, PhD, experience with separated parents addressed.
    - c. **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;** administered via online financial verification form.
    - d. **The applicant must describe its screening process for domestic abuse and violence;** no screening for DV by administrators; instead “opportunities for self-screening and education as a part of the classes.” Notes that since this is not a live class so dangers from live participants during group classes do not apply.
    - e. **The applicant must include information on the program’s Board of Directors;** -- yes
    - f. **To the extent the applicant has provided co-parent education programming in prior years, the applicant must provide the number of parents served and the number of courses offered broken down by year for federal fiscal years 2017-2021.** Served 125,335 parents between 2017-2021. 2 courses offered.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart **APPLICANT NAME:** Family Education Resource Center - Online Parenting Program

**DATE:** August 17, 2022

**EVALUATOR NAME:** Caroline Jova

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

- VI. Cost Proposal and Budget Information –** Amount of Request Designated for Scholarship Funding requesting \$13,603.76 (as noted on first page, though Cost Proposal form leaves that field blank); 100% for scholarships
- VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023** course has alternate funding sources—mostly participant fees. Total income: \$73,585.28
- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**  
Very low expense = total \$9,922

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Home to Home

DATE: August 17, 2022

EVALUATOR NAME: Caroline Jova

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

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H2H, \$21,000 requested

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status** – eligibility demonstrated.
- II. **Application is complete and adheres to the format outlined in the RFA** - yes
- III. **Litigation** – none
- IV. **Qualifications and Experience** – in operation for 26 yrs; In the past 10 years, Home To Home has supervised over 5000 visitations between noncustodial parents and their children; PFA docket support. service fees are 100% scholarship, allowing for more affordable supervised visitation services for all families in need of them.
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Supervised Visitation**
    - **The applicant must provide a roster of its supervisors to the Department and provide documentation on training provided to the supervisors--** yes
    - **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so---** yes
    - **The applicant must provide documentation of trainings to all staff members on the dynamics and issues of domestic abuse and violence;** -- yes (last training in 2020; 90 minutes with New Hope and Through these Doors)
    - **The applicant must demonstrate that its visitation facility or facilities has/have a physical arrangement that prevents contact between parties before and after parent-child visits, such as separate entrances and exits** – yes; at midcoast hospital, Curtis memorial library, st marys hospital
    - **The applicant must include information on the program's Board of Directors** – yes
    - **To the extent that the applicant has provided supervised visitation services in prior years, the applicant must include information on the number of visits provided broken down by year for federal fiscal years 2017-2021.**—219 visits in 2021; 200 in 202; 480 in 2019; 2018 in 554; 2017 620
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding** – 100% is designated for scholarships
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023** participant/court fees and donations. Total 168,480



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Home to Home

**DATE:** August 17, 2022

**EVALUATOR NAME:** Caroline Jova

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

**VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023 –Total  
168,480**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Home Counselors, Inc. - ParentWorks

DATE: August 17, 2022

EVALUATOR NAME: Caroline Jova

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

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HCI – 6,800 (Rockland)

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status** – eligibility demonstrated
- II. **Application is complete and adheres to the format outlined in the RFA** -- yes
- III. **Litigation** – HCI filed complaint against Maine DHHS and Maine DAFS based on irregularities in RFP process. Superior Court ruled in their favor in June 2022.
- IV. **Qualifications and Experience** Funding for parentworks to continue co-parent education programs. Know and Lincoln. Well established (since 1985; 25 employees; 1.2 million budget) Community based services.
- V. **Program Requirements**
  - a. **Co-Parenting Education**

The applicant must provide a description of its co-parenting education program; yes; 32 page manual. Interactive format held in person once per month. Video conferencing offered simultaneously; cultural competence and ADA accessibility addressed.
  - b. **The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence;** 5 trainers listed; each class has one male and one female instructor. Experience and training addressed
  - c. **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;** yes
  - d. **The applicant must describe its screening process for domestic abuse and violence;** yes (identified by court, intake process screens for DV; assess for conflicts with instructors; copy of PFA provided if applicable)
  - e. **The applicant must include information on the program's Board of Directors;** yes
  - f. **To the extent the applicant has provided co-parent education programming in prior years, the applicant must provide the number of parents served and the number of courses offered broken down by year for federal fiscal years 2017-2021.**

October 2017 – September 2018, 10 classes 47 participants  
October 2018 – September 2019 – 10 classes; 38 participants.  
October 2019 – September 2020 video conferencing --6 classes, only 18 participants

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Home Counselors, Inc. - ParentWorks

**DATE:** August 17, 2022

**EVALUATOR NAME:** Caroline Jova

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

October 2020 – September 2021 – only 4 classes; 14 participants

- VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**  
Requesting 6800 – 100% dedicated to scholarships
  
- VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023**  
Other sources of income – participant fees, donations, grants, room rental in-kind donation.  
Total \$12,302
  
- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023** total  
\$12,302

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Kids First Center - ICOPE

**DATE:** August 17, 2022

**EVALUATOR NAME:** Caroline Jova

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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**Individual Evaluator Comments:**

