

**The Fund for the Efficient Delivery of Local and Regional Services
30-A MRSA, Chapter 231**

**Department of Administrative and Financial Services
State of Maine**

FY 2008

GRANT INSTRUCTIONS AND APPLICATION

CONTENTS

INTRODUCTION	2
ELIGIBILITY	4
GRANT STEPS	9
INSTRUCTIONS FOR COMPLETING APPLICATION	14
APPLICATION FORM	16
PART ONE: COVER SHEET	16
PART TWO: PROJECT DESCRIPTION	18
PART THREE: GRANT NARRATIVE QUESTIONS	19
PART FOUR: GRANT PROJECT BUDGET	25
PART FIVE: GRANT SCHEDULE AND MILESTONES	26
PART SIX: AGREEMENT TO GRANT TERMS	27
CONTACT INFORMATION	28
DID YOU REMEMBER?	28

INTRODUCTION

Section 1. Purpose Statement

The State of Maine seeks to support municipalities, counties, and regional government subdivisions in developing joint ventures for delivering government services. The Fund for the Efficient Delivery of Local and Regional Services (Fund) is established to encourage and support intergovernmental cooperation in order to reduce property taxes. Municipalities, counties, and regional government subdivisions may apply for grants from the Fund for projects that reduce property taxes through:

1. achieving cost savings and reducing municipal/county spending
2. improving efficiencies in the delivery of local services
3. improving the quality or quantity of the delivery of government services

The Fund also seeks to pilot innovative projects that serve as models from which other regions in Maine may learn and follow.

Section 2. Availability of Grant Funds

\$500,000 is available through a competitive grant program for FY `08. Due to limited funds, capital projects or projects that contain capital budget expenditures will not be considered for this round of grant funding.

It is anticipated that a significant number of proposals will be submitted for consideration. It is the State's intent to make the grant funds benefit as many projects as possible, but it may not be possible to fund all the projects and they may not be funded at the full amount requested. The Review Panel reserves the right to make awards for an amount less than the total amount requested in an applicant's proposal.

Grants will be awarded for two types of projects: 1) Cooperative Services Grants; and 2) Planning Grants.

Cooperative Services Grants may be awarded to enable eligible applicants to implement intergovernmental projects that reduce property taxes.

Planning Grants may be used to support technical assistance and facilitation needed for the development of a regionalization project.

Section 3. Grant Administrator

The Maine Department of Administrative and Financial Services (DAFS), will administer the grant program.

Section 4. Definitions

As used in this application, the following terms have the following meanings unless otherwise indicated.

1. **Capital Expenses.** Capital expenses are equipment and building assets and valued at more than \$5,000, with a life expectancy of more than three years.
2. **Chief Executive Officer.** The chief executive officer is the town or city manager or the first selectman or county manager or county commissioners. For a regional government subdivision the chief executive officer is the person with the decision making authority and has the legal authority to enter into all contracts related to the grant program.
3. **Cooperative Services Grant.** A grant award provided to cover eligible costs related to a qualifying project that enables the implementation of an intergovernmental project that reduces property taxes.
4. **Eligible Applicant.** A municipality, county or regional government subdivision.
5. **Eligible Costs.** The actual and direct expenses incurred in implementing a cooperative services grant or planning grant, as defined by Title 30-A, § 6201 (also see Section 7).
6. **Eligible Match.** A match consisting of a cash match from the applicants or the value of an in-kind services donated by professionals not employed by the applicants (i.e. Attorneys, consultants).
7. **Lead Applicant.** The Lead Applicant is the chief town, municipality, county, or regional government subdivision that will facilitate each qualifying project for the participating grantees and is responsible for fulfilling the requirements of the grant contract.
8. **Planning Grant.** A grant award provided to cover the eligible costs of developing a qualifying project for a cooperative services grant. It is intended to support technical assistance and facilitation needed for the development of an intergovernmental project.
9. **Project Manager.** The project manager is the individual responsible for the coordination, management and administration of the qualifying project.
10. **Project Milestones.** Stages throughout the course of a grant project by which progress is measured and to which grant payments may be tied.
11. **Qualifying Project.** A project designed to achieve significant and sustainable savings in the cost of delivering local and regional governmental services that reduces the demand for property tax revenues.
12. **Regional Government Subdivision.** A regional planning commission or regional council of governments pursuant to Title 30-A MRSA Chapter 119 or a legal entity created by interlocal agreement pursuant to Title 30-A MRSA Chapter 115.

