

Award Justification Statement

RFP# 202005086

I. Summary

Volunteer Maine, the state service commission, grants federal AmeriCorps funds for planning grants that are up to 12 months in duration. Applicants needed to commit to designing an evidence-based AmeriCorps service program that would be submitted to an operating grant competition within six to ten months. Program activities must conform to one of the federally authorized categories.

Eligible applicants were public or non-profit agencies, higher education institutions, and regional organizations that intend to operate an AmeriCorps program solely within Maine.

Three qualifying applications were received by the deadline of 11:59 pm and, upon recommendation of the grant selection committee, the Commission voted to fund all three at its June 26, 2020 meeting. Selected for funding are:

- UMaine Center on Aging/University of Maine System
- Penquis CAP
- Town of Van Buren for the Van Buren Resiliency Project

II. Evaluation Process

(RFP pgs. 13-14) The Commission uses selection criteria and a process that incorporates the mandatory AmeriCorps weighting and scoring of various criteria published in the Code of Federal Regulations as well as Commission policies on funding and performance, and the requirements of state contract selection rules.

All AmeriCorps Planning Grant proposals are assessed by the Commission's Grant Selection and Performance Task Force using a two-phase process.

Phase One. Proposal narratives and budget submitted in eGrants along with the organizational chart are reviewed and assessed by Commission board members designated as Phase One reviewers. The Commission uses the mandated CNCS weighting and selection criteria during this phase: 50% for Program Design (Need and Rationale), 25% for Organizational Capability, and 25% for Budget Adequacy and Cost Effectiveness for a possible total score of 100 Phase One Reviewer points.

At the end of Phase One, the scores will determine whether proposals receive further consideration. The options for recommendations are:

- Strongly Recommend for Further Review (A comprehensive and thorough proposal of exceptional merit with numerous strengths).
- Recommend for Further Review (A proposal that demonstrates overall competence and is worthy of support; it has some weaknesses).
- Recommend for Further Review with Hesitation (A proposal with approximately equal strengths and weaknesses. However, the weaknesses are not offset by strengths).
- Do Not Recommend for Further Review (A proposal with serious shortcomings. There are numerous weaknesses and few strengths).

Applications not recommended for further review will not be submitted to the Task Force for consideration.

Phase Two: Applications recommended for some level of review will undergo further assessment by the Grants Selection and Performance Task Force. The Task Force will include in its review documents submitted as part of this competition plus data from publicly available information systems including SAM (the federal System for Award Management).

The Task Force will use the following weighting and selection criteria during this phase: 15 points Financial Plan, 15 points Fiscal Systems, 10 points Focus Area Alignment, and 10 points Commission Preferences for a possible total of 50 points.

Upon completion of the Task Force review, the scores from Phase One and Phase Two will be combined to produce a single review score.

The Grant Selection and Performance Task Force will then make its final recommendations for funding to the full Commission. The Task Force is not obligated to recommend submission of any proposals to the national competition and may recommend that no proposals be forwarded.

B. COMMISSION VOTE ON APPLICATIONS FOR FEDERAL COMPETITION

The Commission will authorize funding the AmeriCorps State Formula applications at the regular June 2020 business meeting.

III. Qualifications & Experience

All three organizations qualified as eligible entities (1 nonprofit, 1 higher education, 1 unit of government). They met the criteria of being new to AmeriCorps (no prior grant for AmeriCorps program operation) and propose to serve a rural area whose needs fall within one of the federally allowable service focus areas. The latter were established in the Serve America Act of 2009.

IV. Proposed Services

The grantees will create a planning team and community advisory group and complete the program development work outlined on pages 10-13 of the RFP.

V. Cost Proposal

As grants, the deliverables are participation in the planning training activities, completion of identified development tasks in the community, and staying on the schedule outlined in the RFP. The Commission established a maximum award of \$50,000 based on the tasks outlined. The applicants submitted budgets that were reasonable expenditures given the work to accomplish. The grant awards were as follows:

- \$49,971 - UMaine Center on Aging/University of Maine System
- \$50,000 - Penquis CAP
- \$41,145 - Town of Van Buren for the Van Buren Resiliency Project

VI. Conclusion

These grants have the potential to bring AmeriCorps resources to rural areas of Maine.

RFP # 202005086
Planning Grants

	Applicant Sheet 1	Applicant Sheet 2	Applicant Sheet 3
Application ID	20AC227133	20AC226863	University of Maine System
Applicant Name	Penquis Community Action Program	Town of Van Buren for Van Buren Resiliency Project	UMaine Center on Aging
Peer Reviewer Results			
Program Design	50	36.6	50
Organizational Capability	25	8.25	25
Cost Effectiveness/Budget Adequacy	16.75	16.75	25
Peer Review Final Score	91.75	61.6	100
Recommendation to Grants TF	Recommend for Further Review with Hesitation	Recommend for Further Review with Hesitation	90-100, Strongly Recommend for Further Review
Task Force Review Results			
Program Model	10.05	10.05	15
Past Performance	15	10.05	15
Financial Plan	6.7	6.7	10
Fiscal Plan	10	3.3	10
Task Force Final Score	41.75	30.1	50
Final Application Score	133.5	91.7	150
Funding Requested	\$50,000	\$41,145	\$49,971
Rank order for funding (high to low)	2	3	1

Crofton, Maryalice

From: Crofton, Maryalice
Sent: Wednesday, July 01, 2020 12:36 PM
To: David Cote
Subject: RFP 202005086 Decision Announcement
Attachments: Letter to David Cote.pdf

Rev. Cote,
Please see the attached letter for details.

Regards,

Maryalice Crofton

Executive Director
Volunteer Maine, the state service commission
A Stronger Maine Through Volunteerism

19 Elkins Lane, Room 105
105 State House Station
Augusta, ME 04333-0105
(207)624-7792

www.MaineServiceCommission.gov





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The Maine Commission for Community Service
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July 1, 2020

Reverend David Cote
Town of Van Buren
51 Main Street Suite 101
Van Buren, ME 04785-1093

SUBJECT: Notice of Conditional Grant Award under RFP# 202005086, AmeriCorps Formula Planning Grants

Dear Reverend Cote:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine's service commission, Volunteer Maine, for AmeriCorps Planning Grants. The Commission has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Commission is hereby announcing its conditional contract award to the following bidders:

- Town of Van Buren
- University of Maine System
- Penquis Community Action

The bidders listed above received the sufficient points to qualify for a one-year award to plan an AmeriCorps Program.

As provided in the RFP, 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 Commission 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 Commission is executed. The Commission 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 RFP, following announcement of this award decision, all submissions in response to the RFP 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, receipt of the Notice of Grant Award from the Corporation for National and Community Service, 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 serving the people of Maine through AmeriCorps.

Sincerely,

Maryalice Crofton, Executive Director



Volunteer Maine

The Maine Commission for Community Service
A Stronger Maine Through Volunteerism



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).

Crofton, Maryalice

From: Crofton, Maryalice
Sent: Wednesday, July 01, 2020 12:30 PM
To: jennifer.crittenden@maine.edu
Subject: RFP 202005086 Decision Announcement
Attachments: Letter to Jennifer Crittenden.pdf

Dr. Crittenden,
Please see the attached letter for details.

Regards,

Maryalice Crofton

Executive Director
Volunteer Maine, the state service commission
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19 Elkins Lane, Room 105
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July 1, 2020

Dr. Jennifer Crittenden
5717 Corbett Hall
University of Maine
Orono, ME 04469-5717

SUBJECT: Notice of Conditional Grant Award under RFP# 202005086, AmeriCorps Formula Planning Grants

Dear Dr. Crittenden:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine's service commission, Volunteer Maine, for AmeriCorps Planning Grants. The Commission has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Commission is hereby announcing its conditional contract award to the following bidders:

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Maryalice Crofton, Executive Director



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Crofton, Maryalice

From: Crofton, Maryalice
Sent: Wednesday, July 01, 2020 12:29 PM
To: Martel Learning Group Joanna Martel
Subject: RFP 202005086 Decision Announcement
Attachments: Letter to Joanna Martel.pdf

Ms Martel,
Please see the attached letter for details.

Regards,

Maryalice Crofton

Executive Director
Volunteer Maine, the state service commission
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19 Elkins Lane, Room 105
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Augusta, ME 04333-0105
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July 1, 2020

Joanna Martel
PO Box 1653
Saco, ME 04072-7653

SUBJECT: Notice of Conditional Grant Award under RFP# 202005086, AmeriCorps Formula Planning Grants

Dear Ms. Martel:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine's service commission, Volunteer Maine, for AmeriCorps Planning Grants. The Commission has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Commission is hereby announcing its conditional contract award to the following bidders:

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Thank you for your interest in serving the people of Maine through AmeriCorps.

Sincerely,

A handwritten signature in blue ink, reading "Maryalice Crofton".

Maryalice Crofton, Executive Director



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Crofton, Maryalice

From: Crofton, Maryalice
Sent: Wednesday, July 01, 2020 12:31 PM
To: rdinces@penquis.org
Subject: RFP 202005086 Decision Announcement
Attachments: Letter to Rebecca Dinces.pdf

Ms Dinces,
Please see the attached letter for details.