Kids First – ICOPE -- \$25,000 requested

- I. **Eligibility to Apply--Proof of Non-Profit Status** – eligibility demonstrated
- II. **Application is complete and adheres to the format outlined in the RFA** yes
- III. **Litigation** – none in past 5 years.
- IV. **Qualifications and Experience** well established (since 1998), ample services. ICOPE developed in 2003 for high conflict but no IPV. Currently remote. In person choice to resume in 2023. No hybrid option because group dynamic is key.” Based on demand, resumption of in-person classes will be considered at the Scarborough location. KFC will also consider adding satellite sites for delivery of ICOPE, though having additional highly trained facilitators (required) and alternative classroom sites are barriers to widespread geographic expansion.
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **High-Conflict Program**
    - a. **The applicant must provide a description of its high-conflict program, including the curriculum;** for high conflict but no IPV; co-parenting partner must attend too. 9-week program with weeks 1 and 9 at Portland District Court. Offered 8-10 times per year based on referrals by Court.
    - b. **The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence;** yes
    - c. **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;** yes, option for scholarships on website, brochure, and shared by phone.
    - d. **The applicant must describe its screening process for domestic abuse and violence;** referrals by court and KFC but also exercises option to not approve attendance when allegations of IPV are made in the IPV process, regardless of court order. Confidential screening questionnaire and then call with KFC staff. KFC also refers female victims of violence and abuse to self-select The Kids First for Women class, with a curriculum designed specifically for victims of intimate partner abuse. Also referral to Maine’s domestic violence response agencies.
    - e. **The applicant must include information on the program’s Board of Directors;** yes

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart **APPLICANT NAME:** Kids First Center - ICOPE

**DATE:** August 17, 2022

**EVALUATOR NAME:** Caroline Jova

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

**f. To the extent that the applicant has provided high-conflict programming in prior years, the applicant must provide the number of parents served and the number of courses offered broken down by year for federal fiscal years 2017-2021.** FY 2018, 6 sessions, 60participants. FY 21 8 sessions, 88 participants.

**VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**

Requesting 25,000; 12,500 set aside for scholarships

**VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023**

Variety of income sources, including for example other grants, donations and fundraising, and participant fees. Total \$108,958

**VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**

Total \$109,008

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First Center - First Step

DATE: August 17, 2022

EVALUATOR NAME: Caroline Jova

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

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First step; \$30,000

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status** yes
- II. **Application is complete and adheres to the format outlined in the RFA** yes
- III. **Litigation** none
- IV. **Qualifications and Experience**, well established (since 1998), ample services. 2022 4-hour program revamped and modernized. 3 examples provided.
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**
    - a. **The applicant must provide a description of its co-parenting education program;** 4-hour webinar program taught by lawyer and mental health professional. 4 on-hour segments. Live lecture, q&a in real time. Attendance secured through poll questions.
    - b. **The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence;** yes
    - c. **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;** yes. Registrations through online portal. For assistance, applicant invited to call and registration with scholarship over phone. If register without payment then flags for follow up. No proof requirement; scholarship upon request.
    - d. **The applicant must describe its screening process for domestic abuse and violence;** not provided
    - e. **The applicant must include information on the program's Board of Directors;** yes, exhibit D.
    - f. **To the extent the applicant has provided co-parent education programming in prior years, the applicant must provide the number of parents served and the number of courses offered broken down by year for federal fiscal years 2017-2021.** Yes; FY 18, 44 sessions, 983 participants, FY 21 24 sessions, 1178 participants.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart **APPLICANT NAME:** Kids First Center - First Step

**DATE:** August 17, 2022

**EVALUATOR NAME:** Caroline Jova

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

**VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding** – requesting 30k; 15k for scholarships

**VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023**  
various income sources. \$195,890

**VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**  
\$ 205,640

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First Center - Next Step

DATE: August 17, 2022

EVALUATOR NAME: Caroline Jova

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

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Next step \$ 10,000

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status - yes**
- II. **Application is complete and adheres to the format outlined in the RFA. Yes**
- III. **Litigation none**
- IV. **Qualifications and Experience – well established (since 1998), ample services; next step offered in conjunction with the first step since 1990s. remote option since pandemic. KFC asking for portion for admin costs**
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**
    - a. **The applicant must provide a description of its co-parenting education program;** 12 hrs web-based class, 3hours for 4 weeks. Builds on The First Step. Unlike first step, participants are required to fully participate with cameras on. 280 per session.
    - b. **The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence;** yes
    - c. **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;** yes
    - d. **The applicant must describe its screening process for domestic abuse and violence;** addressed in qualifications section instead. Screened as part of registration. KFC also refers female victims of violence and abuse to self-select The Kids First for Women class with a curriculum designed specifically for victims of intimate partner abuse.
    - e. **The applicant must include information on the program's Board of Directors;** yes
    - f. **To the extent the applicant has provided co-parent education programming in prior years, the applicant must provide the number of parents served and the number of courses offered broken down by year for federal fiscal years 2017-2021.** FY 2018, 3 sessions, 24 participants; FY 21 6 sessions, 82 participants



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart  
**APPLICANT NAME:** Kids First Center - Next Step

**DATE:** August 17, 2022

**EVALUATOR NAME:** Caroline Jova

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

**VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**

10,000 requested; 5,000 for scholarships.

**VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023**

Various sources, total \$66,876

**VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**

Total \$66,876

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Safe Voices

DATE: August 17, 2022

EVALUATOR NAME: Caroline Jova

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

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**Individual Evaluator Comments:**

- SAFE VOICES – application for parallel parenting program focused study (\$30,000 request)