ELIGIBILITY

Section 5. Applicant Eligibility

A. Eligibility; intergovernmental cooperation. An eligible project requires intergovernmental cooperation. Any project for which an applicant seeks a grant cannot be undertaken on a sole-applicant basis. Each project is required to have at least two eligible applicants. Eligible applicants include municipalities, counties, or regional government subdivisions. For the purposes of this grant program, a regional government subdivision cannot be both the Lead Applicant and a consultant for the same project at any point during the grant project process. Regional government subdivisions can serve in one or the other capacity, but not both.

Cooperative Services Grant:

To be eligible for a cooperative services grant, applicants must enter cooperative agreements which include one of the following means:

1. the execution of an interlocal agreement among the applicants that are party to the grant project
2. the execution of a memorandum of agreement among the applicants that are party to the grant project
3. the execution of a contract with one government entity as the service provider by other applicants that are party to the grant project

Planning Grant:

To be eligible for a planning grant, applicants must enter cooperative agreements which include one of the following means:

1. the execution of an interlocal agreement among the applicants that are party to the grant project
2. the execution of a memorandum of agreement among the applicants that are party to the grant project
3. the execution of a contract with one government entity as the service provider by other applicants that are party to the grant project
4. The submission of letters of endorsement or a documented agreement between the participating entities.

Section 6. Types of Projects

Applicants for Cooperative Services Grants must demonstrate significant and sustainable savings in the cost of delivering local and regional government services that

reduce the demand for property tax revenues. Applicants should consider the following types of projects:

- Consolidation as a means of delivering government services;
- Development of a new, or enhancement of an existing, regionalized system for delivery of government services;
- Development of shared governance. Examples include land use ordinances, building codes, property tax assessments, or tax-sharing agreements;
- Consolidation of office policies or systems. Examples include property tax administration, human resource administration, information technology systems, or accounting and financial management practices and programs.

The types of projects described in this subsection are not listed in any order of priority and applicants are not limited to these types of projects.

Section 7. Eligible Expenses

The Fund is available solely to finance a future project proposal. Projects will be reimbursed only for expenditures incurred throughout the course of the project. Grant recipients will be required to provide a full accounting for all expended funds. Failure to provide a full accounting will require a return of all grant funds. Expenses older than three (3) months prior to the submission of the grant application are not eligible for reimbursement. Any unused grant funds will be returned to the Department for use in future grant awards.

Note: Capital and otherwise budgeted expenses will not be eligible for grant awards for FY 2008.

Eligible Activities for Planning Grants include:

- ✓ Facilitation for establishing working relationships or for joint planning sessions
- ✓ Joint strategic planning, comprehensive planning, or capital improvement planning
- ✓ Facilitation of community meetings to raise public awareness and solicit public participation
- ✓ Feasibility or management studies that examine alternative methods of achieving collaboration
- ✓ Cost-benefit studies
- ✓ Fact-finding explorations to determine how municipalities elsewhere have achieved collaboration
- ✓ Facilitation of meetings to raise public awareness and solicit public participation
- ✓ Execution and implementation of an interlocal agreement
- ✓ The development of architectural or planning designs directly related to the development and execution of a cooperative services project
- ✓ The development of citizen or town surveys, joint RFPs, or contracts

Eligible Expenses for Planning Grants

- ✓ Professional services provided by lawyers, consultants, facilitators, engineers and architects
- ✓ Temporary project staff or consultants hired specifically to implement the grant project
- ✓ Administrative services such as copying, printing, telephone, and travel

Eligible Activities for Cooperative Services Grants:

Examples of eligible activities for which these funds may be used include, but are not limited to:

- ✓ Efforts to consolidate buildings or services (note exclusion of non-capital expenses for FY '08)
- ✓ Execution and implementation of a tax base sharing arrangement, or another regional governance mechanism for achieving collaboration
- ✓ Purchase of software or other non-capital administrative systems
- ✓ Development of joint ordinances, codes, policies, contracts, training materials, manuals

Eligible Costs for Cooperative Service Grants:

- ✓ Costs associated with consolidating services or programs
- ✓ Costs to develop and implement joint plans or ordinances
- ✓ Professional services provided by lawyers, consultants, facilitators, engineers and architects
- ✓ Temporary project staff or consultants hired specifically to implement grant project
- ✓ Administrative services such as copying, printing, telephone, and travel

Ineligible Expenses for Cooperative Service Grants and Planning Grants:

- ✓ Projects that include capital expenses (see definition of capital expenses in Section 4);
- ✓ The costs of ongoing operating expenditures that would otherwise be budgeted by the applicants are not eligible;
- ✓ Compensation for existing or new-hire personnel who would be assigned to the grant project in addition to other ongoing duties.

