

**Award Justification Statement**  
**RFA 202407139 - Maine State AmeriCorps Planning**  
**Grants**

**I. Summary**

Volunteer Maine, the state service commission, awards *grants* of federal AmeriCorps program resources to community-based agencies (public and nonprofit). This RFA solicited proposals to design an AmeriCorps program including the systems, policies, and procedures essential to operate successfully. The goal of these planning grants is for organizations to submit a strong, shovel-ready proposal to a 3-year grant operating competition within 12 months. The funding only supports a 1-year planning process.

**II. Evaluation Process**

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

Phase One. Peer Review of application narrative, budget, and performance measure components using federally required scoring system. Reviewers are community service practitioners, educators, administrators, and specialists in the areas of environment, public safety, education, and other human needs who evaluate the quality of the proposals.

Volunteer Maine uses the mandated AmeriCorps weighting and selection criteria during this phase: 50% for Program Design, 25% for Organizational Capability, and 25% for Budget Adequacy and Cost Effectiveness for a possible total score of 100 Peer Reviewer points.

Peer Reviewers express their consensus recommendations to the Commissions' Grant Selection and Performance Task Force by assigning each proposal to one of the following categories:

Strongly Recommend for Further Review (A comprehensive and thorough proposal of exceptional merit with numerous strengths; total score between 90 and 100)

Recommend for Further Review (A proposal that demonstrates overall competence and is worthy of support; it has some weaknesses. Total score between 80 and 89)

Recommend for Further Review with Hesitation (A proposal with approximately equal strengths and weaknesses. Total score between 60 and 79.)

Do Not Recommend for Further Review (A proposal with serious shortcomings. There are numerous weaknesses and few strengths. Total score 59 or below)

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).

It also will consider information gathered in a structured interview of representatives of the grant applicant. The representatives must include the proposed project director plus personnel responsible for finances and human resources. The interview will be conducted through remote technology and recorded. Task Force members will review the recording as part of their assessment tasks. The Task Force will use the following weighting and selection criteria during this phase: 25 points Funding Priority Alignment, 10 points Program Model, 15 points Commission Preferences (rural, partnerships, marginalized communities), 10 points Financial Plan, 15 points Fiscal Systems, 10 points Past Performance, and 15 points for Grant Readiness for a possible total of 100 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 then makes its final recommendations to the full Maine Commission. Proposals that address Commission priorities and preferences will be considered first for awards. If there are sufficient funds remaining, proposals in other categories will be considered. External peer reviewers: Tade, Anne Louise Rice, Tiffany North, and Ninette . Grants Task Force peer reviewers: Becky Hayes Boober and Celeste Branham.

### **III. Qualifications & Experience.**

In this grant program, the organizational criteria focus on whether the applicant has connections to the community it proposes to serve, partners needed to carry out the planning, a logical mission-based connection to the issue and activity, as well as the resources to augment grant funds during the planning period. Both applicants provided information sufficient to ensure the reviewers that these criteria were met.

### **IV. Proposed Services.**

In a planning grant, the organization awarded the grant agrees to complete a schedule of planning activities. These were outlined on pages 17-20 of the RFA. The Commission provides them with training and coaching so they can accomplish the activities.

### **V. Cost Proposal.**

The RFP stated the total cost for the 10-month process (\$60,000). All three applicants in the competition submitted funding requests at or just below the maximum. It should be noted that the grant award covers the entire award by using federal funds restricted to local share replacement. This means that, on these grants, the federal award covers the expenses identified by the applicant as normally being part of a cost-share.

### **VI. Conclusion.**

Three of the priorities listed in the RFA are addressed by a combination of the applicants. Two address workforce development, one focuses on climate action, and the third targets public health issues. All three were selected for funding. The sole proposal submitted addressed the RFA priority for capacity building and was deemed to have met the criteria for funding eligibility.



# Volunteer Maine

The Maine Commission for Community Service  
*A Stronger Maine Through Volunteerism*



October 7, 2024

Dear Rose Barboza,

Congratulations on your recent Conditional Grant Award. Volunteer Maine, the Maine Service Commission, is committed to assisting all awardees as they navigate the pre-award process. There are several important details to consider and items to complete prior to the funding period. Please review this information carefully and share it with any applicable staff.

## ***Awards & Forms***

All awards made by Volunteer Maine are sub-grants made from Corporation for National and Community Service (CNCS) awards to Volunteer Maine itself. As such, we cannot issue a Cooperative Agreement for funding to you until CNCS enters the notice of grant award into *eGrants*, the federal grant management system. Your award, therefore, officially remains conditional until that occurs. The Cooperative Agreement will be forwarded to you for signature as soon as we receive this federal notice of award. Once the agreement is returned, it will be submitted to the Bureau of Purchases for encumbrance.