- I. **Eligibility to Apply--Proof of Non-Profit Status** – eligibility demonstrated.
- II. **Application is complete and adheres to the format outlined in the RFA** - yes
- III. **Litigation** -- none
- IV. **Qualifications and Experience** – established 1977; 1,500 to 2,000 individuals per year in Androscoggin, Franklin, and Oxford. Various services.
- V. **Program Requirements**
  - a. **Development and Delivery of Parallel Parenting Program** –
    - a. **The applicant must provide a description of its parallel parenting program;** would convene team of staff, community stakeholders, and coalition members to research and develop program. First, start with needs assessment. Then research of other parallel parenting course and possibly adapt an established curriculum. If need to start from scratch, will use Safety Audit. First year is research and development and curriculum may not be ready by end of year on.
    - b. **If trainers are identified at the time of this RFA, the program must provide a roster of its trainers to the Department and document their prior training and/or experience with parents divorced, separated, or living apart. The program must provide to the Department a roster of trainers not identified at the time of this RFA as soon as they become known; no finalized roster at this time.**
    - c. **The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;** fees for services not charged (except for DV intervention programs for offenders).
    - d. **The program must provide information about trainings given to all staff members on the dynamics and issues of domestic abuse and violence;** yes; 55 hour training CAIRET, plus annual training
    - e. **If the application includes requests for funding to develop a curriculum for parallel parenting program, the application must include a detailed action plan for implementation of the program that includes target dates and a**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Safe Voices

**DATE:** August 17, 2022

**EVALUATOR NAME:** Caroline Jova

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

**budget that details costs, (including the program's development);** included.

Final deliverable (Activity 6) – “write recommendations for parallel parenting program and curriculum development”.

Just recommendations?

Plan for delivery of program?

**f. The applicant must include information on the program's Board of Directors.** yes

**VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**

No money set aside in budget for scholarships. “Safe Voices’ proposed project is the beginning stages of development of the parallel parenting program. We will be conducting an in-depth audit of systems and review of programs and assessment of needs to evaluate feasibility and guide program development. The process and methodology used to develop the program will ensure that accessibility is central to the structure of the program; therefore, when we implement the program, we will work to make financial assistance and scholarship funding available to all participants. We do not anticipate having participants in the program until stage 3, when we will pilot and implement the program, if funded.”

- Stage 3 not included in action plan (ends in stage 2).

**VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023**

15k in additional income (so with requested funds, 45k).

**VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**

45K anticipated costs. Requested 30k covers amount budgeted for personnel positions for project.

STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

High Conflict

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Family Education Resource Center - High Conflict Program

DATE: August 17, 2022

EVALUATOR NAME: Chris Lewis

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*  
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Individual Evaluator Comments:

13,358 - UCRS

- I. Eligibility to Apply--Proof of Non-Profit Status
- II. Application is complete and adheres to the format outlined in the RFA
- III. Litigation ✓
- IV. Qualifications and Experience
- V. Program Requirements (pick which program is applicable to the application)
  - a. Co-Parenting Education RISE - ONLINE DUC, SELF DIRECTED
  - b. Supervised Visitation
  - c. High-Conflict Program
  - d. Development and Delivery of Parallel Parenting Program
- VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding
- VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023
- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023

JUST ONE WOMAN SHOW. /CONTRIBUTORS

STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

ONLINE  
PARENTING

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Family Education Resource Center ~ Online Parenting Program

DATE: August 17, 2022

EVALUATOR NAME: Chris Lewis

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*  
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\*\*\*\*\*  
**Individual Evaluator Comments:**

\$13K

- I. Eligibility to Apply--Proof of Non-Profit Status ✓
- II. Application is complete and adheres to the format outlined in the RFA ✓
- III. Litigation ✓
- IV. Qualifications and Experience - Online programs only?
- V. Program Requirements (pick which program is applicable to the application)
  - a. Co-Parenting Education ~ online *Depos ~ 125,335 Parents*
  - b. Supervised Visitation
  - c. High-Conflict Program
  - d. Development and Delivery of Parallel Parenting Program
- VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding ~ *expanding Spanish & support hours*  
\$13K
- VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023
- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Home to Home

DATE: August 17, 2022

EVALUATOR NAME: Chris Lewis

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

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**Individual Evaluator Comments:**

2/K

- I. Eligibility to Apply--Proof of Non-Profit Status ✓
- II. Application is complete and adheres to the format outlined in the RFA
- III. Litigation ✓
- IV. Qualifications and Experience
- V. Program Requirements (pick which program is applicable to the application)
  - a. Co-Parenting Education
  - b. Supervised Visitation MIDCOAST & LIBERTY BERNARDINE
  - c. High-Conflict Program EXPAND TO ANDRO/ST. MARYS
  - d. Development and Delivery of Parallel Parenting Program
- VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding 100% SCHOLARSHIPS
- VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023
- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023

STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

ROCKLAND

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart  
APPLICANT NAME: Home Counselors, Inc. - ParentWorks  
DATE: August 17, 2022

EVALUATOR NAME: Chris Lewis

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

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- I. Eligibility to Apply--Proof of Non-Profit Status ✓
- II. Application is complete and adheres to the format outlined in the RFA
- III. Litigation - *care*
- IV. Qualifications and Experience
- V. Program Requirements (pick which program is applicable to the application)
  - a. Co-Parenting Education ✓ *Went through court case*
  - b. ~~Supervised Visitation~~
  - c. High-Conflict Program
  - d. Development and Delivery of Parallel Parenting Program
- VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding *will spend out 100% scholarship*
- VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023
- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023

First Step

STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First Center — First Step

DATE: August 17, 2022

EVALUATOR NAME: Chris Lewis

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

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**Individual Evaluator Comments:**

30K

- I. Eligibility to Apply--Proof of Non-Profit Status
- II. Application is complete and adheres to the format outlined in the RFA
- III. Litigation
- IV. Qualifications and Experience
- V. Program Requirements (pick which program is applicable to the application)
  - a. Co-Parenting Education — WGBMAN
  - b. Supervised Visitation
  - c. High-Conflict Program
  - d. Development and Delivery of Parallel Parenting Program
- VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding 50/50
- VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023
- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023



STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

NEXT STEP

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First Center - Next Step

DATE: August 17, 2022

EVALUATOR NAME: Chris Lewis

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*  
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\*\*\*\*\*  
**Individual Evaluator Comments:**