Regards,

Maryalice Crofton

Executive Director
Volunteer Maine, the state service commission
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19 Elkins Lane, Room 105
105 State House Station
Augusta, ME 04333-0105
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July 1, 2020

Rebecca Dinces
Penquis Community Action
PO Box 1162
Bangor, ME 04401-4952

SUBJECT: Notice of Conditional Grant Award under RFP# 202005086, AmeriCorps Formula Planning Grants

Dear Ms. Dinces:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine's service commission, Volunteer Maine, for AmeriCorps Planning Grants. The Commission has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Commission is hereby announcing its conditional contract award to the following bidders:

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Maryalice Crofton, Executive Director



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Grant Selection Process Report (Planning Grant)

Legal Applicant: University of Maine System – UMaine Center on Aging **Program name:** N/A

Recommendation: Recommend for funding

Peer Reviewers: Tony Inhorn, Luke Shorty

Grant Category: ☒ Formula ☐ Competitive **Start/End Date:** 8/1/2020 to 7/31/2021
☐ Other Competition

ME Priority Area: [Capacity building] **Fed Priority Area(s):** [Healthy Futures]

Request for New Resources		CNCS	Local
New CNCS Funds:	\$49,971.00	Cost sharing proposed 79.2%	20.8%
Match Committed:	\$13,169.00	Min. Match required 0 %	
Total Grant Budget:	\$63,140.00		

Statement of Need (from application narrative):

The focus of the proposed Lifelong Communities (LC) AmeriCorps program will be ongoing and long-term COVID-19 recovery with a focus on increasing resiliency through local capacity building that is rooted in the World Health Organization's (WHO) Age-Friendly framework. The ongoing COVID-19 pandemic has created challenges in rural communities as the rate of COVID-19 infection spreads and deaths escalate in rural areas, especially among older people with multiple chronic conditions. The median age of residents in rural Maine is 45.2 years, nearly two years older than those in urban Maine (43.3 years) (Ref 1). Due to the high proportion of older adults residing in rural areas and the higher rate of disease and disability, this growth trend is concerning (Ref 2). The pandemic has challenged rural areas, in particular, because many lack the infrastructure, person power, and support to mount a long-term community recovery effort. Before the pandemic, rural Mainers struggled to find safe and convenient transportation options, afford healthy food, access primary and specialty medical care, and participate in activities to stay physically healthy and socially connected. All of those challenges have been amplified by the pandemic. Communities that were struggling with these issues prior to COVID-19, will find it even more difficult to meet needs during the economic downturn that is expected to follow.

The pandemic is not only challenging communities but also the nonprofit sector as a whole. All nonprofit organizations surveyed via the Maine Association of Nonprofits indicated that over the longterm, they anticipated a high-level of COVID-19-related impact on their work in the communities. Recent COVID-19 needs assessment data compiled by the UMaine Center on Aging (CoA) in collaboration with the United Way of Eastern Maine, suggests that Penobscot, Piscataquis, Washington, Waldo, and Hancock Counties face high-need COVID-19 response issues, a projected focus of this proposed AmeriCorps initiative. Based on 2-1-1 resource requests, it is clear that residents in this region of the state have pressing basic needs to be addressed by both nonprofits and local communities including healthcare, housing, and other basic needs (Ref 3).

Additional community-level needs have been identified during recent check-in conversations conducted by AARP Maine with 71 community leaders who are members of the AARP Network of Age-Friendly States and Communities or other lifelong community initiatives (calls/emails between May 15 and May 26). Of the communities contacted, 39 were actively engaged with a community COVID-19 response effort and 17 were working on lifelong community goals but were not directly involved with the COVID-19 response.

The 39 communities that are actively partnering within their communities to address needs during the pandemic identified the following challenges in responding to COVID-19 and supporting local older adults: 1) The need for accurate, timely information about the pandemic and about services and supports to older people, some of whom do not have access to "smart" technology; 2) The need to provide food to people who, pre-COVID-19, participated in congregate dining; 3) The need for help with errands (medication and groceries); and 4) The need to keep people socially connected, while providing the supports needed to keep them physically distanced.

Program Summary (from application):

The University of Maine Center on Aging proposes a planning grant to ultimately have five AmeriCorps members who will support COVID-19 long-term recovery response by completing direct service and capacity building work in select rural Maine communities. At the end of the first program year, the AmeriCorps members will be responsible for launching at least five long-term capacity building projects as identified by their host communities. In addition, the AmeriCorps members will leverage 25 volunteers who will be engaged in long-term COVID-19 recovery activities, working with the local lifelong community team to address the needs of older residents who want to age in the community. This program will focus on the CNCS focus areas of Healthy Futures and Capacity Building.

Identified partners:

- | | |
|---|---|
| • AARP Maine | • Area Agencies on Aging |
| • Lifelong Communities Fellows Program | • Tri-State Learning Collaborative on Aging |
| • Maine Community Foundation | • Senior Companion Program |
| • Maine Office of Aging and Disability Services | • Retired and Senior Volunteer program |

Applicant proposes to deliver services: (select what the applicant states in their application that their program will cover:

- | | |
|---|--|
| <input type="checkbox"/> Within a single municipality | <input type="checkbox"/> Within a single County but not covering the entire County |
| <input type="checkbox"/> County-wide in a single County | <input checked="" type="checkbox"/> Multiple Counties but not Statewide |
| <input type="checkbox"/> Statewide | |

Final Recommendation of Grant Selection and Performance Task Force:

That the University of Southern Maine: UMaine Center on Aging proposal be awarded a 1-year AmeriCorps Planning grant with funding set at \$49,971 Federal Share and a grantee share of at least \$13,169. No corrections required.

SCORING DETAIL**I. Summary of Peer Reviewer Consensus Scores***(update annually to match CNCS changes in point distribution or organization of narrative)*

CATEGORY	Final Ratings	Consensus Score
Rationale & Approach/Program Design Section (50%)		
Need and Target Community(ies)	Strong	15
Response to Need	Strong	15
Readiness for Planning	Strong	15
Expertise and Training	Strong	5
Organizational Capability Overall Rating 25%		
Organizational Background and Staffing	Strong	25
Cost Effectiveness and Budget Adequacy 25%		
Cost Effectiveness and Budget Adequacy	Strong	25
Evaluation or Data Collection		
N/A		N/A
Total		100
Strongly Recommend for Further Review		

II. Summary of Task Force Consensus Rating and Final Score:

Category	Rating	Numeric Score
Program Alignment & Model (15 possible points)	Strong	15
Past Performance (15 possible points)	Strong	15
Financial Plan (10 possible points)	Strong	10
Fiscal Systems (10 possible points)	Strong	10
GTF Review Total:		50 of 50 possible

III. Final Combined Score

Total	150 of 150 possible
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Final Assessment of Application:

- ☒ Fund with no Corrections
☐ Fund with Corrections
☐ Do Not Fund

Referenced Conditions/Corrections:

1. None

PEER REVIEWER COMMENTS COMPILED

Section: Program Design (50 %)

Need and Target Community(ies)

At first it looked like they were using national trends (Ref. 2) to describe how COVID is impacting Maine. This is not true, mostly due to the State's response to the pandemic which has kept the pandemic at bay in some of our most rural communities. Unfortunately, the need is still there because of the economic and healthcare disruptions that the State faces due to the response to the pandemic.

The narrative compellingly addressed the assessment criteria while including additional relevant information and demonstrating a clear need for this project.

1. Thoroughly demonstrates the need for the LC AmeriCorps program. Uses thorough national and local data to outline how COVID-19 will severely impact rural Maine areas in terms of health as well as economic concerns, and how the situation is especially concerning for older people. It shows that rural communities will “face many high-need COVID-19 response issues” and could benefit from support by nonprofits in areas such as healthcare and housing. Additionally, references local Maine data and communication with communities and organizations such as AARP Maine to illustrate the challenges facing the existing lifelong community initiatives groups supporting old people in many rural Maine communities; they utilize many older volunteers to support these communities who are now at greater health risk due to COVID-19 and could certainly benefit from AmeriCorps volunteers.
2. Cites many studies and surveys of target communities, including by the Maine Association of Nonprofits, the UMaine Center on Aging in collaboration with the United Way of Eastern Maine, and AARP Maine, demonstrating the impact of COVID-19 on older communities as a priority issue and clearly outlines the specific needs of the community (good information for older people, food services, help with errands, staying socially connected) as well as the existing infrastructure of support for older citizens and how COVID-19 will cause significant issues with its effectiveness. Additionally, the CoA has had conversations with multiple communities in Maine that have expressed a desire for an AmeriCorps volunteer.
3. Clearly outlines a range of potential communities that could host the AmeriCorps program, including Machias, Caribou, Presque Isle, and more, and explains that its initial goal would be to establish AmeriCorps projects in five communities with the possibility of adding more. Thoroughly and convincingly explains the rationale for why these communities are being considered to host a project based on an outlined set of criteria. Also mentions the lifelong community initiatives groups currently working to support older people during the pandemic. The only critique against this section is that it lists out the communities rather than referring to the RUCA codes; however, the communities fit within the RUCA criteria.
4. The target population is older people in rural Maine communities. The challenges that this community will face during the COVID-19 pandemic are clearly explained by the data provided in this section.

Response to Need

Using the WHO guidelines in connection with how they would be applied to rural Maine helped frame their response into actionable items and the guidance from the AARP is also helpful.

The narrative adequately responds to this section’s criteria, clearly demonstrating a wealth of potential partners as well as an outline of the proposed activities of the program while providing less detail about the specific steps that will be taken towards establishing connections with the

communities and how it will measurably improve the need in the community during the time of COVID-19.