Section 8. Local Match

No local match is required for a Cooperative Services Grant. While local match demonstrates commitment to a collaborative effort, applicants that volunteer a match will have no competitive advantage.

No local match is required for planning grants. However, applicants for planning grants who provide a cash match will be given greater consideration in their demonstration of cooperation and commitment to the project during the evaluation of the grant application.

The value of in-kind services provided by the applicants cannot be considered as match. The value of in-kind services donated by professionals not employed by the applicants (i.e. attorneys, consultants) may be considered as a cash match. The local match must be an eligible expense in compliance with Section 7 of this application.

GRANT STEPS

Step 1: Applicant Submits an Application.

Municipalities, counties, and regional government subdivisions must apply for funds using the application format provided in this packet. The completed original application and eight copies must be submitted.

- A. **Content:** Applicants must describe: 1) how implementation of their grant project will result in cost savings; 2) calculate a projection of the cost savings reasonably attributable to implementation of its proposal; and 3) describe how the savings translate into property tax relief.
- B. **Designated Lead Applicant:** Municipalities, counties, and regional government subdivisions applying for a grant must identify the designated Lead Applicant. The designated Lead Applicant will be the contract administrator and will be responsible for signing the contract with DAFS and for fulfilling the terms of the contract. If the designated Lead Applicant is a legal entity created by interlocal agreement, applicants should provide copies of the interlocal agreement establishing the entity applying for the project.
- C. **Deadline:** Grant applications must be completed and signed by the Chief Executive Officer of each participating entity. The signed original and 8 copies of the application must be delivered in an envelope clearly marked *with the Lead Applicant's return address* and the notation: "**Proposal: State Efficiency Grant Program**" and delivered to the Division of Purchases, Burton M. Cross Building, 4th floor, 9 State House Station, 111 Sewall St., Augusta, ME 04333-0009 no later than **2:00 p.m. local time on Friday, February 15, 2008**, at which time and place they will be opened. Only applications **actually received** at the Division of Purchases prior to the stated time will be considered. The State assumes no responsibility for delays caused by any package or mail delivery service. Postmarking by the due date WILL NOT suffice. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** Applications received after the 2:00 p.m. deadline cannot be considered.
- D. **Assistance:** Questions about the application process and/or the RFP may be directed in writing to Jeremy Caron, Special Assistant to the Commissioner, Department of Administrative and Financial Services, 78 State House Station, Augusta, ME 04333-0078, email: Jeremy.caron@maine.gov. The deadline for written questions is Friday, February 1, 2008. Questions and answers will be posted on the DAFS Web site. Link: <http://www.maine.gov/dafs/fund.htm>. The final posting of questions and answers will occur no later than Friday, February 8, 2008.

- E. DAFS cannot assist applicants with developing their project proposals. However, a resource list may be obtained from the DAFS Web site that provides contact information for others who can assist with project development.

Step 2: Panel to Review Proposals.

A. Review Panel: A review panel shall review, rank, and award grants to eligible applicants for cooperative services and planning grants. The panel shall consist of the following members:

- The Director of the Maine State Planning Office, or designee;
- The Commissioner of the Department of Administrative and Financial Services, or designee;
- A representative of the Department of Economic and Community Development, appointed by the Governor;
- One (1) representative of a county or regional government subdivision recommended by a statewide organization representing county or regional service providers, appointed by the Governor;
- Two (2) representatives of municipal government recommended by the Maine Municipal Association who have served or currently serve as municipal officers or chief administrative officials of municipalities. One shall represent rural communities with a population of less than 4,000 and one shall represent suburban communities with a population of 4,000 or more, both representatives will be appointed by the Governor; and
- One representative of a service center community recommended by the Maine Service Centers Coalition or its successor organization, appointed by the Governor.