810K

- I. Eligibility to Apply--Proof of Non-Profit Status ✓
- II. Application is complete and adheres to the format outlined in the RFA
- III. Litigation ✓
- IV. Qualifications and Experience
- V. Program Requirements (pick which program is applicable to the application)
  - a. Co-Parenting Education
  - b. Supervised Visitation
  - c. High-Conflict Program
  - d. Development and Delivery of Parallel Parenting Program
- VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding ADMIN REQ. 50/50 ADMIN/SE #0000000000
- VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023
- VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023

ICOPE

STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First Center - ICOPE

DATE: August 17, 2022

EVALUATOR NAME: Chris Lewis

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

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25K

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**Individual Evaluator Comments:**

- I. Eligibility to Apply--Proof of Non-Profit Status ✓
- II. Application is complete and adheres to the format outlined in the RFA
- III. Litigation
- IV. Qualifications and Experience ✓
- V. Program Requirements (pick which program is applicable to the application)
  - a. Co-Parenting Education - court took - toughest cases
  - b. Supervised Visitation - PORTLAND ONLY
  - c. High-Conflict Program
  - d. Development and Delivery of Parallel Parenting Program
- VI. Cost Proposal and Budget Information - Amount of Request Designated for Scholarship Funding SLIDING SCALE
- VII. Cost Proposal and Budget Information - Anticipated Income for FFY 2023 50/50 SCHOLARSHIP / ADMIN
- VIII. Cost Proposal and Budget Information - Anticipated Expenses for FFY 2023

STATE OF MAINE

INDIVIDUAL EVALUATION NOTES

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Safe Voices

DATE: August 17, 2022

EVALUATOR NAME: Chris Lewis

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

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- I. Eligibility to Apply--Proof of Non-Profit Status ✓
- II. Application is complete and adheres to the format outlined in the RFA ✓
- III. Litigation P ✓
- IV. Qualifications and Experience P *focus on most areas for DV*
- V. Program Requirements (pick which program is applicable to the application)
  - a. Co-Parenting Education
  - b. Supervised Visitation
  - c. High-Conflict Program
  - d. Development and Delivery of Parallel Parenting Program - *new program develop. using existing tools*
- VI. Cost Proposal and Budget Information - Amount of Request Designated for Scholarship Funding
- VII. Cost Proposal and Budget Information - Anticipated Income for FFY 2023  
*10K DITAS 5K DONATIONS & FUNDRAISING*
- VIII. Cost Proposal and Budget Information - Anticipated Expenses for FFY 2023

*Good timeline*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Family Education Resource Center - High Conflict Program

**DATE:** 8/17/22

**EVALUATOR NAME:** Tamar Mathieu

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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\*\*\*\*\*

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status** included corporate filing but not IRS determination
- II. **Application is complete and adheres to the format outlined in the RFA** pass if above is sufficient. Budget seems to request zero. See below.
- III. **Litigation** none
- IV. **Qualifications and Experience** includes information on facilitator and program but less organizational experience. Program seems to have documented success
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**
  - b. **Supervised Visitation**
  - c. **High-Conflict Program**
  - d. **Development and Delivery of Parallel Parenting Program**

High Conflict- Rise P-seems well developed and well researched N-online only Q- facilitated or recorded lessons?

- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding** Grant request says zero with 13,358 for scholarships
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023** 68,734 amounts unclear
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023** 9922

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Family Education Resource Center - Online Parenting Program

**DATE:** 8/17/22

**EVALUATOR NAME:** Tamar Mathieu

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status** included corporate filing but not IRS determination
  
- II. **Application is complete and adheres to the format outlined in the RFA** pass if above is sufficient. Budget seems to request zero. See below.
  
- III. **Litigation** none
  
- IV. **Qualifications and Experience** includes information on facilitator and program but less organizational experience. Program seems to have history of measured outcomes.
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**
  - b. **Supervised Visitation**
  - c. **High-Conflict Program**
  - d. **Development and Delivery of Parallel Parenting Program**

Co-parenting education. P-seems well developed and research based. Q- Provides roster of trainers but not necessarily if trainers always gender diverse, also appears to be recorded and not facilitated N- No in-person option
  
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding** It says request amount is zero but then has a dollar amount of 13,603 100% of which would be scholarship
  
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023** 69,903 fees +3681 grants
  
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023** \$9,922

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Home to Home

**DATE:** 8/17/22

**EVALUATOR NAME:** Tamar Mathieu

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

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**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status** pass
- II. **Application is complete and adheres to the format outlined in the RFA** pass
- III. **Litigation** none
- IV. **Qualifications and Experience** 26 year history
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**
  - b. **Supervised Visitation**
  - c. **High-Conflict Program**
  - d. **Development and Delivery of Parallel Parenting Program**

Supervised visitation- P=-long history, well trained, structure to prevent contact, well-defined scholarship tiers, resources maximized with volunteers I- addressing transportation needs as well as scholarships
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding** \$21,000 request 100% for scholarship
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023** 168480, relies on grants
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023** 159,468

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Home Counselors, Inc. - ParentWorks

**DATE:** 8/17/22

**EVALUATOR NAME:** Tamar Mathieu

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status** pass
- II. **Application is complete and adheres to the format outlined in the RFA** pass
- III. **Litigation** pending with DHHS
- IV. **Qualifications and Experience** well described history of HCI and parent works
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**
  - b. **Supervised Visitation**
  - c. **High-Conflict Program**
  - d. **Development and Delivery of Parallel Parenting Program**

Co-parenting education- P- clearly explains and is responsive to the requirements for co-parenting education I-involvement of new partners in class N & Q-recent numbers are low due to pandemic, would like to know plans to improve staffing and attendance
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding** 6,800 100% for scholarships
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023** 12,302
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023** 12,302