1. The proposal describes the rationale for adding AmeriCorps members in the community, utilizing the WHO Global Network for Age-Friendly States and communities model (adapted for rural communities by the AARP) to outline the domains the program would impact. It argues that an AmeriCorps volunteer would positively impact those domains in a capacity building role by taking the lead in recruiting volunteers and working with them to implement the program. In the previous section, it also mentioned that AmeriCorps volunteers would be of value to existing community volunteers who are often older and vulnerable to COVID-19. The WHO model that it utilizes has been well researched and can be modified to adapt to various local communities.
2. The outlined solution is an adaption of the WHO model to rural Maine communities based on eight domains: Safe, affordable, and appropriate transportation; housing for all stages of life; community support and health services; accessible public spaces and buildings; reliable technology to communicate with friends and relatives and easy-to-find information about programs, services, and activities; opportunities for social participation; civic engagement and paid employment; and respect and social inclusion. The proposal describes the activities specific to Maine that the program would engage in to have impact in these eight domains. It also asserts that the UMaine Center on Aging would provide centralized training and support for the AmeriCorps volunteers. However, it could be clearer about how it will measurably improve the need in the community. The proposal previously outlined the severity of the issue of COVID-19 in rural Maine communities and demonstrated the need for the program, and the WHO model has been established to have impact in older communities. Despite this, the proposal does not go in depth about how the LC AmeriCorps program will improve the needs of the community in the context of COVID-19 and the associated economic fallout, which I believe is important during this time. More specifics would be useful.
3. The proposal lists a number of possible service activities that are linked to the eight domains of the WHO model, which include: volunteer transportation programs, pedestrian safety initiatives, home weatherization, volunteer home chore or repair programs, elder abuse awareness, disaster planning, adding park benches to parks or existing locations, ADA trails, social media campaigns, technology trainings, senior centers without walls, lifelong learning opportunities, volunteer and job fairs, intergenerational programming, and social opportunities for all ages. Although the proposal outlines these potential activities, it provides much less detail on the logistics – where these events would occur, how the AmeriCorps volunteer would establish connections with the existing volunteer organizations, and how the activities would be tailored to the specific aspects of COVID-19 recovery. These are important details that are not sufficiently addressed.
4. The proposal outlines many potential partners and funders to assist with the program, drawing on the UMaine Center on Aging’s extensive connections. Some examples of potential collaborative partners include the connections and resources gained from the Lifelong Communities Fellows program (which the CoA helped to develop), the Livable Communities Corps, AARP Maine, and a variety of others. It also proposes the Maine Community Foundation and the Maine Office of Aging and Disability Services as potential funding partners. The CoA LCF program already receives funding from the Maine Community Foundation, and they have had “preliminary discussions about how to best dovetail the Fellows program and LC AmeriCorps efforts in order to leverage matching funds.”
5. Described above. Both organizations are briefly described and clearly have expertise in

the field, but detail is not given about the personnel of the groups or the specific funding plans that the program would hope to institute.

Readiness for Planning

Their team seems to be experienced and has prior experience with AmeriCorps grants (Dr. Crittenden specifically).

The narrative strongly responds to this section and shows a clear connection between the proposal and the CoA's values as well as why a grant is needed and the potential makeup of the team.

1. The proposal clearly outlines the LC AmeriCorps program as a continuation of the work the CoA has done to "facilitate activities on aging in the areas of education, research and evaluation, and community service to maximize the quality of life of older citizens and their families in Maine and beyond." The proposed program aligns with the mission and values of the CoA as well as its strategic plan.
2. A clear need for a planning grant is demonstrated. The desire for a planning grant is to construct a framework to extend prior experience with the CoA and develop the program to reach multiple communities. The planning grant will also allow the CoA to lock down the source for match grant funding to supplement the program.
3. The staff is described in great detail and clearly has a lot of experience that would be very relevant to the project. The lead staff person for planning is Dr. Jennifer Crittenden, the CoA Associate Director. Also identified as key staff members are Dr. Patricia Oh, who will serve as a Co-Director; Lenard Kaye, the CoA Director; David Wihry, the Project Evaluation Director; and Kelley Morris, CoA Administrative specialist.
4. The CoA plans to recruit many of the organizations it has previous connections to, such as the Maine AARP, Maine OADS, Maine Community Foundation, and more, to serve on the Advisory Group. Additionally, Lifelong Communities leaders from Maine will participate and give local insight to the Advisory Group's activities. The skills and resources they will provide are previously well established in their knowledge and connections. Their specific duties are briefly described, including assisting AmeriCorps members with their work and identifying training and funding resources. Because the CoA already has relationships with these stakeholders, it believes that the process of forming an AG will be expedited.

Expertise and Training

Although it does not go into extreme detail, the narrative claims that the planning team members have experience in almost all the areas outlined in the assessment criteria. This makes sense as the team is comprised of academic experts from a large state institution, The University of Maine. Also, worth mentioning is that the team would have access to the University of Maine system's resources through the CoA, which they believe would be of benefit to them. However, the proposal acknowledges that the planning team lacks experience in developing AmeriCorps-specific programs and asks for support through the planning grant. It also plans to budget for a staff member to train in volunteer management and better support the program. Although this is a fairly large gap in knowledge, it can certainly be addressed through the support the grant would provide.

Section: Organizational Capability (25 %)

Organizational Background and Staffing

With the full organizational structure of the University of Maine System and the expertise of the staff they have on this proposal as well as a strong advisory committee. Their staff have specialization in fundraising, community connections, volunteer management, and best practices in working with an aging population.

The narrative compellingly displays how the CoA meets the criteria through its history of volunteer programming.

1. The CoA has extensive past experiences running volunteer projects big and small which have given it the infrastructure to be able to successfully run the LC AmeriCorps program. It also has the support of the University of Maine system, which would certainly be an asset in its work.
2. The proposal cites the CoA's work with the LCF program as an especially formative experience and proof that it can successfully run a large-scale volunteer project to support older communities in rural Maine.
3. The CoA has extensive experience in engaging volunteers that is central to its mission. Some of the organizations that it has collaborated with or developed include the AmeriCorps VISTA Senior Sense program, the Retired and Senior Volunteer program, and the Encore Leadership Corps program. These experiences show its capability in managing large teams of volunteers that would be crucial to its proposed program.
4. The proposal recognizes the strengths of the CoA – "its track record, staff expertise, partner connections, and...organizational infrastructure to support externally funded programming." It recognizes as a weakness its reliance on external funding to support its programming, limiting its access to internal matching funds from the University of Maine. Additionally, the COVID-19 pandemic may potentially present challenges to UMaine's funding, which could also be an issue for the CoA. However, the proposal believes that there is the possibility to explore new opportunities beyond their current focus on aging and lifespan work.
5. The proposal reports that the CoA collects data to inform its learning and decision making from a variety of sources and programs.
6. The proposal reports that the CoA issues an annual report to track its progress toward its strategic plan, and that each project has its own reporting and monitoring requirements in order to ensure return on investment.

Section: Cost and Budget Adequacy (25 %)

Their budget seems to be in order and they do describe how they came up with the amount that they would be matching.

The narrative meets all the assessment criteria outlined for the budget in the RFP. The CNCS share of \$49,971 is within the appropriate range of funding for this type of proposal. The calculations for each line item are clear and detailed, and the budget complies with the instructions laid out in the RFP. The stated match is also clearly calculated and fits with the amount written in the budget. For the indirect cost rate, the proposal uses the federally approved indirect cost rate and outlines their calculations in accordance with current standards. Overall, the budget is detailed and acceptable for this type of grant.

SUMMARY APPRAISAL 1. Having reviewed all elements of the proposal provided to you, do you think that this applicant would be effective in this category of grant? Yes

Comments:

The applicant would be able to draw on its extensive prior experience conducting large-scale volunteer programs to support older communities to effectively implement this proposal. They have demonstrated a clear need for this type of project to aid vulnerable populations during the COVID-19 pandemic, and the planning team is highly experienced and could draw on the resources of the University of Maine system. The

proposal has broadly outlined the hypothetical structure of the program and what kind of support it could give to specific rural areas and shows how the AmeriCorps volunteers would function within the communities. The applicant would also be able to utilize the extensive connections it has formed over the years to form a strong coalition to aid in implementing the program, and many of the local leaders it has been in contact with have expressed interest in having this kind of program in their community.

What elements of the proposal are unclear?

The elements of the proposal that are most unclear are: how the program would improve the need, the concrete steps that would be taken to form connections between the AmeriCorps volunteers and local volunteers to build capacity, and how the activities of the program would be tailored to COVID-19 relief efforts. Although the proposal cites both relevant models such as the WHO model and the past experience of the CoA, it does not make fully clear how it intends to directly improve the need in communities through its programs. Although it shows that programs of the type it is proposing can be effective, more information about how it will directly improve the quality of life for older populations in rural Maine through its work, especially in the context of COVID-19, would be helpful. Additionally, it does not clearly establish how AmeriCorps volunteers will be connected with local volunteer leaders. Although the CoA has the relationships and has established contact with many locals, this proposal does not outline what that process will look like or what the infrastructure of the program will be beyond broad strokes. Finally, although it is intended to be a COVID-19 relief project, there is a certain lack of specifics about how its activities will connect to COVID-19. Most of the activities it is proposing are based on past models. The applicant does not explain in great detail whether it will implement COVID-specific activities designed to support older populations during the pandemic, and it does not describe how it will take precautions in working with older people who are most susceptible to the disease. Although these are certainly areas of the proposal that need more clarity, I do not believe they should disqualify the project from consideration.

What else do you have to say about this proposal?

Though it is positive that they are looking at Millinocket, there are other areas of Northern Penobscot that could benefit from this program. Their Advisory Committee should take into consideration other parts of Northern Penobscot, Southern Aroostook, and Northern Washington Counties.

It would be a strong proposal to be funded and it is especially important to be considered due to the high need for COVID-19 support. Like the rest of the country and the world, Maine will be feeling the effects of the pandemic for years to come, and older populations in rural parts of the state will be extremely vulnerable. Establishing an AmeriCorps program specifically tailored to support them in the context of COVID-19 will go a long way towards helping them during this time.