B. Review Criteria: The review panel will evaluate the cooperative services and planning grants based on the following selection criteria:

Criteria	Max Points Awarded
1. Extent and quality of cooperation among the participating applicants	20
2. Estimated amount of property tax savings to the region over time as a percentage of the aggregate budgets of the participating eligible applicants	35
3. Degree /likelihood of success in implementing and sustaining the intergovernmental arrangement	15
4. Extent to which the project can be replicated by other regions in future cooperative endeavors	30

C. Ranking and Awards: Proposals will be scored by each review panel member based on the criteria above and ranked from high to low in order of total application scores. Award decisions will be based on the highest scoring proposals. The review panel reserves the right to establish a minimum scoring threshold, below which, projects will not be funded.

Grant award amounts will be based upon the level of funding requested for each proposal, starting with the highest ranked, within available funding resources. The review panel reserves the right to offer grants of reduced funding levels.

Step 3: Review Panel Announces Grant Awards.

Grant awards will be announced by March 2008. All applicants will be notified in writing whether or not their proposal has been funded.

Step 4: Applicant Signs a Contract with the Department of Administrative and Financial Services.

Successful grant applicants (grantees) are required to sign a contract with the Department of Administrative and Financial Services. To be valid, contracts must be signed by both DAFS and the designated Lead Applicant on behalf of the other eligible applicants. Information provided in the project applications will be incorporated into the grant contracts. Contracts must be signed no later than three months from the date of the grant award unless the Department has approved an alternative contract date.

The contracts will also contain the following:

- Payment procedures;
- Requirements for the return of unexpended grant funds;
- Requirement to provide an accounting of all expended grant funds;
- Termination procedures for grant money in cases of misrepresentation or failure to proceed;
- Project description;
- Project budget;
- Project schedule;
- Reporting requirements;

Step 5: Applicant Votes to Accept Grant Funds.

Approval by the governing body of each applicant is necessary before the grantee can accept and spend grant funds. Grantees must make arrangements to acquire all necessary approvals in accordance with its statutes, charters, by-laws, and purchasing rules or policies, such as: vote of town meeting or council, approval of county commissioners, or vote of the governing body of the interlocal entity. This must occur before grant contracts can be signed and funds dispersed. Municipalities who are required to hold annual meetings during 2008 may wish to create a warrant article in anticipation of grant funding.

Step 6: Applicant Commences Projects.

Projects should be organized and ready to begin no later than three months from the date of the grant award, unless DAFS has approved an alternative work schedule.

Step 7: Applicant Completes Project Milestones

Project duration may extend no longer than eighteen (18) months from the date of the execution of the contract between DAFS and the applicant. Each grantee will determine a series of milestones and a timeline for accomplishing the milestones during the grant period. Funding disbursements will be tied to these milestones.

Step 8: DAFS Disburses Funds.

Funds for cooperative services and planning grants will be disbursed according to the following schedule:

1. Upon execution of a signed contract between DAFS and the grantee, but no later than three months from the date of the grant award, 50% of the grant amount will be paid.
2. At the half-way point of the grant project, but no later than nine months after the execution of a signed contract between DAFS and the grantee and upon receipt of a satisfactory written progress report and completion of identified project milestones, the second 25% of the grant amount will be paid.
3. Upon completion of the grant project, but no later than 18 months from the execution of a signed contract between DAFS and the grantee, and upon receipt of a satisfactory written final report and identified project deliverables, the final 25% of the grant amount will be paid.
4. Time extensions for factors beyond the control of the grantee may be granted by DAFS.
5. Grant funds may be distributed earlier than outlined above, provided that grantees meet all interim or final reporting requirements prior to making the request.
6. DAFS reserves the right to seek reimbursement of grant funds for which expenditure documentation or accounting is lacking.

Step 9: Applicant Demonstrates Property Tax Relief.

Grantees for Cooperative Services Grants must specify actions taken as a result of the grant project that result in cost savings and how those cost savings translate into property tax relief. Grantees must also project anticipated savings expected for three years following implementation of the grant project. Upon execution of a signed contract with DAFS the grantee will be provided with a letter outlining project reporting requirements. DAFS will issue a follow-up reminder letter when progress reports are due.

A. Interim Report: At the half-way point of the grant project, but no later than nine months following the execution of a signed contract between DAFS and the Lead Applicant, the Project Manager will submit an interim progress report that provides:

- ✓ A brief description of the grant project;

- ✓ A description of Accomplishments to date;
- ✓ A detailed accounting of how much grant funding was spent so far and what it was spent on;
- ✓ An assessment of cost savings projections and whether they appear to be accurate;
- ✓ A discussion of any obstacles encountered while implementing the grant project;
- ✓ An assessment of the likelihood of the project continuing to completion;
- ✓ An assessment of the progress the project is foreseen to make over the next 9 months.