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Kids First Center - ICOPE

**DATE:** 8/17/22

**EVALUATOR NAME:** Tamar Mathieu

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status** pass
- II. **Application is complete and adheres to the format outlined in the RFA** pass
- III. **Litigation** none
- IV. **Qualifications and Experience** strong history outlined, program designed specifically to meet the need to address high-conflict situations
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**
  - b. **Supervised Visitation**
  - c. **High-Conflict Program**
  - d. **Development and Delivery of Parallel Parenting Program**

High conflict- ICOPE P- strong history to meet the needs of this population, virtual classes now allow more reach which is now statewide, recognize inappropriateness for IPV, sliding fee scale, I- recognize need to be all virtual or all in-person for group dynamic Q-court referrals only which makes sense but is an expansion possible especially given court delays

- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding** \$25,000 request with \$12,500 for scholarships, purpose articulated
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023** 108,958
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023** 109,008



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Kids First Center - First Step

**DATE:** 8/17/22

**EVALUATOR NAME:** Tamar Mathieu

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Lead Evaluator for this RFA.*

\*\*\*\*\*

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status** pass
- II. **Application is complete and adheres to the format outlined in the RFA** pass
- III. **Litigation** none
- IV. **Qualifications and Experience** strong, well documented history
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**
  - b. **Supervised Visitation**
  - c. **High-Conflict Program**
  - d. **Development and Delivery of Parallel Parenting Program**

Co-parenting education- well established class. 4 class sessions, statewide reach during pandemic, webinar live-lecture format with attendee ability to ask questions. In-person planned for Portland area with possibility of satellite options elsewhere.
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding** 30,000, 50% for scholarships, reasons explained
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023** 195,890
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023** 205,640

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Kids First Center - Next Step

**DATE:** 8/17/22

**EVALUATOR NAME:** Tamar Mathieu

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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\*\*\*\*\*

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status** pass
- II. **Application is complete and adheres to the format outlined in the RFA** pass
- III. **Litigation** none
- IV. **Qualifications and Experience** strong, well documented history
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**
  - b. **Supervised Visitation**
  - c. **High-Conflict Program**
  - d. **Development and Delivery of Parallel Parenting Program**

Co-parenting education- P- Participants separated when IPV and allows for this request to be done safely, virtual classes now allow more reach which is now statewide, I- recognize need to be all virtual or all in-person for group dynamic Q-assume facilitators gender diverse but did not note where it said, roster has many facilitators
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding** 10,000, 50% for scholarships, reasons explained
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023** 24,036
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023** 66,876

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Safe Voices

**DATE:** 8/17/22

**EVALUATOR NAME:** Tamar Mathieu

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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\*\*\*\*\*

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status** pass
- II. **Application is complete and adheres to the format outlined in the RFA** pass
- III. **Litigation** none
- IV. **Qualifications and Experience** experience as domestic violence resource center including domestic violence intervention program (batterer's intervention)
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **Co-Parenting Education**
  - b. **Supervised Visitation**
  - c. **High-Conflict Program**
  - d. **Development and Delivery of Parallel Parenting Program**

Parallel parenting study- I- intended to be used to research and develop a program N- does not seem to fit requirements for program at this time, unclear if these requirements would be met as program develops and is implemented Q- if any experience with parenting supports

- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding** 30,000 no scholarships since no implementation planned, not clear what exactly these funds would support, what is the % of staff time needed
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023** 15,000 A&V not included
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023** 45,000

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Family Education Resource Center - High Conflict Program

**DATE:** 8/17/22

**EVALUATOR NAME:** Jacqueline Moss

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status**  
Appears to be compliant.
- II. **Application is complete and adheres to the format outlined in the RFA**  
Yes and no. Only one facilitator.
- III. **Litigation**  
No litigation.
- IV. **Qualifications and Experience**  
This program seems to be a one woman show, she cites her own research, not very much direct experience, and pretty passive for participants.
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. Co-Parenting Education
  - b. Supervised Visitation
  - c. High-Conflict Program X
  - d. Development and Delivery of Parallel Parenting Program
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**  
Does not make sense. Does not sufficiently address DV & IPV. Program seems very expensive for what it is. Financial screening link not active, little information about how they administer scholarship.
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023**  
Seems to have plenty of income, why do they need grant for scholarships.
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**  
Doesn't seem like they need funding for scholarship.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Family Education Resource Center - Online Parenting Program

**DATE:** 8/17/2022

**EVALUATOR NAME:** Jacqueline Moss

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status**  
yes
- II. **Application is complete and adheres to the format outlined in the RFA**  
yes
- III. **Litigation**  
No litigation
- IV. **Qualifications and Experience**  
Same problems with this as their other application. One woman show, no direct experience providing coparenting education – as in the program appears to be a prerecorded video with little direct or hands on participation for clients.
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. Co-Parenting Education X
  - b. Supervised Visitation
  - c. High-Conflict Program
  - d. Development and Delivery of Parallel Parenting Program
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**  
Same problems with as with the application for the high conflict program. Does not make sense. Does not sufficiently address DV & IPV. Program seems very expensive for what it is. Financial screening link not active, little information about how they administer scholarship.
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023**  
Seems to have plenty of income, why do they need grant for scholarships
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**  
Doesn't seem like they need funding for scholarship.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Home to Home

**DATE:** 8/17/2022

**EVALUATOR NAME:** Jacqueline Moss

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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\*\*\*\*\*

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status**  
Yes
  
- II. **Application is complete and adheres to the format outlined in the RFA**  
Yes
  
- III. **Litigation**  
No litigation
  
- IV. **Qualifications and Experience**  
Very experienced in supervised visitation, this would expand program to an area of the state where need is very high and there are few supervised visit services available.  
Very experienced in DV & IPV.
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. Co-Parenting Education
  - b. Supervised Visitation X
  - c. High-Conflict Program
  - d. Development and Delivery of Parallel Parenting Program
  
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**  
Asking for \$21k, all for scholarship.
  