TASK FORCE REVIEWER COMMENT DETAIL:

Program Model

- Link to aging in place priority. Using reputable World Health Organization as a baseline model. Staff comments seem confident. It should be noted that at least twice it was mentioned that the model may change as the planning continues.
- The program model is based on the WHO Lifelong Communities framework (like the AARP model), which identifies a specific framework of issues to be addressed to ensure that seniors (as well as those of all ages) can live sustainably. These include transportation/food/healthcare/physical needs/social connection. This is a well-established model to address the needs of those desiring to age in place. The model proposes placing 5 AC members in rural communities to identify and address a locally identified issue/problem. The proposal is grounded on a variety of already existing partnerships with groups working in these areas and the communities to be selected. If the planning process is successful, the actual program will address an interest the Commission has wanted to further explore -

- aging in place. The proposal notes that the COVID pandemic has potentially worsened the situation for many in our communities due to their own health restrictions, those faced by many of the volunteers that have provided services, and the anticipated significant negative economic impact on rural communities. While it is hard to project the situation out 10 to 12 months into the future, it seems likely that this is correct, and that new models of service provision and volunteer recruitment may be required. While the situation may change over this time frame, the basic need, as documented in the proposal, will remain and is likely to get worse.

- Cites enough evidence to know that there are negative financial and social impacts of COVID 19 and leaves room in the proposal to figure out how to address them through the grant. The proposal focuses on older adults, rural areas, and capacity building, thereby hitting many priority areas. UM system very wisely leverages its efforts on the back of the Age Friendly Community system, which will allow it to increase impact without building redundant systems. The core group of collaborators are extremely well regarded in terms of work with Maine's aging population.

Past Performance

- Has a strong history of managing federal funding.
- Past experience with CNCS grants
- The University and the Center on Aging have a strong history in managing, administering, and evaluating grants, including from CNCS. They have a strong staff, including an individual with experience serving on the Maine Commission.
- UM System is an experienced leader in aging policy and research.

Financial Plan

- Strong plan, nothing of concern to note.
- Budget reasonable and without errors.
- The UMaine System is very capable of handling federal dollars. Their systems are built for compliance for federal awards and should have no trouble with managing the funds and reporting expenses.

Fiscal Systems

- Their financial systems and capacity are well established.
- Again, the organization has a strong history in managing and accounting for grants, including grants from the CNCS.
- Everything is in order. UMaine's Financial systems handle millions in federal dollars each year.

Task Force Summary Appraisal

Having reviewed all elements of the proposal provided to you, do you think that this applicant would be effective?

- Yes

Why or why not? Please be specific and cite evidence from the proposal.

- The link to the aging in place priority makes this an application to pursue.
- The applicant would be effective and that efforts to help move this forward would be beneficial for their proposed service areas and the Maine community.
- Strong base of expertise in issues of aging, including aging in place. A strong network of partners to provide support and mentorship to the AC members. A sound and proven program model. A very clear focus of effort: "to include various models of intentional planning that mobilize older adults and other community members to advocate for community changes or replacement programs and services that benefit residents of all ages, but especially older adults."
- Regardless of COVID 19 pandemic response, building capacity at the local level to improve services for Maine's older adults is needed based on nearly every indicator. UMaine's approach is data-based and

leverages existing systems in the community. Local communities need leadership and person power, so this proposal should be well-received by communities.

What elements of the proposal are unclear?

- The proposal talks about placing five AC members and recruiting 25 volunteers. It is unclear if that means 25 total volunteers or 25 for each AC member.
- None, that I can see.

What else do you have to say about this proposal?

- This looks like a great opportunity for the Commission to hopefully fund a program addressing aging in place.

Peer Reviewers -- Consensus Process Worksheet

- Strong:** This section of the application is a thorough, compelling, and convincing response to criteria; additional information is relevant and enhances or strengthens argument significantly; the argument shows this element shows high levels of success or highly likely to be successful.

Adequate This section of the application responds acceptably to all criteria-- no omissions or additions. The argument shows this element has had some success or could possibly succeed as described.

Weak: This section is below standard or barely responds to the criteria. Some text may not be relevant or does not add to the argument. The argument does not demonstrate this element has succeeded or will could succeed as described

Incomplete/Substandard: This section of the application does not respond to the criteria or has significant problems or has a significant flaw or lacks any indication this element could succeed as described.

APP ID: 20AC227145
PROGRAM NAME: N/A

INITIAL COMMENTS: LINK TO DOC

APPLICANT NAME: University of Maine System
FUNDS REQUESTED: \$49,971

After peer reviewers discuss the proposal contents, quality, and responsiveness to requirements, record the group's consensus rating in column G for each section in the cells below. (Select from drop-down menu.) Then tab into H to trigger calculation (lookup).

	RATER -- Initial ratings					
Program Design	Anthony C. Inhorn	Luke Shorty			Consensus Rating	Point Value
Need	Strong	Strong			Strong	15
Response to Need	Adequate	Strong			Strong	15
Readiness for Planning	Strong	Strong			Strong	15
Expertise and Training	Adequate	Strong			Strong	5
Program Design Score						50
	RATER -- Initial Ratings					
Organizational Capability	Anthony C. Inhorn	Luke Shorty			Consensus Rating	Point Value
Organizational Background & Staffing	Strong	Strong			Strong	25
Org. Capability Score						25
	RATER -- Initial ratings					
Cost Effectiveness and Budget Adequacy	Anthony C. Inhorn	Luke Shorty			Consensus Rating	Point Value
	Strong	Adequate			Strong	25
Cost and Budget Score						25

FINAL SECTION TOTALS and RECOMMENDATION

	Program Design	Organizational Capability	Cost Effectiveness/ Budget Adequacy	Data Collection Plan	Total Score
Final Consensus Score	50	25	25	0	100

Recommendation: 90-100, Strongly Recommend for Further Review

End Peer Reviewer Work - Task Force Work Recorded Below

INITIAL RATINGS> Below are the initial ratings offered by GTF Members after their independent reading and assessment of the proposals. These are the starting points for your determination of a final rating of the application narrative.

Rater -- initial ratings

Jenni Tilton-Flood

Ed Barrett

Matt L'Italien

Jonathan Barczyk

Program Model

Past Performance

Financial Plan

Fiscal Systems

Adequate

Strong

Strong

Strong

Strong

Strong

Strong

Strong

Strong

Strong

Strong

Strong

Strong

Strong

Strong

Strong

Consensus rating

Point Value

Strong

15

Strong

15

Strong

10

Strong

10

GTF Total Score: 50
Peer Reviewer Score 100

Combined Score 150
of possible 150

*hlookup pre-programmed

Recommendation: Forward with no corrections

Grant Selection Process Report (Planning Grant)

Legal Applicant:	Penquis Community Action Program	Program name:	Community Navigators AmeriCorps Program
Recommendation:	Recommend for funding		
Peer Reviewers:	F. Celeste Branham, Luke Shorty		
Grant Category:	<input checked="" type="checkbox"/> Formula <input type="checkbox"/> Competitive <input type="checkbox"/> Other Competition	Start/End Date:	8/1/2020 to 7/31/2021
ME Priority Area:	[Economic Opportunity & Capacity building]	Fed Priority Area(s):	[Healthy Futures]
Request for New Resources			CNCS Local
New CNCS Funds:	\$50,000.00	Cost sharing proposed	66% 34%
Match Committed:	\$25,512.00	Min. Match required	0 %
Total Grant Budget:	\$75,512.00		

Statement of Need (from application narrative):

Knox County is a rural county located in Midcoast Maine, with 39,869 residents and 1,144 miles of land and water. It is classified as a 7 on the 2013 rural-urban continuum by the USDA. There are 26 communities in the county with Rockland, population 7,102, as the largest city and county seat. Several unbridged islands are served by ferries and one, located 20 miles from the mainland, is the farthest inhabited land off of the east coast of the United States. The population is 96.3% white and 28.7% of residents are over the age of 65. There are pockets of affluence and deep poverty within these communities but 2019 census estimates show 11% of all residents live in poverty level circumstances. Rockland has a poverty rate that exceeds 17% based on 2019 estimates. The latest reports (April 2020) show a 12.2% unemployment rate in Knox County, the highest number ever recorded.

The COVID-19 pandemic has created social and economic consequences that have disrupted the State of Maine as a civil emergency was put in place by the governor of Maine. Knox County communities have experienced significant effects of mandatory business closings and "shelter in place" executive orders since mid-March 2020 and slow, phased reopening and restrictions upon out-of-state travelers even now in early June 2020. The county's traditional reliance on limited seasonal employment in the hospitality and commercial fishing sectors means even in the best of times many residents scramble to making a living during a very short summer season. There is a high reliance on supported community resources such as food pantries, SNAP, TANF, MaineCare (Medicaid) and the Home Energy Assistance Program amongst our low-income residents. Municipalities are mandated by State of Maine statute to provide general assistance services to citizens; however, each jurisdiction can budget as it deems appropriate and are not required to follow a mandated minimum of monies for residents in need. Need for economic support is expected to rapidly accelerate after the expiration of the federal unemployment supplement in July 2020. Financially vulnerable community members are at higher risk of contracting and spreading COVID-19 due to health disparities related to poverty and limited

resources and income to provide for basic necessities such as rent, housing, medications, food and cleaning supplies.

As the CIKC has funded over 100 applicants in the most recent 18 months, it has become clear that low-income Knox County individuals and families require greater support in creating responsible goals to manage the challenging consequences of poverty. CIKC is increasingly called upon to offer information and referral services for navigating options of support both for community members as well as allied social service organizations. This insight has been a focal point of the current strategic planning process undertaken by CIKC for our first three-year strategic plan. We have engaged with this planning work since the beginning of 2020 and anticipate completing our plan in July 2020. We have committed to pursuing the AmeriCorps planning grant to assist us with the necessary resources to move to an implementation proposal to CNCS in 2021.