B. Final Report: At the completion of the grant project, but no later than 18 months following the execution of the grant contract between DAFS and the Lead Applicant, the Project Manager will submit a written final report that provide:

- ✓ A brief description of the grant project;
- ✓ A description of accomplishments made;
- ✓ An assessment of how accomplishments align with the original vision of the project;
- ✓ A detailed accounting of grant monies spent and what the monies were spent on;
- ✓ A description of specific actions taken as a result of the grant project that will result in cost savings and a description of how those cost savings will translate into property tax relief;
- ✓ An assessment of the likelihood of the project continuing after completion of the grant project;
- ✓ An assessment of continued property tax savings for three years after the completion of the grant project
- ✓ An assessment of lessons learned from which other municipalities can learn
- ✓ A discussion of how this project can be replicated by others

C. Reports for Planning Grants: Grantees for Planning Grants must also submit an Interim report and a Final report that provide a description of accomplishments; an accounting of how the grant funding was spent and what it was spent on including an identification of matching funds and copies of invoices for all expenses; an assessment of the potential that the project will be pursued; an assessment of property tax savings that are likely to result from the project's development; and an assessment of lessons from which other eligible applicants can learn.

*** The Department of Administrative and Financial Services reserves the authority to provide the Applicants specific reporting requirements prior to each reporting period. Applicants will be notified two months prior to each reporting period if new requirements have been developed.**

INSTRUCTIONS FOR COMPLETING APPLICATION

COMPLETE AS FOLLOWS: Complete and return all of the application materials listed in the application checklist below.

1. Application checklist: Please provide the following information in your grant application:

- ✓ Part 1: Cover Sheet
- ✓ Part 2: Project Description
- ✓ Part 3: Grant Narrative Questions
- ✓ Part 4: Project Budget
- ✓ Part 5: Project Schedule and Milestones
- ✓ Part 6: Signed Form agreeing to grant terms
- ✓ Copies of contracts, by-laws, or interlocal agreements establishing the legal entity applying for the collaborative project, if applicable

2. Application Form: Please use only the form provided in this application packet. Read the application questions carefully and answer them completely. Number each answer to correspond with each question in order to avoid confusion. Be as specific as possible, but limit your responses to no more than one page per question.

3. Project Name: For ease of identification by the review panel, please include the name of the designated lead applicant in your project title.

4. Submission: You must submit one completed application and eight copies. They need to be printed double-sided and stapled. Please do not use presentation binders, report folders, or portfolios.

The signed original and 8 copies of the application must be delivered in an envelope clearly marked *with the Lead Applicant's return address* and the notation: "**Proposal: State Efficiency Grant Program**" and delivered to the Division of Purchases, Burton M. Cross Building, 4th floor, 9 State House Station, 111 Sewall St., Augusta, ME 04333-0009 no later than **2:00 p.m. local time on Friday, February 15, 2008**, at which time and place they will be opened. Only applications **actually received** at the Division of Purchases prior to the stated time will be considered. The State assumes no responsibility for delays caused by any package or mail delivery service. Postmarking by the due date WILL NOT suffice. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** Applications received after the 2:00 p.m. deadline cannot be considered.

5. Attachments: Please do not attach copies of reports or other town publications. Except for the attachments specifically requested in the application checklist above, the review committee will only consider what's written in the application form when evaluating the grant proposals.

6. Signatures: Grant applications must be completed and signed by the Chief Executive Officer of each participating entity.

APPLICATION FORM

(This form may be downloaded at: <http://www.maine.gov/dafs/fund.htm>)

PART ONE: COVER SHEET

APPLICANTS (List the names of the municipalities, counties or regional government subdivisions who will be party to the grant project. Note: there must be at least two eligible applicants):

NAME OF PROJECT: _____
(Please include the name of the region in the project name)

TYPE OF GRANT:

- COOPERATIVE SERVICES GRANT
- PLANNING GRANT

PROJECT OBJECTIVE (Briefly describe the project being undertaken)

COUNTY IN WHICH PROJECT IS LOCATED: _____

DESIGNATED LEAD APPLICANT (name of government entity):

PROJECT MANAGER (individual's name):

NAME: _____

POSITION/TITLE: _____

ADDRESS: _____

TOWN: _____ STATE: _____ ZIP: _____

EMAIL: _____ PHONE: _____

TOTAL GRANT AMOUNT REQUESTED: \$ _____

For Planning Grants Only

Amount of Eligible Match

Cash Match \$ _____

In-kind Services by Professionals \$ _____

Note: The value of in-kind services provided by the applicants cannot be considered as match. The value of in-kind services donated by professionals not employed by the applicants (i.e. attorneys, consultants) may be considered as eligible match. Invoices will be required to document the value of donated, in-kind services.