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023**  
Very cost efficient. They seem to go above and beyond to help people get to and participate in visits.
  
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**  
Very cost efficient.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Home Counselors, Inc. - ParentWorks

**DATE:** 8/17/2022

**EVALUATOR NAME:** Jacqueline Moss

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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\*\*\*\*\*

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status**  
Yes
  
- II. **Application is complete and adheres to the format outlined in the RFA**  
Yes
  
- III. **Litigation**  
Yes, disclosed litigation.
  
- IV. **Qualifications and Experience**  
Qualified and experienced in coparenting education.
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. Co-Parenting Education X
  - b. Supervised Visitation
  - c. High-Conflict Program
  - d. Development and Delivery of Parallel Parenting Program
  
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**  
Asked for \$6,800 all for scholarships. Serves and underserved area, provides in person classes. But also serves a very small number of clients.
  
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023**  
A&V is a good chunk of their funding. They get some donations.
  
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**  
The request seems out of proportion with the need.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Kids First Center - ICOPE

**DATE:** 8/17/2022

**EVALUATOR NAME:** Jacqueline Moss

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

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**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status**  
Yes
  
- II. **Application is complete and adheres to the format outlined in the RFA**  
Yes
  
- III. **Litigation**  
No litigation
  
- IV. **Qualifications and Experience**  
Very experienced with many facilitators.
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. Co-Parenting Education
  - b. Supervised Visitation
  - c. High-Conflict Program X
  - d. Development and Delivery of Parallel Parenting Program
  
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**  
\$25k requested with \$12,500 for scholarships.
  
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023**  
Many income streams, not just this grant. Well funded. Serves many people.
  
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**  
Question of need, healthy organization but they never turn people away. ICOPE is expensive program out of pocket.



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First Center - First Step

DATE: 8/17/2022

EVALUATOR NAME: Jacqueline Moss

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

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\*\*\*\*\*

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status**  
Yes
  
- II. **Application is complete and adheres to the format outlined in the RFA**  
yes
  
- III. **Litigation**  
No litigation.
  
- IV. **Qualifications and Experience**  
Very experienced with a large roster of facilitators.
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. Co-Parenting Education X
  - b. Supervised Visitation
  - c. High-Conflict Program
  - d. Development and Delivery of Parallel Parenting Program
  
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**  
\$30,000 total, \$15k for scholarships for coparenting classes. Kids first never turns anyone away due to inability to pay.
  
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023**  
Many sources of income.
  
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**  
Concerned that \$15k would go to operational costs/payment of facilitators.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFA #: 202207117

RFA TITLE: Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

APPLICANT NAME: Kids First Center - Next Step

DATE: 8/17/2022

EVALUATOR NAME: Jacqueline Moss

EVALUATOR DEPARTMENT: Maine Judicial Branch, Administrative Office of the Courts

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**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status**  
Yes
  
- II. **Application is complete and adheres to the format outlined in the RFA**  
Yes
  
- III. **Litigation**  
No litigation
  
- IV. **Qualifications and Experience**  
Very experienced in providing coparent education with large and relatively diverse roster of facilitators.
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. Co-Parenting Education X
  - b. Supervised Visitation
  - c. High-Conflict Program
  - d. Development and Delivery of Parallel Parenting Program
  
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**  
\$5k for scholarship, \$10k total, non-scholarship money is for admin costs. Kids First does not turn anyone away.
  
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023**  
Diverse and significant funding.
  
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**  
Some will go to operational costs, and already built in overhead.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Safe Voices

**DATE:** 8/17/22

**EVALUATOR NAME:** Jacqueline Moss

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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\*\*\*\*\*

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status**  
Org is eligible
  
- II. **Application is complete and adheres to the format outlined in the RFA**  
Yes
  
- III. **Litigation**  
No litigation
  
- IV. **Qualifications and Experience**  
Very experienced in areas of DV and IPV. Respected nonprofit serving victims of DV. No experience with parenting classes, coparenting, or parallel parenting. Would be new program.
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. Co-Parenting Education
  - b. Supervised Visitation
  - c. High-Conflict Program
  - d. Development and Delivery of Parallel Parenting Program X
  
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**  
The funding is all for research and they are asking for a significant amount of money to just research it. Budget seems to also cover existing operational costs which they would have to pay regardless of whether they got the grant or not.
  
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023**  
No questions about this.
  
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**  
This does not make sense.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Family Education Resource Center - High Conflict Program

**DATE:** 8/18/22

**EVALUATOR NAME:** Andrea Najarian

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

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\*\*\*\*\*

**HIGH CONFLICT**

**Individual Evaluator Comments:**

- I. **Eligibility to Apply--Proof of Non-Profit Status**  
**PROVIDED**
  
- II. **Application is complete and adheres to the format outlined in the RFA**  
**YES**
  
- III. **Litigation**  
**NONE**
  
- IV. **Qualifications and Experience**  
**I - APPEARS TO BE ONE PERSON BUT EXTENSIVE ANALYSIS AND RESEARCH IN PREPARING PROGRAM**
  
- V. **Program Requirements (pick which program is applicable to the application)**
  - a. **High-Conflict Program**  
**REQUIRED INFO PROVIDED. 125,000+ PARENTS OVER 4 YEAR PERIOD.**
  