Rebecca Dinces, the Penquis Regional Manager for Knox County, is the lead staff person for this grant. She serves as president of the CIKC and also serves in a volunteer capacity as a mentor in the Building Advocates Leaders program. The Leaders program was initiated as a partnership between Good Shepherd Food Bank and AIO Food and Energy Assistance, one of CIKC founding partners, in early 2019. It has trained an initial group of 10 community members who represent the lived experience of poverty in our county to address access and inequality concerns to elected officials, social service organizations and the media. This group's advocacy expansion in the spring of 2020 was curtailed due to pandemic conditions but is expected to at least double in size upon the easing of restrictions on group meeting activities and size. The Leaders have identified securing reliable, understandable information and referral services as a desperately needed community resource.

The six CIKC partners expect to collaborate with the Building Advocates Leaders members on planning efforts to address the needs of and conduct effective outreach to low-income residents of Knox County. The AmeriCorps project site will be based in Rockland, but program activities ultimately will be conducted at sites across the county.

Program Summary (from application):

The Penquis Community Action Program (Penquis) proposes a planning grant to ultimately have three AmeriCorps members who will serve as Resource Navigators in the Knox County jurisdiction of the State of Maine. At the end of the first program year, the AmeriCorps members will be responsible for implementing an information and referral support service as Community Resource Navigators for low income residents. In addition, the AmeriCorps members will leverage at least 25 volunteers who will be trained in community resource navigation and engaged in promoting these services to the community. This program will focus on the CNCS focus area(s) of Economic Opportunity and Capacity Building.

Identified partners:

- AIO Area Interfaith Food and Energy Assistance
- Knox County Community Health Coalition
- United MidCoast Charities
- New Hope for Women
- Knox County Homeless Coalition

Applicant proposes to deliver services: (select what the applicant states in their application that their program will cover:

- ☐ Within a single municipality
 ☐ Within a single County but not covering the entire County
☒ County-wide in a single County
 ☐ Multiple Counties but not Statewide
☐ Statewide

Final Recommendation of Grant Selection and Performance Task Force:

That proposal be awarded a 1-year AmeriCorps Planning grant with funding set at \$50,000 for the Federal Share and a grantee share of at least \$25,000.

SCORING DETAIL

I. Summary of Peer Reviewer Consensus Scores

(update annually to match CNCS changes in point distribution or organization of narrative)

CATEGORY	Final Ratings	Consensus Score
Rationale & Approach/Program Design Section (50%)		
Need and Target Community(ies)	Strong	15
Response to Need	Strong	15
Readiness for Planning	Strong	15
Expertise and Training	Strong	5
Organizational Capability Overall Rating 25%		
Organizational Background and Staffing	Strong	25
Cost Effectiveness and Budget Adequacy 25%		
Cost Effectiveness and Budget Adequacy	Adequate	16.75
Evaluation or Data Collection		
N/A		N/A
Total		91.75
Strongly Recommend for Further Review		

II. Summary of Task Force Consensus Rating and Final Score:

Category	Rating	Numeric Score
Program Alignment & Model (15 possible points)	Adequate	10.05
Past Performance (15 possible points)	Strong	15
Financial Plan (10 possible points)	Adequate	6.7
Fiscal Systems (10 possible points)	Strong	10
GTF Review Total:		41.75

III. Final Combined Score

Total	133.5
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Final Assessment of Application:

- ☐ Fund with no Corrections
☒ Fund with Corrections
☐ Do Not Fund

Referenced Conditions/Corrections:

- Although there is no grantee share, the Source of Funds lists agency resources that will be applied to the project.
- Minor errors in calculations and budget need to be corrected.
(Staff note: Completed on 6/22)

PEER REVIEWER COMMENTS COMPILED**Section: Program Design (50 %)****Need and Target Community(ies)**

- The 12.2% unemployment rate is higher than the State's overall rate at 10.6% and slightly under the national rate reported most recently for May at 13.3%. The need is expected to rise as certain critical industries in this region are stalled in their reopening.
- The impact on the Seasonal Employment of the Rockland / Midcoast area and how that is an economic engine for the surrounding rural communities.

Response to Need

- The number of agencies that are able to participate in the coordination of resources and referrals was strong. Moreover, the investment in outreach to county jail, substance use disorder recovery programs, assisted living facilities and subsidized housing, places of worship, senior centers, day care centers, and schools would be worthwhile, if they can leverage an additional 25 volunteers, which is ambitious. Otherwise they will have to lower their sights and set priorities for outreach.
- Being able to get the data from the six partner organizations is helpful in gauging need during the pandemic and the concern about what happens when the Federal Aid ends in July is an important one. Since these six partner organizations have a wide net and hear from many constituents, they seem to have an accurate read of what is happening on the ground.

Readiness for Planning

- The urgency described by the COVID-19 impact and the anticipation of greater numbers driven into poverty, represent an attitudinal predisposition; however, the existence of the CIKC seems a ready-made source of/framework for support and coordination, with ample experience.
- Ms. Dinces seems like she has the experience necessary and having an advisory committee made up of the partner organizations makes me feel confident and strongly in their ability to achieve the goals laid out in this grant.

Expertise and Training

- Previously familiar with AmeriCorps guidelines and funding requirements through VM.
- The team of experts who help administrate and lead the partner organizations seem fairly capable. It appears that they have enough expertise to make sure they are on top of their mission and can get the training they need to execute this grant.

Section: Organizational Capability (25 %)**Organizational Background and Staffing**

- Penquis CAP is a sophisticated and stable agency involved in poverty mitigation since 1967. They are equipped through their long-term experience and current staffing structure to succeed in this planning initiative. There is concern relates to their ability to attract 25 volunteers eventually to engage in community resource navigation.
- Looking at the 53-year history of the organization, it appears they have the track record of succeeding at their mission.

Section: Cost and Budget Adequacy (25 %)

- There is nothing in the budget profile to cause serious alarm; however, two items: a) the use of a consultant for 10 hours in this phase (total=\$1,000). Perhaps as they apply for CNCS program development monies in 2021, a consultant might be indicated at that time; b) the travel budget is much higher than the training budget by a 4-1 margin, and they might need more expended in training.
- It listed out what the CNCS money will be used for but didn't get into the detail on what their match will be used for.

SUMMARY APPRAISAL

1. Having reviewed all elements of the proposal provided to you, do you think that this applicant would be effective in this category of grant?

Yes

Comments:

- Penquis CAP is a solid organization that has myriad experiences with planning grants in their long history. This will not be a complex process for them, nor is the planning focus unattainable. Additionally, they have a ready-made structure in the CIKC through which they can realize their objectives.
- This partnership between organizations and Penquis is strong, their history has shown success in the past, and they will be effective in addressing this communities current need.

What elements of the proposal are unclear?

The only lack of clarity arises in the number of AmeriCorps volunteers (25) that they claim the original AmeriCorps members (3) are expected to leverage and train as Community Resource Navigators. This seems ambitious and uncertain, which will require them to re-prioritize outreach efforts.

What else do you have to say about this proposal?

- It was well conceived overall and solid in its presentation.
- It is unfortunate that this program only focuses on Knox County. Since Penquis also serves Penobscot and Piscataquis Counties. These counties are even more rural in places than Knox county and it is possible that they too are struggling due to the impact of COVID-19 on their communities. It would be nice to see this program do more in helping out the people in Piscataquis and Northern Penobscot County.

TASK FORCE REVIEWER COMMENT DETAIL:

Program Model

- Seems like a solid model to build the capacity of this coalition in the region.
- The goal of the program is to address Capacity Building in Knox County, which qualifies as a rural area. This specifically address the priorities for this grant type. The need is clearly defined and based on the experience of Penquis and its partner agencies in the CIKC organization. With both Penquis and these organizations involved, there is a strong existing base in Knox County to build on through this program. It is also clear that the COVID pandemic will place additional burdens on the safety net programs in this county and increase the need for navigation support. The notion of training navigators is also appealing in that it recognizes how complicated our social service/assistance systems (or lack thereof) are and how important it is for someone to be there to help folks who are often overwhelmed with problems and issues and unsure of how to proceed. The fact that the AC members will first compile

the needed reference guides and then train community volunteers to be navigators also shows how the program can be integrated into the systems and agencies now in place to ensure that it continues once AC funding is exhausted. The navigator model is also transferable to other areas of the state, especially rural areas with limited social services infrastructures. Penquis and the partner agencies also have significant experience in developing and managing volunteer programs. One caveat: I note that the AC members would be placed with one of the Knox County partner agencies. I would be somewhat concerned that this might result in "mission co-option" where the day to day needs of the agencies could supersede the goals of the program. This should be carefully addressed in the planning process along with steps to ensure that the AC members form and interact as a team. Overall, this is one of the best presented proposals seen in a long time.

- The proposed efforts mimic a community health worker/community navigator model used with success in other places. Penquis as backbone agency seems well positioned to serve as the backbone for collective impact alongside the Community Investors. Would like to have seen more data-based assessment of need to communicate that the five areas for improvement were aligned with community needs.

Past Performance

- Currently holds AmeriCorps Grants.
- Penquis is a large and well-established agency that has dealt with significant federal grants, is the current home to two Senior Corps Programs, and has experienced staff in key positions including as program manager, HR, and Finance/Accounting. Many best volunteer management practices are already in place. These strengths should assist in assuring that the program will be successful.
- Penquis has been in existence since 1967, has statewide impact, and has a solid track record with quality assurance standards evident.

Financial Plan

- The plan looks solid.
- Simply reflecting the miscalculations and missing calculations noted by Staff comments
- Some budget corrections are required. Note that a local match is indicated, although not required in this grant cycle.
- Grantee share was included but not needed. Budget doesn't seem to support additional capacity building other than added consultants.

Fiscal Systems

- They financial expertise on staff looks strong.
- Again, Penquis is a large and well-established agency that has the resources and fiscal systems in place to handle this grant and the various federal requirements that go along with it.
- Penquis indicates having the necessary elements to receive and administer grant funds, a consortium of partners to govern the process, and a track record of successful operation.