To assist in the preparation of the Cooperative Agreement and to set your agency up in Volunteer Maine's electronic grants management software there are a few tasks to complete immediately.

- National Service Grantee Report Authorization Form: Please complete the list of approved program users for our grant management platform, *OnCorps Reports*, and *The Group Hub* using the Report Authorization Form and return immediately.
- Board Authorization Signature Form: Please obtain signatures on this form for those who are authorized to sign grant transactions, such as contracts, payment requests, progress reports, etc.
- Organizational Logo: *OnCorps* logins for funded programs appear on a shared screen. Please forward a small logo file to use in identifying your program if you have not already done so.

## ***Training***

You will receive via email the dates of our required trainings for new grantee staff, which will occur via remote conferencing. We will send additional details as they come up, but you and as many staff as possible should plan on attending the trainings.



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## Online Management Systems

### ***eGrants/MyAmeriCorps Portal***

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Instructions on using eGrants can be found at:

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As a new grantee, you will not have access to member management tools in the Portal until the notice of grant award is issued in that system.

### ***OnCorps Reports***

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### ***The Group Hub***

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## Additional Considerations

During the pre-award period, it is important to set up your program for success. Your cooperative agreement will include variety of tasks that require some advance preparation, which you should begin considering as soon as possible.

*Advisory Council:* All AmeriCorps programs require broad-based local input. This takes the form of an advisory council that includes representatives from the community served, participants (i.e. members) in the program, community-based agencies providing services in the area of impact, and local labor organizations representing your employees (if applicable).

*List of Program Sites:* Volunteer Maine requires that program service sites and site information not specifically identified in the grant application be approved prior to placing members. Submit any additions to your site list for approval as soon as possible. The listing should include:

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We look forward to working with you this year!

Sincerely,

A handwritten signature in black ink that reads "Jamie McFaul".

Jamie McFaul  
Grants Officer

Forms **to return** via email to [jamie.mcfaul@maine.gov](mailto:jamie.mcfaul@maine.gov):

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- (2) PDF Form: Grantee Report Auth Form VM
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October 7, 2024

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## Time Line

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We look forward to working with you this year!

Sincerely,

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Jamie McFaul  
Grants Officer

Cc: Anna Kellar, Jill Packard

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Jamie McFaul  
Grants Officer

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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 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 responds to many but not all the required elements/criteria. Some text is not relevant or does not add to the argument. The argument does not demonstrate this element has succeeded or would succeed as described
Substandard	This section barely responds to the criteria, has a significant flaw, or lacks any indication this element could succeed as described.
Incomplete/Nonresponsive	This section of the application does not respond to the criteria.

APP ID: 23AC268442		PROGRAM NAME: Future HVOSC Volunteers		INITIAL COMMENTS: LINK TO DOC		
APPLICANT NAME: Hospice Volunteers of Volunteer Maine				FUNDS REQUESTED: \$ 59,999		
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.)						
RATER -- Initial ratings						
Program Design	Ninette Irabaruta	Tiffany North	Anne Louise		Consensus Rating	Point Value
Need and Target Community(ies)	Strong	Strong	Adequate		Strong	15
Response to Need	Strong	Incomplete/Nonresponsive	Adequate		Adequate	11.25
Readiness for Planning	Adequate	Incomplete/Nonresponsive	Weak		Weak	7.5
Expertise and Training	Strong	Incomplete/Nonresponsive	Weak		Adequate	3.75
Program Design Score						37.5
RATER -- Initial Ratings						
Organizational Capability	Ninette Irabaruta	Tiffany North	Anne Louise		Consensus Rating	Point Value
Organizational Background & Staffing	Strong	Strong	Adequate		Strong	25
Org. Capability Score						25
RATER -- Initial ratings						
Cost Effectiveness and Budget Adequacy	Ninette Irabaruta	Tiffany North	Anne Louise		Consensus Rating	Point Value
	Strong	Incomplete/Nonresponsive	Substandard		Weak	12.5
Cost and Budget Score						12.5
FINAL SECTION TOTALS and RECOMMENDATION						
Final Consensus Score	Program Design 37.5	Organizational Capability 25	Cost Effectiveness/ Budget Adequacy 12.5		Total Score	75
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	
Proposal Alignment and Model (35%)	Becky Hayes Boober	Celeste Branham	#REF!	#REF!	Consensus rating	Point Value
Alignment with Funding Priorities	Adequate	Strong	#REF!		Strong	15
Serve communities described in 2522.450(c)	Adequate	Strong	#REF!		Strong	3
Proposal adds to goal of being programmatically, demographically, and geographically diverse	Strong	Strong	#REF!		Strong	3
Potential for innovation and/or replication	Strong	Strong	#REF!		Strong	3
Strength of evidence planning process will succeed	Adequate	Adequate	#REF!		Adequate	2.25
					Section Score	29.25
Rater -- Initial ratings						
Preferences from RFP Announcement (35%)	Becky Hayes Boober	Celeste Braham	#REF!	#REF!	Consensus rating	Point Value
from a partnership or coalition whose members represent local organizations working together	Adequate	Strong	#REF!		Strong	10
serve, counties classified as 6, 7, or 8 on the USDA rural-urban continuum	Strong	Strong	#REF!		Strong	10
from an organization led by or primarily supporting historically marginalized communities and/or people	Adequate	Adequate	#REF!		Adequate	7.5
					Section Score	27.5
Rater -- Initial ratings						
Financial Plan (15%)	Becky Hayes Boober	Celeste Branham	#REF!	#REF!	Consensus rating	Point Value
	Adequate	Adequate	#REF!		Adequate	11.25
					Section Score	11.25
Rater -- Initial ratings						
Fiscal Systems (15%)	Becky Hayes Boober	Celeste Branham	#REF!	#REF!	Consensus rating	Point Value
capacity of financial management system to comply with federal requirements	Adequate	Adequate	#REF!		Adequate	3.75
strength of the sponsoring organization's financial management practices	Adequate	Adequate	#REF!		Adequate	3.75
strength of the sponsoring organization's financial status/stability	Adequate	Adequate	#REF!		Adequate	3.75
					Section Score	11.25
Rater -- Initial ratings						
Grant Readiness (15%)	Becky Hayes Boober	Celeste Branham	#REF!	#REF!	Consensus rating	Point Value
	Adequate	Adequate			Adequate	11.25
					Section Score	11.25
					GTF Total Score:	90.5
					Peer Reviewer Score	75
					Combined Score	165.5
					of possible 200	
Recommendation:					Fund with no corrections	