- VI. **Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**  
**UNCLEAR - \$0 OR \$13,358.75**
  
- VII. **Cost Proposal and Budget Information – Anticipated Income for FFY 2023**  
**ABOUT \$68,000**
  
- VIII. **Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**  
**ABOUT \$10,000**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Family Education Resource Center - Online Parenting Program

**DATE:** 8/18/22

**EVALUATOR NAME:** Andrea Najarian

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

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\*\*\*\*\*

**Individual Evaluator Comments:**

**I. Eligibility to Apply--Proof of Non-Profit Status**

**YES**

**II. Application is complete and adheres to the format outlined in the RFA**

**YES**

**III. Litigation**

**NO LITIGATION**

**IV. Qualifications and Experience**

**ONLY ONE PERSON BUT SEEMS QUALIFIED**

**V. Program Requirements (pick which program is applicable to the application)**

**a. Co-Parenting Education**

**USES SAME NUMBER OF PARTICIPANTS AS THE HIGH CONFLICT PROGRAM  
WHICH UNDERMINES RELIABILITY OF THIS NUMBER**

**VI. Cost Proposal and Budget Information – Amount of Request Designated for  
Scholarship Funding**

**\$13,603.76**

**VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023**

**\$69,900**

**VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**

**\$10,000**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Home to Home

**DATE:** 8/18/22

**EVALUATOR NAME:** Andrea Najarian

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

**I. Eligibility to Apply--Proof of Non-Profit Status**

**YES**

**II. Application is complete and adheres to the format outlined in the RFA**

**YES**

**III. Litigation**

**NONE**

**IV. Qualifications and Experience**

**P**

**V. Program Requirements (pick which program is applicable to the application)**

**a. Supervised Visitation**

**P**

**VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**

**\$21,000**

**VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023**

**ABOUT \$170,000**

**VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**

**ABOUT \$158,472**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Home Counselors, Inc. - ParentWorks

**DATE:** 8/18/22

**EVALUATOR NAME:** Andrea Najarian

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

**I. Eligibility to Apply--Proof of Non-Profit Status**

**YES**

**II. Application is complete and adheres to the format outlined in the RFA**

**III. Litigation**

**PENDING, REGARDING ANOTHER RFP**

**IV. Qualifications and Experience**

**P**

**V. Program Requirements (pick which program is applicable to the application)**

**a. Co-Parenting Education**

**38 TO 49 PARTICIPANTS PER YEAR AT ITS PEAK**

**N**

**VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**

**\$6,800**

**VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023**

**\$12,302**

**VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**

**\$12,302**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Kids First Center - ICOPE

**DATE:** 8/18/22

**EVALUATOR NAME:** Andrea Najarian

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*  
**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Lead Evaluator for this RFA.*  
\*\*\*\*\*

**Individual Evaluator Comments:**

**I. Eligibility to Apply--Proof of Non-Profit Status**

**YES**

**II. Application is complete and adheres to the format outlined in the RFA**

**III. Litigation**

**NONE**

**IV. Qualifications and Experience**

**V. Program Requirements (pick which program is applicable to the application)**

**a. High-Conflict Program**

**CAN'T SEE HOW MANY PARENTS HAVE BEEN SERVED**

**VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**

**\$25,000**

**VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023**

**COULDN'T FIND**

**VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**

**COULDN'T FIND**



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Kids First Center FIRST STEP

**DATE:** 8/18/22

**EVALUATOR NAME:** Andrea Najarian

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

**I. Eligibility to Apply--Proof of Non-Profit Status**

**YES**

**II. Application is complete and adheres to the format outlined in the RFA**

**NO**

**III. Litigation**

**NO LITIGATION**

**IV. Qualifications and Experience**

**V. Program Requirements (pick which program is applicable to the application)**

**a. Co-Parenting Education**

**NO EXHIBIT SHOWING NUMBER OF PARENTS SERVED**

**VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**

**\$30,000**

**VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023**

**VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Kids First Center Next STEP

**DATE:** 8/18/22

**EVALUATOR NAME:** Andrea Najarian

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Lead Evaluator for this RFA.*

\*\*\*\*\*

**Individual Evaluator Comments:**

**I. Eligibility to Apply--Proof of Non-Profit Status**

**YES**

**II. Application is complete and adheres to the format outlined in the RFA**

**III. Litigation**

**NONE**

**IV. Qualifications and Experience**

**P - EXCELLENT**

**V. Program Requirements (pick which program is applicable to the application)**

**a. Co-Parenting Education**

**NO EXHIBIT WITH NUMBERS OF PARENT PARTICIPATION**

**VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**

**\$10,000**

**VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023 ?**

**VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY**

**2023 ?**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202207117

**RFA TITLE:** Development of Programs or Services for Parents Divorcing, Separating, or Living Apart

**APPLICANT NAME:** Safe Voices

**DATE:** 8/18/22

**EVALUATOR NAME:** Andrea Najarian

**EVALUATOR DEPARTMENT:** Maine Judicial Branch, Administrative Office of the Courts

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Applications (RFA) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFA Coordinator or Lead Evaluator for this RFA.*

\*\*\*\*\*

**Individual Evaluator Comments:**

**I. Eligibility to Apply--Proof of Non-Profit Status**

**YES**

**II. Application is complete and adheres to the format outlined in the RFA**

**P**

**III. Litigation**

**NONE**

**IV. Qualifications and Experience**

**P**

**V. Program Requirements (pick which program is applicable to the application)**

**a. Development and Delivery of Parallel Parenting Program**

**I. DEVELOPING A PROGRAM**

**VI. Cost Proposal and Budget Information – Amount of Request Designated for Scholarship Funding**

**NONE**

**VII. Cost Proposal and Budget Information – Anticipated Income for FFY 2023**

**\$15,000**

**VIII. Cost Proposal and Budget Information – Anticipated Expenses for FFY 2023**

**\$45,000**



STATE OF MAINE  
DEPARTMENT OF MAINE JUDICIAL BRANCH  
*Administrative Office of the Courts*