Task Force Summary Appraisal

Having reviewed all elements of the proposal provided to you, do you think that this applicant would be effective?

- YES

Why or why not? Please be specific and cite evidence from the proposal.

- The goals of this proposal would address a need in an area that is undeserved and would give the individual organizations the experience needed for future grants.
- The program concept is sound and will be based in a rural area where Penquis has an existence presence and has developed an agency network and community activist volunteer support; the agency has the personnel and systems (Management, HR, Volunteer, and Fiscal) to manage the grant successfully.

- All of the elements are in place. The idea of a community investors model supporting a community navigation program to be innovative and a strong precursor to a system with capacity to identify resources, direct people to them, and fund gaps that may exist. Interesting idea.

What elements of the proposal are unclear?

- Given that this is a planning grant, there is an inherent lack of detail. The one area that should be closely evaluated in the planning process is where the AC members will be placed, ensuring that they will not lose sight of the program goals in view of immediate agency needs, and developing a working team approach among the members.
- The budget seems to put most of the funds into salaries for the Director and finance person, seemingly as operating funds, one could expect them to split funds across agencies to incentivize participation in the planning process.

What else do you have to say about this proposal?

- The lift this grant could potentially provide to not only the specified service area, but to the multiple stakeholders. It's the hope that staff will not be overloaded with the work to help with this lift and other grant applicant programs.
- Excellent proposal that should be successful in future funding competition as well as in impact in the Knox County community

Peer Reviewers -- Consensus Process Worksheet

Strong: This section of the application is a thorough, compelling, and convincing response to criteria; additional information is relevant and enhances or strengthens argument significantly; the argument shows this element shows high levels of success or highly likely to be successful.

Adequate This section of the application responds acceptably to all criteria-- no omissions or additions. The argument shows this element has had some success or could possibly succeed as described.

Weak: This section is below standard or barely responds to the criteria. Some text may not be relevant or does not add to the argument. The argument does not demonstrate this element has succeeded or will could succeed as described

Incomplete/Substandard: This section of the application does not respond to the criteria or has significant problems or has a significant flaw or lacks any indication this element could succeed as described.

APP ID: 20AC227133
PROGRAM NAME: n/a

INITIAL COMMENTS: LINK TO DOC

APPLICANT NAME: Penquis Community Action Program
FUNDS REQUESTED: \$50,000

After peer reviewers discuss the proposal contents, quality, and responsiveness to requirements, record the group's consensus rating in column G for each section in the cells below. (Select from drop-down menu.) Then tab into H to trigger calculation (lookup).

RATER -- Initial ratings							
Program Design	F. Celeste Branham	Luke Shorty				Consensus Rating	Point Value
Need	Strong	Strong				Strong	15
Response to Need	Strong	Strong				Strong	15
Readiness for Planning	Strong	Strong				Strong	15
Expertise and Training	Strong	Strong				Strong	5
Program Design Score							50

RATER -- Initial Ratings							
Organizational Capability	F. Celeste Branham	Luke Shorty				Consensus Rating	Point Value
Organizational Background & Staffing	Strong	Strong				Strong	25
Org. Capability Score							25

RATER -- Initial ratings							
Cost Effectiveness and Budget Adequacy	F. Celeste Branham	Luke Shorty				Consensus Rating	Point Value
	Adequate	Adequate				Adequate	16.75
Cost and Budget Score							16.75

FINAL SECTION TOTALS and RECOMMENDATION

	Program Design	Organizational Capability	Cost Effectiveness/ Budget Adequacy	Data Collection Plan	Total Score
Final Consensus Score	50	25	16.75	0	91.75

Recommendation:90-100, Strongly Recommend for Further Review

End Peer Reviewer Work - Task Force Work Recorded Below

INITIAL RATINGS> Below are the initial ratings offered by GTF Members after their independent reading and assessment of the proposals. These are the starting points for your determination of a final rating of the application narrative.

Rater -- initial ratings					LINK TO COMMENTS	
	Jenni Tilton-Flood	Ed Barrett	Matt L'Italien	Jonathan Barczyk	Consensus rating	Point Value
Program Model	Adequate	Strong	Adequate	Adequate	Adequate	10.05
Past Performance	Adequate	Strong	Strong	Strong	Strong	15
Financial Plan	omplete/Substand	Adequate	Adequate	Strong	Adequate	6.7
Fiscal Systems	Adequate	Strong	Strong	Strong	Strong	10

GTF Total Score: 41.75
Peer Reviewer Score 91.75
Combined Score 133.5
of possible 150

*lookup pre-programmed

Recommendation: Forward only if corrections can be negotiated

Grant Selection Process Report (Planning Grant)

Legal Applicant:	Town of Van Buren for the Van Buren Resiliency Project	Program name:	AmeriCorps Community Enhancement Services
Recommendation:	Fund if corrections and conditions are negotiated		
Peer Reviewers:	Branham, Shorty		

Grant Category:	<input checked="" type="checkbox"/> Formula <input type="checkbox"/> Competitive <input type="checkbox"/> Other Competition	Start/End Date:	8/1/2020 to 7/31/2021
ME Priority Area:	Capacity Building	Fed Priority Area(s):	Healthy Futures, Education

Request for New Resources		CNCS	Local
New CNCS Funds:	\$41,145	100%	0%
Match Committed:	\$ 0		
Total Grant Budget:	\$41,145		
		Cost sharing proposed	
		Min. Match required	0%

Statement of Need (from application narrative):

The target community is composed of ZIP Codes 04750 (Limestone, Caswell) and 04785 (Van Buren, Hamlin, Cyr Plantation), five contiguous small underserved rural towns in north-central Aroostook County. In 2018 the combined population of these towns was 4536 (<http://www.census.gov/>).

ZIP Code 04785 is the fifth poorest of the 486 ZIPs in Maine: 29.6% of its residents live in poverty; ZIP Code 04750 is the eighth poorest with a 28.6% poverty rate (the overall Maine percentage is 11.1%). The respective median household incomes of the two ZIPs are \$26,912 and \$34,468 (Statewide median household income is \$55,602). ZIP Code 04750 has 480 children aged five to 17, and 87 under the age of five. In ZIP Code 04785 there are 294 children aged five to 17, and a further 82 younger than five. In 2019, the Limestone Community School (grades PK-8) saw 56.1% of its students below or well below expectations in English Language Arts (ELA), 76.8% at that level in Math, and 53.6% in Science. Chronic absenteeism was 18.8%, and 61.5% of the children were economically disadvantaged. In Caswell's Dawn Barnes School (PK-8), 68.4% were below or well below expectations in ELA, 63.2 in Math, and results were "suppressed" for Science. 84.6% are economically disadvantaged. Chronic absenteeism was 17.7% Statistics for ZIP 04750 high school students are not available. In ZIP Code 04785 there is one school for grades PK-12. 2019 statistics show 64.7% of the students as below or well below expectations in ELA, 83.1% in Math, and 62.5% in Science. 71.8% are economically disadvantaged. Chronic absenteeism was 26.1% (<https://www.maine.gov/doe/>).

In ZIPCode 04750, 17.4% of the residents are over 65. 26.6% of ZIP Code 04785 residents are over 65, and 28.1% of these live in poverty (<https://www.unitedstateszipcodes.org/>).

Program Summary (from application):

The Van Buren Resiliency Project (VBRP) proposes a planning grant to ultimately have six AmeriCorps members who will perform the following duties: (A) assist VBRP to form and staff an ongoing Community Resiliency Board that will work collaboratively with VBRP to plan, approve, implement, and evaluate programs to meet critical community needs and promote resiliency. The Board will be composed of stakeholders from each of the communities in the service area, at least one-third of whom will be persons who have been negatively affected by adverse childhood experiences; (B) assume responsibility for keeping the public aware of grant activities and AmeriCorps sponsorship.

These efforts will include, but not be limited to community meetings, VBRP website, social media, newspaper articles, radio and television interviews, and liaison with relevant service agencies in the area; (C) assist VBRP staff and the Community Resiliency Board to review existing surveys and confirm the specific on-going needs of seniors in our service area, select and adapt programs that best meet identified needs, set program goals and objectives, implement and staff a pilot program, recruit volunteers to assist in its execution, and evaluate program results; and (D) assist VBRP staff and the Community Resiliency Board to review and confirm the unmet needs of children and youth in our service area, select one or more programs that best meet prioritized needs, set program goals and objectives, implement and staff a pilot program and recruit volunteers to assist in its execution, and evaluate program results in the service area of Van Buren and neighboring towns in Aroostook County, Maine. At the end of the first program year, the AmeriCorps members will be responsible for a functioning Community Resiliency Board, an ongoing pilot program designed to meet prioritized needs of senior citizens in the service area, and one or more pilot programs designed to meet the needs of area children and youth. In addition, the AmeriCorps members will leverage twenty volunteers who will be engaged in implementing various components of these programs. This program will focus on the CNCS focus areas of Education and Healthy Futures.

Identified partners:

- Towns of Van Buren and Limestone;
- MSAD #24;
- St. Peter Chanel Catholic Parish;
- Limestone Methodist Church;
- Cary Medical Center;
- Limestone Community School;
- Dawn Barnes School-Caswell

Applicant proposes to deliver services: (select what the applicant states in their application that their program will cover:

- | | |
|---|---|
| <input type="checkbox"/> Within a single municipality | <input checked="" type="checkbox"/> Within a single County but not covering the entire County |
| <input type="checkbox"/> County-wide in a single County | <input type="checkbox"/> Multiple Counties but not Statewide |
| <input type="checkbox"/> Statewide | |

Final Recommendation of Grant Selection and Performance Task Force:

That the Town of Van Buren/ Van Buren Resiliency Project proposal be awarded a 1-year AmeriCorps Planning grant with funding set at \$41,145 Federal Share and a grantee share of at least \$0 providing corrections are made prior to federal submission and conditions are met as stated.