Require a mentor/coach with nonprofit and fund development experience be hired under grant  
As part of the planning, consider a fiscal agent for any AmeriCorps program that is developed.

\*Hlookup pre-programmed

Peer Reviewers -- Consensus Process Worksheet

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APP ID: 23AC268523      PROGRAM NAME: AmeriCorps Planning Grant: DM      INITIAL COMMENTS: LINK TO DOC  
APPLICANT NAME: Democracy Maine      FUNDS REQUESTED: \$ 60,458

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Need and Target Community(ies)	Adequate	Strong	Incomplete/ Nonresponsive			Adequate	11.25
Response to Need	Strong	Adequate	Adequate			Adequate	11.25
Readiness for Planning	Adequate	Weak	Weak			Adequate	11.25
Expertise and Training	Adequate	Adequate	Weak			Adequate	3.75
						Program Design Score	37.5

	RATER -- Initial Ratings						
Organizational Capability	Ninette Irabaruta	Tiffany North	Anne Louise			Consensus Rating	Point Value
Organizational Background & Staffing	Substandard	Strong	Weak			Weak	12.5
						Org. Capability Score	12.5

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	Ninette Irabaruta	Tiffany North	Anne Louise			Consensus Rating	Point Value
Cost Effectiveness and Budget Adequacy	Adequate	Strong	Weak			Weak	12.5
						Cost and Budget Score	12.5

FINAL SECTION TOTALS and RECOMMENDATION

	Program Design	Organizational Capability	Cost Effectiveness/ Budget Adequacy		Total Score
Final Consensus Score	37.5	12.5	12.5		62.5

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

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Alignment with Funding Priorities	Adequate	Adequate	#REF!		Adequate	13.5
Serve communities described in 2522.450(c)	Strong	Strong	#REF!		Strong	3
Proposal adds to goal of being programmatically, demographically, and geographically diverse	Adequate	Adequate	#REF!		Adequate	2.25
Potential for innovation and/or replication	Strong	Adequate	#REF!		Adequate	2.25
Strength of evidence planning process will succeed	Adequate	Adequate	#REF!		Adequate	2.25
					Section Score	23.25

	Rater -- initial ratings					
Preferences from RFP Announcement (35%)	Becky Hayes Boober	Celeste Branham	#REF!	#REF!	Consensus rating	Point Value
from a partnership or coalition whose members represent local organizations working together	Strong	Strong	#REF!		Strong	10
serve, counties classified as 6, 7, or 8 on the USDA rural-urban continuum	Adequate	Adequate	#REF!		Adequate	7.5
from an organization led by or primarily supporting historically marginalized communities and/or people	Strong	Strong	#REF!		Strong	10
					Section Score	27.5

	Rater -- initial ratings					
Financial Plan (15%)	Becky Hayes Boober	Celeste Branham	#REF!	#REF!	Consensus rating	Point Value
	Adequate	Adequate	#REF!		Adequate	11.25
					Section Score	11.25