PART TWO: PROJECT DESCRIPTION

Please provide a brief overview of the project, including your project goals, your plans for collaboration or consolidation, what services are included in the project, and how you will accomplish the collaboration or consolidation. This section should give the grant reviewers a clear, concise understanding of the project being proposed. The description should not exceed one page.

PART THREE: GRANT NARRATIVE QUESTIONS

Please answer the following questions. Take care to number all answers to correspond with each question. Be as specific as possible in answering the questions, but limit your responses to no more than one page per question.

The review panel will consider the information provided in the Project Description in Part Two and the Project Budget and Project Schedule and Milestones contained in Parts Four and Five of this application to help them score the grant narrative questions in Part Three.

Cooperation

20 points

This section evaluates the extent and quality of cooperation among the eligible applicants. The extent and quality of cooperation between parties is an important factor in predicting success of a cooperative project. Projects will be evaluated not only on proposed cooperation, but also on how long communities have been working together in the past and to what extent they have shared responsibilities in the past. It will also assess the degree of formality of the association of the applicants and whether the applicants are committed to working together and what mechanisms are in place to facilitate cooperation

Question 1: Please describe the extent and quality of cooperation among eligible applicants.

Examples of issues you might address in this section:

- *Discuss the extent of the cooperation (number of municipalities, counties, and regional government subdivisions participating in the grant project).*
- *Discuss the magnitude of the cooperation (number and type of services/activities involved in cooperative effort).*
- *Discuss the quality of the cooperation (type and status of legal mechanism used for collaboration, i.e. is there an interlocal agreement or other agreement in place? Was there an agreement prior to this collaborative effort, (i.e. do the applicants have a history of working together successfully?)*
- *Discuss the degree of commitment among the applicants (Does this project derive from a planning grant previously awarded from the Fund? Are the applicants committed to working together? Describe actions that demonstrate this commitment)*
- *For planning grants only - Does the project have a cash match? What is the amount of the cash match? How does the cash match contribute to the project's success?*

Property Tax Relief

35 points

This section evaluates the estimated amount of property tax savings to the region over time as a percentage of the aggregate budgets of the participating applicants and the ability for other regions to duplicate such savings.

It is important to understand not only what the predicted cost savings will be for your project, but also how you calculated the savings, what steps or activities are key to achieving the savings, and how those savings translate into property tax relief. Projects that can achieve ongoing property tax savings (not one-time savings) will garner additional points on this section.

Note: If you are applying for a planning grant only, skip sections A-B and answer the question in section C.

A. Cost Savings and Efficiencies

Question 1: Describe what steps will be taken that will reduce the costs of delivering services included in this project.

Question 2: Identify the total budget for the services that are included in this project for each participating applicant and total them into one aggregate budget for each of three fiscal years.

Question 3: Indicate whether the savings are one-time or ongoing. Estimate the aggregate cost savings resulting from the cooperative effort in each fiscal year in the table below (e.g. \$3,000 first year, \$4,000 second year, and \$4,500 third year).

Question 4: Calculate the total cost savings for each fiscal year as a percentage of the aggregate budget in the table below (e.g. \$3,000 savings on a \$30,000 budget equals a 10% savings).

Question 5: Describe how the savings are calculated and any assumptions made in making the calculations.

Total Estimated Cost Savings for participating applicants			
	Aggregate budget of all participating applicants	Estimated aggregate cost savings for participating applicants	Cost savings as a percent of aggregate budget
Year 1	\$	\$	%
Year 2	\$	\$	%
Year 3	\$	\$	%

Examples of other issues you might address in this section:

- Describe any cost savings that may be accrued for all entities that are party to the application (separately rather than in aggregate).
- Describe how the project will result in future savings, beyond the three-year time period of this grant application.
- Describe how the project will provide ongoing, sustainable savings over the long term.
- Describe how the project results in efficiencies. For example, you may calculate the budget (real or projected) for this project without the efficiencies resulting from the project compared to the budget with the efficiencies resulting from the project.
- Describe how the project improves the quality or quantity of the delivery of government services.
- If your project involves a regional service center, discuss how the project will create cost savings for the service center and the surrounding communities it serves. Discuss how it will improve quality for the surrounding communities or avoid future costs of upgrading services.