SCORING DETAIL**I. Summary of Peer Reviewer Consensus Scores***(update annually to match CNCS changes in point distribution or organization of narrative)*

CATEGORY	Final Rating	Consensus Score
Rationale & Approach/Program Design Section (50%)		
Need and Target Community(ies)	Strong	15
Response to Need	Strong	15
Readiness for Planning	Weak	4.95
Expertise and Training	Weak	1.65
Organizational Capability Overall Rating 25%		
Organizational Background and Staffing	Weak	8.25
Cost Effectiveness and Budget Adequacy 25%		
Cost Effectiveness and Budget Adequacy	Adequate	16.75
Evaluation or Data Collection		
N/A		N/A
Total		61.6
Recommend for Further Review with Hesitation		

II. Summary of Task Force Consensus Rating and Final Score:

Category	Rating	Numeric Score
Program Alignment & Model (15 possible points)	Adequate	10.05
Past Performance (15 possible points)	Adequate	10.05
Financial Plan (10 possible points)	Adequate	6.7
Fiscal Systems (10 possible points)	Weak	3.3
GTF Review Total:		30.1

III. Final Combined Score

Total	91.7
--------------	-------------

Final Assessment of Application:

- ☐ Fund with no Corrections
☒ Fund with Corrections and Conditions
☐ Do Not Fund

Referenced Conditions/Corrections:

- Executive Summary needs to be edited to format and material related to explanation of need should be moved to that section of the narrative.
- While there are no budget errors, there is a keyboard error in the supply calculation that needs to be corrected.
- This grant type requires no match this year so the list of donors in Source of Funds should be removed.
- The Town of Van Buren needs to be the applicant on behalf of the Van Buren Resiliency Project so that, if funded, the grant monies can be paid to the Town. The changes need to encompass the DUNS and EIN on the grant.

5. As a condition of any award, the Van Buren Resiliency Project must agree to work closely with a dedicated coach assigned by the Commission. This organization is at such a novice stage of development, there needs to be a close tie between its development over the next year and its ability to plan for successful implementation of any AmeriCorps program.
6. Before any grant award agreement is executed, the applicant must provide the Grant task force with the Memoranda of Understanding it has with partner organizations and a list of the individuals who will represent those organizations in the planning process. The task force needs to be assured of two things: the participation is active and the representatives have the skills needed to complete the planning grant work.

PEER REVIEWER COMMENTS COMPILED

Section: Program Design (50 %)

Need and Target Community(ies)

- Van Buren, Hamlin, and Cyr Plantation are the 5th poorest region in Maine. Limestone and Caswell have a poverty rate of 28.6%, and that town, alarmingly, 61.5% of students in pre-kindergarten to 8th grade are economically disadvantaged. In the Dawn Barnes School in Caswell (Pre-K-8), the rate of economic disadvantage is 84.6%. This is a severely impoverished region of the State, which they document.
- This application is not the strongest, but truly it is in a community that sorely needs to do some planning to develop an AmeriCorps program that could really do a lot of good in a rural area that truly needs it. Having lived in these communities for 9 years, the poverty and lack of services desperately needs to be addressed.

Response to Need

- The planning grant responds directly to the 2019 need and resource assessment they conducted for the towns of Van Buren and Hamlin and Cyr Plantation. Their intention is also to conduct a similar assessment for the towns of Limestone and Caswell. The results of the first assessment serve as the focal priority needs, namely children and youth, families, and seniors, for their planning proposal.
- Even though they obtained their information from a private website managed by a marketing expert (the CEO's LinkedIn Profile), the data on poverty and ACEs in the area is spot on.

Readiness for Planning

- Clearly, they have limited resources and personnel. Nonetheless, the need is great, and they have parsed responsibilities well to meet the multiple prongs of their planning proposal.
- They will need a lot of support and structure to help plan for the programming they are looking to do to have an impact on the region. I believe Volunteer Maine can provide that support, training, and structure.
- Organizations are listed but the representatives from those organizations are not identified. What commitments are made in the MOUs?

Expertise and Training

- The planning and assessment qualifications of the project leader are mostly acquired from his experience as volunteer director for the Van Buren Resiliency Project. I suspect that in his prior social and pastoral work that there was less emphasis on these components, but he will be aided by the Town Manager, a school principal, and a business leader who likely round out the needed expertise.
- It was not specific to who was playing what role. Even though David Cote does have a lot of life experience dealing with the issues in the region, he may not have had the official training to execute and implement this type of grant.
- The skills of others on the advisory group need to be identified by, first naming who will serve and, second, describing how their skills contribute. Need assurance people are actively engaged, not just nominally involved.

Section: Organizational Capability (25 %)

Organizational Background and Staffing

- The internal planning team is comprised of individuals whose primary professional responsibilities involve, planning, development, and assessment activities. With the assistance of 6 AmeriCorps members, there should be no impediment to meeting their four overarching planning goals.
- They mention they are understaffed and don't have the funding or the resources to move the project forward.
- If the Commission funds this, there should be a dedicated coach to work with this grantee because the stage of organizational development is so new.
- Before the award is made, the legal applicant needs to change to the Town of Van Buren which is the fiscal agent for the organization.

Section: Cost and Budget Adequacy (25 %)

- Monies have nearly been collected to contribute the applicant's share of \$19,545, and exceeded with one in-kind contribution from St. Peter's Chanel. The budget is modest, yet sufficient to accomplish the tasks set forth.
- I do like that they break out the actual amounts that make up their share of the match. I am curious to what the In Kind donation is from St. Peter Chanel parish.

SUMMARY APPRAISAL 1. Having reviewed all elements of the proposal provided to you, do you think that this applicant would be effective in this category of grant? Yes, Maybe

Comments:

- The direction cited in four specific categories of responsibility for the AmeriCorps members is grounded in a needs assessment conducted in 2019. They are not straying from the critical areas identified in that survey. Further, they have pieced together an appropriate planning team with sufficient knowledge and training to guide the planning process appropriately. The project is not only doable but can only benefit the communities named in meaningful ways.
- The proposal talks about the goals of what they would like to do, but they first need to put an AmeriCorps program together. I feel that this is a group of community members and organizations that want to have an impact on their rural area where children are struggling but they don't have the capacity or training or structure to do so. A planning grant would help with this.
- This is an area of the state that definitely needs AmeriCorps assistance. The grassroots effort to meet local needs could be the basis for a successful Rural AmeriCorps program but the organization is at such a novice stage of operation, it will need a lot of guidance and assistance from Volunteer Maine staff or a dedicated (contracted) coach. Acceptance of the coach should be a condition of funding.

What elements of the proposal are unclear?

- It was unclear about the goals the AmeriCorps members would do vs. if they are ready to actually have an AmeriCorps program to run. I believe after reading this that they really need the training and the planning on how to run and get an AmeriCorps program ready to be "shovel ready".

What else do you have to say about this proposal?

- The proposal is well conceived, well designed, absolutely necessary for the communities identified to promote resiliency and alternative programs that will particularly lift up those affected by adverse childhood experiences. This proposal should be funded.
- Though this proposal is not as strong and the partnerships aren't as clearly defined as the previous proposals during this round, I do strongly feel that this area could very much benefit from an AmeriCorps grant to help train the community members who want to better their community and their children's future through an AmeriCorps program. To me this is what a planning grant is all about and I look forward to discussing it at our consensus meeting.

TASK FORCE REVIEWER COMMENT DETAIL:

Program Model

- Their alignment with the Healthy Futures priority is a great focus in this area. This grant will give them an opportunity to get things in order for future funding.
- There is strong support for the need in this community based upon the poverty rate, school performance, and community need survey conducted. In addition, it is clear that very limited services are available to residents in need. The exact direction the program will take is not clear from the narrative, although it will focus on identifying and addressing the needs of seniors and children/youth. This is acceptable at this point since this is a planning grant. It appears, however, that part of the eventual grant application may include additional need analysis prior to program development. At the time the application is submitted, it would be useful to have some of this settled so that actual work can commence. The project identifies a number of partners that will be involved in the grant/project. It does lay out the steps that will be necessary to achieve a point where an application can be successfully submitted.
- Community characteristics and demographics are clearly communicated. Program is based on community needs assessment. Target population and associated needs are defined. Planning efforts focus on updating need assessment, best-practice identification and program development. Model has a plan to engage community members in the development of a future program.

Past Performance

- Wanted to select a neutral option for this, because they don't really have a past performance to go by, because they are still developing.
- Obviously there is no real past performance to judge so really hesitant to initially score one way or the other
- This is a relatively new organization that is volunteer staffed and directed and has limited past performance to measure. There are individuals/organizations in the partnership that can supply some of the skills and abilities necessary. These would have to be documented and strengthened prior to submitting an actual application. It may be useful to designate one of the partner agencies as the lead agency/applicant such as the Town of Van Buren, to address the start up nature of the VBRP?
- The past performance of the applicant is not extensive but seems to indicate success and to be well intentioned.

Financial Plan

- Looks straightforward based solely on Staff Assessment
- The budget as presented meets the grant requirement and is adequate. No match is required.
- The travel allocation appears to be improperly done. The Grantee Share calculations are incomplete. There is no explanation of what \$19,605 in other program operating costs are being allocated for and the amount does not match what is listed in the budget justification.

Fiscal Systems

- Doesn't really have their own financial system yet, but utilizing the town as their financial support.
- While the fiscal agent has had some experience at grant management, it is in areas other than CNCS which will require a steep learning curve based on what I've seen. It is not to say that it is impossible, but it will take a commitment of time and attention on the part of the Town and MCCC staff.
- It is unclear what systems are in place for managing fiscal efforts. They apparently have had some success in doing this in the past if they have funds from Maine Community Foundation and other sources.