Janet T. Mills  
Governor

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFA #: 202207117**

**RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart**

I, Caroline Jova accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Maine Judicial Branch. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with an applicant who has submitted a proposal to this RFA.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the applicants whose applications I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the applicant's company; current or former Board membership; current or former employment with the applicant; current or former personal contractual relationship with the applicant (example: paid consultant); and/or current or former relationship to a applicant's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any applicant in the preparation of any application submitted in response to this RFA nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Applications presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

\_\_\_\_\_  
**Signature**

August 16, 2022  
\_\_\_\_\_  
**Date**



STATE OF MAINE  
DEPARTMENT OF MAINE JUDICIAL BRANCH  
*Administrative Office of the Courts*

Janet T. Mills  
Governor

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFA #: 202207117**

**RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart**

I, Jacqueline R. Moss accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Maine Judicial Branch. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with an applicant who has submitted a proposal to this RFA.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the applicants whose applications I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the applicant's company; current or former Board membership; current or former employment with the applicant; current or former personal contractual relationship with the applicant (example: paid consultant); and/or current or former relationship to a applicant's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any applicant in the preparation of any application submitted in response to this RFA nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

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Signature

08/17/2022  
Date



STATE OF MAINE  
DEPARTMENT OF MAINE JUDICIAL BRANCH  
*Administrative Office of the Courts*

Janet T. Mills  
Governor

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFA #: 202207117**

**RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart**

I, Andrea C. Najarian accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Maine Judicial Branch. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with an applicant who has submitted a proposal to this RFA.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the applicants whose applications I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the applicant's company; current or former Board membership; current or former employment with the applicant; current or former personal contractual relationship with the applicant (example: paid consultant); and/or current or former relationship to a applicant's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any applicant in the preparation of any application submitted in response to this RFA nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Applications presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

Andrea C. Najarian  
Signature

8.16.2022  
Date



STATE OF MAINE  
DEPARTMENT OF MAINE JUDICIAL BRANCH  
*Administrative Office of the Courts*

Janet T. Mills  
Governor

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFA #: 202207117**

**RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart**

I, Tamar Perfit Mathieu accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Maine Judicial Branch. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with an applicant who has submitted a proposal to this RFA.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the applicants whose applications I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the applicant's company; current or former Board membership; current or former employment with the applicant; current or former personal contractual relationship with the applicant (example: paid consultant); and/or current or former relationship to a applicant's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any applicant in the preparation of any application submitted in response to this RFA nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Applications presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

Tamar P. Mathieu  
Signature

8/16/22  
Date





STATE OF MAINE  
DEPARTMENT OF MAINE JUDICIAL BRANCH  
Administrative Office of the Courts

Janet T. Mills  
Governor

AGREEMENT AND DISCLOSURE STATEMENT  
RFA #: 202207117

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

I, Lisa Chase accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Maine Judicial Branch. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with an applicant who has submitted a proposal to this RFA.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the applicants whose applications I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the applicant's company; current or former Board membership; current or former employment with the applicant; current or former personal contractual relationship with the applicant (example: paid consultant); and/or current or former relationship to a applicant's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any applicant in the preparation of any application submitted in response to this RFA nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Applications presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Lisa Chase  
Signature

8-16-22  
Date





STATE OF MAINE  
DEPARTMENT OF MAINE JUDICIAL BRANCH  
*Administrative Office of the Courts*

Janet T. Mills  
Governor

**AGREEMENT AND DISCLOSURE STATEMENT**

**RFA #: 202207117**

**RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart**

I, Joanna Davis accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Maine Judicial Branch. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with an applicant who has submitted a proposal to this RFA.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the applicants whose applications I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the applicant's company; current or former Board membership; current or former employment with the applicant; current or former personal contractual relationship with the applicant (example: paid consultant); and/or current or former relationship to a applicant's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any applicant in the preparation of any application submitted in response to this RFA nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Applications presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

Joanna Davis  
Signature

8/16/22  
Date



STATE OF MAINE  
DEPARTMENT OF MAINE JUDICIAL BRANCH  
Administrative Office of the Courts

Janet T. Mills  
Governor

AGREEMENT AND DISCLOSURE STATEMENT  
RFA #: 202207117

RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

I, CHRISTIAN LEWIS accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Maine Judicial Branch. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with an applicant who has submitted a proposal to this RFA.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the applicants whose applications I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the applicant's company; current or former Board membership; current or former employment with the applicant; current or former personal contractual relationship with the applicant (example: paid consultant); and/or current or former relationship to a applicant's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any applicant in the preparation of any application submitted in response to this RFA nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Applications presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Signature [Handwritten Signature] Date 8/17/22



STATE OF MAINE  
DEPARTMENT OF MAINE JUDICIAL BRANCH  
Administrative Office of the Courts

Janet T. Mills  
Governor

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFA #: 202207117**

**RFA TITLE: Development of Programs and Services for Parents Divorcing, Separating, or Living Apart**

I, GREGORY J. BARNRAU accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Maine Judicial Branch. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with an applicant who has submitted a proposal to this RFA.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the applicants whose applications I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the applicant's company; current or former Board membership; current or former employment with the applicant; current or former personal contractual relationship with the applicant (example: paid consultant); and/or current or former relationship to a applicant's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any applicant in the preparation of any application submitted in response to this RFA nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Applications presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

  
Signature

8.16.2022  
Date