B. Property Tax Savings

Question 6: Define how the cost savings identified above will translate into property tax savings.

Examples of issues you might address in this section:

- Describe how the cost savings will translate into property tax savings.
- Calculate the amount of property tax savings that will be realized over time as a percentage of budgets.
- Describe the percentage of the savings applied to property tax relief (e.g. 75% of the savings was applied to property tax relief and 25% of savings was applied to upgrading the service).

C. Planning Grants

Do not answer Question 7 if you are applying for a Cooperative Services Grant.

Question 7: Describe how this project is likely to result in cost savings and property tax savings. What assumptions lead you to this conclusion? What work will you do to verify and quantify these savings?

Likelihood of Success:**15 points**

This section evaluates the degree/likelihood of success in implementing and sustaining the intergovernmental arrangements. The best projects are those which are successfully implemented and achieve the intended benefits and cost savings. The likelihood of success can be improved by: developing clear project goals, having the support of community leaders, conducting public outreach, developing projects that are consistent with local goals, seeking sound technical advice, developing a realistic implementation plan, and projecting unambiguous future savings for all participants.

Note: If you are applying for a planning grant only, skip Question 1 and answer Question 2.

Question 1: Describe the steps that have or will be taken to ensure that the project will be implemented and sustained under the collaborative arrangement.

Examples of issues you might address in this section:

- Describe any preliminary work already done on this project.
- Describe the project goals and the process of arriving at them.
- Describe community leaders' support for the project.
- Describe the effectiveness of your public participation and public education strategy (i.e. provide an assessment of local "buy-in" of the project).
- Describe how the project is consistent with local comprehensive plans.
- Describe any internal or external professional expertise that you sought in developing the project (i.e. guidance from local appointed officials such as fire chiefs, police chiefs, public works directors, etc., technical assistance from a State agency, advice from consultants, etc.)
- Discuss how the project budget was arrived at and how the project schedule and milestones will be met.
- Discuss how the project will be sustained (i.e. sound planning for contingencies, projected cost-savings to benefit all participants, clear mechanisms for follow-through and regular tracking of progress, etc.)

Question 2: Describe the steps that will be taken to ensure that the project will result in a formal collaborative effort after the completion of the planning grant. Describe how this project will lead to a formal collaborative effort.

Examples of issues you might address in this section:

- Describe the project goals and the process of arriving at them.
- Describe community leaders' support for the project.
- Describe how you will gain local and public "buy-in" of the project.
- Describe how the project is consistent with local comprehensive plans.
- Describe any internal or external professional expertise that you will seek out in developing the project (i.e. guidance from local appointed officials such as fire chiefs, police chiefs, public works directors, etc., technical assistance from a State agency, advice from consultants, etc.)

- *Discuss how the project budget was arrived at and how the project schedule and milestones will be met.*
- *Discuss your plans for the development and subsequent submission of a proposal for a Cooperative Services Grant.*

Replicability

30 points

This section evaluates the replicability of grant projects for other regions.

In addition to presenting innovative and successful cooperative projects that can produce cost savings through property tax relief, applicants are encouraged to demonstrate the portability of their ideas to other regions that may apply for future grant funding. Projects with a high degree of replicability will gain additional points under this section.

Describe the ability for applicants in other regions to duplicate the savings that will be realized from this project.