Task Force Summary Appraisal

Having reviewed all elements of the proposal provided to you, do you think that this applicant would be effective?

- There are similar grantees with comparable capacity that are in Volunteer Maine's portfolio and I think they would benefit from the planning to give them an opportunity to get their feet on the ground.
- With reservations and only because this is a planning grant. First, I am tremendously impressed with the time and effort required for this community to get the Van Buren Resiliency Project off the ground and up and running. This is a testament to the strong voluntary leadership in the community and its commitment to improving the lives of children and seniors. They are to be strongly commended and encouraged. At the same time, this is a start up agency and, as such, I suspect it is heavily reliant on its volunteer unpaid staff member. The plan to request 6 AC members may also be a stretch and time and attention will be required to setting out how these members will be recruited, supervised, and managed, plus finding the sources for the local match. As the planning progresses, the number of members and their management/supervision should be carefully evaluated. Program sites will also have to be determined. The planning process should also attempt, to the greatest extent possible, to determine the specific needs that will be addressed and the program model to be used.
- The proposed effort is needed, specific, and reasonable. They have drilled down to the target audience and strategies to address the salient issues. The funding they are asking for is simply looking at how to create a program to address those issues.

What elements of the proposal are unclear?

- The exact needs to be addressed and the nature of the program to be implemented to address those needs. As noted, it seems that the 6 AC members will be asked to establish this once they are on board and to develop the specific child and senior related issue to be addressed and how to do so. That may be asking too much of individuals who may be new to the community. All of this must be done during the planning phase while recognizing some adjustments could still occur based on the skills and interests of the members who are recruited.
- The financial systems, budgeting, etc is not where it should be. Need to know more about who will manage this if it is not going to be the Project Leader.

What else do you have to say about this proposal?

- This proposal is in the "I really want it to work" column but I am uncertain as to the strength of the separate pieces and the allocation of time and energy required by staff for its success.
- Again, complements to the volunteers who established the VBRP and who are willing to make the commitment required to both address community needs and work on a major grant application. That they have come as far as they have is impressive and I hope we can find a way to support this effort.

Peer Reviewers -- Consensus Process Worksheet

Strong: This section of the application is a thorough, compelling, and convincing response to criteria; additional information is relevant and enhances or strengthens argument significantly; the argument shows this element shows high levels of success or highly likely to be successful.

Adequate This section of the application responds acceptably to all criteria-- no omissions or additions. The argument shows this element has had some success or could possibly succeed as described.

Weak: This section is below standard or barely responds to the criteria. Some text may not be relevant or does not add to the argument. The argument does not demonstrate this element has succeeded or will could succeed as described

Incomplete/Substandard: This section of the application does not respond to the criteria or has significant problems or has a significant flaw or lacks any indication this element could succeed as described.

APP ID: 20AC226863 PROGRAM NAME: N/A INITIAL COMMENTS: LINK TO DOC
APPLICANT NAME: Town of Van Buren for Van Buren Resiliency Project FUNDS REQUESTED: \$41,145

After peer reviewers discuss the proposal contents, quality, and responsiveness to requirements, record the group's consensus rating in column G for each section in the cells below. (Select from drop-down menu.) Then tab into H to trigger calculation (lookup).

RATER -- Initial ratings						
Program Design	F. Celeste Branham	Luke Shorty			Consensus Rating	Point Value
Need	Strong	Adequate			Strong	15
Response to Need	Strong	Adequate			Strong	15
Readiness for Planning	Adequate	Weak			Weak	4.95
Expertise and Training	Adequate	Weak			Weak	1.65
Program Design Score						36.6
RATER -- Initial Ratings						
Organizational Capability	F. Celeste Branham	Luke Shorty			Consensus Rating	Point Value
Organizational Background & Staffing	Adequate	Weak			Weak	8.25
Org. Capability Score						8.25
RATER -- Initial ratings						
Cost Effectiveness and Budget Adequacy	F. Celeste Branham	Luke Shorty			Consensus Rating	Point Value
	Strong	Adequate			Adequate	16.75
Cost and Budget Score						16.75

FINAL SECTION TOTALS and RECOMMENDATION

Final Consensus Score	Program Design	Organizational Capability	Cost Effectiveness/ Budget Adequacy	Data Collection Plan	Total Score
	36.6	8.25	16.75	0	61.6

Recommendation: 60-79, Recommend for Further Review with Hesitation

End Peer Reviewer Work - Task Force Work Recorded Below

INITIAL RATINGS> Below are the initial ratings offered by GTF Members after their independent reading and assessment of the proposals. These are the starting points for your determination of a final rating of the application narrative.

Rater -- initial ratings					LINK TO COMMENTS	
	Jenni Tilton-Flood	Ed Barrett	Matt L'Italien	Jonathan Barczyk	Consensus rating	Point Value
Program Model	Adequate	Adequate	Strong	Adequate	Adequate	10.05
Past Performance	Complete/Substand	Weak	Adequate	Adequate	Adequate	10.05
Financial Plan	Adequate	Adequate	Complete/Substand	Adequate	Adequate	6.7
Fiscal Systems	Adequate	Weak	Weak	Adequate	Weak	3.3

GTF Total Score: 30.1
Peer Reviewer Score 61.6
Combined Score 91.7
of possible 150

*lookup pre-programmed

Recommendation: Forward only if corrections can be negotiate



Volunteer Maine

19 Elkins Lane, 105 State House Station, Augusta, ME 04333

voice: (207) 624-7792

service.commission@maine.gov

www.MaineServiceCommission.gov



APPENDIX F: ACKNOWLEDGEMENT OF CONFLICT OF INTEREST POLICY

Please sign this form and return it to Commission staff, as instructed, at the address above *before* you begin to review applications.

I have read the Commission policy on Conflict of Interest as outlined in the Reviewer Information Package and understand that I must contact the appropriate Commission staff if a conflict arises during my service as a reviewer. I also will not divulge any confidential information I may become aware of during the grant review process. Upon completion of this work, I will return to MCCS the copies of applications and not share them with anyone or hold them.

I fully understand that I must sign and return this Conflict of Interest Acknowledgement to the Commission Office before I begin review of grant applications.

Name (please print): Luke Shorty

Signature: *Luke Shorty*

Date: 21 June 2020

[For Commission use only - - Date received: 6/21/2020]



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Name (please print): Anthony C. Inhorn

Signature: Anthony C. Inhorn

Date: 6-15-2020

[For Commission use only - - Date received: 6/15/2020]



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I fully understand that I must sign and return this Conflict of Interest Acknowledgement to the Commission Office before I begin review of grant applications.

Name (please print): F. Celeste Branham

Signature: 

Date: June 17, 2020

[For Commission use only - - Date received: 6.18.2020]



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Name (please print): Matthew L'Italien

Signature: *Matthew L'Italien*

Date: 6/09/2020

[For Commission use only - - Date received: _____]



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I fully understand that I must sign and return this Conflict of Interest Acknowledgement to the Commission Office before I begin review of grant applications.

Name (please print): Edward A. Barrett

Signature: Edward A. Barrett

Date: 6-5-2020

[For Commission use only - - Date received: _____]



Volunteer Maine

The Maine Commission for Community Service
19 Elkins Lane –Room 105, 105 State House Station, Augusta, ME 04333-0105
Phone: (207) 624-7792 ~ fax: (207) 221-0874
Service.Commission@maine.gov • www.MaineServiceCommission.gov



ACKNOWLEDGEMENTS AND AGREEMENTS TO ADHERE TO THE ETHICS, AND CONFLICT OF INTEREST POLICIES AND REQUIREMENTS

(Please sign this form and return it to Commission at the address above.)

I, Jonathan Barczyk, am appointed as a Commissioner on the Maine Commission
Print Name
for Community Service. My term began with my first appointment on 10-19-18.
Date on your oath

Initial each statement below to indicate your agreement.

JB I understand the Commission has a duty to preserve and protect records of its business that are subject to both federal and state laws.

JB I have read and fully understand the Commission Ethics Policy. I agree to act in an ethical manner in fulfilling my duties as a Commissioner.

JB I have read the policy on Conflict of Interest and understand that I am obligated to disclose any conflict or appearance of conflict to Commission officers and Commission staff if a one occurs during my term of service as a commissioner.

I agree to perform my duties in a manner that conforms to these Policies knowing that failure to do so could result in termination of my service with the Commission.

Signature: _____

Date: _____

12-1-2019

[For Commission use only - - Date received: _____ Reviewed by: _____]



Maine Commission for Community Service

111 Sewall St., 105 State House Station, Augusta, ME 04333

voice: (207) 624-7792 fax: (207) 629-9336

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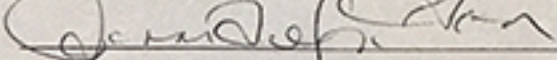
APPENDIX E: ACKNOWLEDGEMENT OF CONFLICT OF INTEREST POLICY

Please sign this form and return it to Commission staff, as instructed, at the address above *before* you begin to review applications.

I have read the Commission policy on Conflict of Interest as outlined in the Reviewer Information Package and understand that I must contact the appropriate Commission staff if a conflict arises during my service as a reviewer. I also will not divulge any confidential information I may become aware of during the grant review process. Upon completion of this work, I will return to MCCS the copies of applications and not share them with anyone or hold them.

I fully understand that I must sign and return this Conflict of Interest Acknowledgement to the Commission Office before I begin review of grant applications.

Name (please print): Jenni Tiltm-Flood

Signature: 

Date: 6 December 2019

[For Commission use only - - Date received: _____]