Examples of issues you might address in this section:

- *Describe what processes can be replicated by others.*
- *Describe the work products that can be given to others, etc.*
- *Describe how the project participants will incorporate model-building as part of the project planning.*
- *Identify elements of the project that can be developed into blueprints for other regions to utilize.*
- *Discuss how this project pilots a new system or method of collaboration that can be used by others.*

PART FOUR: GRANT PROJECT BUDGET

Budget Detail:

- 1. (Insert budget category, i.e. consulting services, printing, etc) \$ _____
- 2. (Insert budget category, i.e. consulting services, printing, etc) \$ _____
- 3. (Insert budget category, i.e. consulting services, printing, etc) \$ _____
- 4. (Insert budget category, i.e. consulting services, printing, etc) \$ _____
- 5. (Insert budget category, i.e. consulting services, printing, etc) \$ _____
- 6. (Insert budget category, i.e. consulting services, printing, etc) \$ _____
- 7. (Insert budget category, i.e. consulting services, printing, etc) \$ _____

(Use additional lines if needed)

TOTAL PROJECT COST: \$ _____

For Planning Grants only

- 8. Amount of local cash match contributed to the project \$ _____
- 9. Local cash match as % of total project cost \$ _____
- 10. Describe the source of your match.

Note: No local match is required for planning grants. However, applicants for planning grants who provide a cash match will be given greater consideration during evaluation of the grant application. The value of in-kind services provided by the applicants cannot be considered as match. The value of in-kind services donated by professionals not employed by the applicants (i.e. attorneys, consultants) may be considered as cash match.

PART FIVE: GRANT SCHEDULE AND MILESTONES

In Column A, insert the grant activities or milestones to be completed as part of the grant project. Examples of grant activities or project deliverables include: interlocal agreement executed, work plan developed, facilitator hired, joint planning session(s) held, public meeting(s) held, research completed, assessment completed, consolidation plan developed, town meeting approval, bids awarded, equipment purchased, design developed, construction started/completed, progress report completed. The milestones will become the project deliverables to which grant payments are tied (see Step 7 under Grant Steps).

In Column B, insert the amount that is budgeted for that activity or deliverable. Note: Total in Column B should equal the total project cost of the grant.

In Column C, insert the date by which the applicant expects the activity or deliverable to be completed.

In Column D, insert any additional pertinent information related to the grant activity or deliverable.

You may expand the table if necessary.

Grant Schedule and Milestones:

A. Grant Activity (Milestones)	B. Budget	C. Target Completion Date	D. Comments/Explanation
Total	\$		

PART SIX: AGREEMENT TO GRANT TERMS

1. The information contained in this application and in any attachments is true and correct to the best of my knowledge.
2. Any funds received as a result of this application will be used only for the purposes defined in this application. No part of the grant will be used for a political campaign, or to support attempts to influence legislation of any governmental body other than through making available the results of non-partisan analysis, study, and research. No portion of the award can be sub-contracted to a secondary grantee without the express permission of the Department of Administrative and Financial Services.
3. Any funds received as a result of this application will be expended within 18 months of the contract date between the Department and the grantee. Any unused funds will be returned to the Department for use in future grant awards.
4. To the greatest extent feasible, savings that result from implementing this project will be used for property tax relief.
5. Progress reports will be completed and submitted on a timely basis. The Department reserves the right to withhold payment if progress reports are not complete or not submitted.

6. The CEO of each participating entity must sign below:

Signature: _____ Date _____
(Insert Typed Name, Title, and Governmental Organization)

Signature: _____ Date _____
(Insert Typed Name, Title, and Governmental Organization)

Signature: _____ Date _____
(Insert Typed Name, Title, and Governmental Organization)

Signature: _____ Date _____
(Insert Typed Name, Title, and Governmental Organization)

Signature: _____ Date _____
(Insert Typed Name, Title, and Governmental Organization)

(Replicate additional signature lines if needed)

CONTACT INFORMATION

Return completed applications by 2:00 p.m. on February 15, 2008.

To:

Division of Purchases, Burton M. Cross Building, 4th floor, 9 State House Station, 111 Sewall St., Augusta, ME 04333-0009

Contact for information:

**Jeremy Caron
Department of Administrative and Financial Services
78 State House Station
Augusta, ME 04333-0078
207-624-7800
jeremy.caron@maine.gov**

For answers to **Frequently-asked Questions** visit: www.maine.gov/dafs/fund.htm

DID YOU REMEMBER?

- ✓ Nine copies of the application should be provided.
- ✓ Copies of interlocal agreements or other documentation needed to determine eligibility should be included.
- ✓ All relevant information is contained in the application only (NO supporting materials, e.g. town reports, engineering designs, or other supporting materials).
- ✓ The FAQs on DAFS Web site were reviewed: <http://www.maine.gov/dafs/fund.htm>
- ✓ All participating applicants signed the application form.
- ✓ Application will be received by the Division of Purchases on or before 2:00pm on Friday, February 15, 2008.