	Rater -- initial ratings					
Fiscal Systems (15%)	Becky Hayes Boober	Celeste Branham	#REF!	#REF!	Consensus rating	Point Value
capacity of financial management system to comply with federal requirements	Adequate	Adequate	#REF!		Adequate	3.75
strength of the sponsoring organization's financial management practices	Strong	Incomplete/Nonresponsive	#REF!		Incomplete/Nonresponsive	0
strength of the sponsoring organization's financial status/stability	Adequate	omplete/Nonrespons	#REF!		Incomplete/Nonresponsive	0
					Section Score	3.75

	Rater -- initial ratings					
Grant Readiness (15%)	Becky Hayes Boober	Celeste Branham	#REF!	#REF!	Consensus rating	Point Value
	Adequate	Adequate			Adequate	11.25
					Section Score	11.25
						GTF Total Score: 77
						Peer Reviewer Score 62.5
						Combined Score 139.5
						of possible 200

\*hookup pre-programmed

Recommendation: Fund only if corrections can be negotiated

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 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 responds to many but not all the required elements/criteria. Some text is not relevant or does not add to the argument. The argument does not demonstrate this element has succeeded or would succeed as described
Substandard	This section barely responds to the criteria, has a significant flaw, or lacks any indication this element could succeed as described.
Incomplete/Nonresponsive	This section of the application does not respond to the criteria.

APP ID: 23AC268463	PROGRAM NAME: Legacy Builders Corp	INITIAL COMMENTS: LINK TO DOC
APPLICANT NAME: Black Owned Maine		FUNDS REQUESTED: \$ 77,614

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.)

RATER -- Initial ratings						
Program Design	Ninette Irabaruta	Tiffany North	Anne Louise		Consensus Rating	Point Value
Need and Target Community(ies)	Strong	Strong	Adequate		Strong	15
Response to Need	Strong	Adequate	Adequate		Adequate	11.25
Readiness for Planning	Strong	Adequate	Weak		Adequate	11.25
Expertise and Training	Strong	Adequate	Adequate		Strong	5

Program Design Score 42.5

RATER -- Initial Ratings						
Organizational Capability	Ninette Irabaruta	Tiffany North	Anne Louise		Consensus Rating	Point Value
Organizational Background & Staffing	Strong	Strong	Strong		Strong	25

Org. Capability Score 25

RATER -- Initial ratings						
	Ninette Irabaruta	Tiffany North	Anne Louise		Consensus Rating	Point Value
Cost Effectiveness and Budget Adequacy	Strong	Weak	Incomplete/Nonresponsive		Adequate	18.75
					Cost and Budget Score	18.75

FINAL SECTION TOTALS and RECOMMENDATION

Final Consensus Score	Program Design 42.5	Organizational Capability 25	Cost Effectiveness/ Budget Adequacy 18.75	Total Score 86.25
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Recommendation: 80-89, 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			
Proposal Alignment and Model (35%)	Becky Hayes Boober	Celeste Branham	#REF!
Alignment with Funding Priorities	Adequate	Adequate	#REF!
Serve communities described in 2522.450(c)	0	omplete/Nonrespons	#REF!
Proposal adds to goal of being programmatically, demographically, and geographically diverse	Adequate	Adequate	#REF!
Potential for innovation and/or replication	Adequate	Adequate	#REF!
Strength of evidence planning process will succeed	Adequate	Adequate	#REF!

LINK TO COMMENTS

Consensus rating	Point Value
Adequate	13.5
Incomplete/Nonresponsive	0
Adequate	2.25
Adequate	2.25
Adequate	2.25
Section Score	20.25

Rater -- initial ratings			
Preferences from RFP Announcement (35%)	Becky Hayes Boober	Celeste Branham	#REF!
from a partnership or coalition whose members represent local organizations working together	Adequate	Adequate	#REF!
serve, counties classified as 6, 7, or 8 on the USDA rural-urban continuum	Weak	omplete/Nonrespons	#REF!
from an organization led by or primarily supporting historically marginalized communities and/or people	Strong	Strong	#REF!

Consensus rating	Point Value
Adequate	13.5
Incomplete/Nonresponsive	0
Strong	10
Section Score	23.5

Rater -- initial ratings			
Financial Plan (15%)	Becky Hayes Boober	#REF!	#REF!
	Adequate	Weak	#REF!

Consensus rating	Point Value
Weak	7.5
Section Score	7.5

Rater -- initial ratings			
Fiscal Systems (15%)	Becky Hayes Boober	Celeste Branham	#REF!
capacity of financial management system to comply with federal requirements	Weak	Weak	#REF!
strength of the sponsoring organization's financial management	Weak	omplete/Nonrespons	#REF!
strength of the sponsoring organization's financial status/stability	Weak	omplete/Nonrespons	#REF!

Consensus rating	Point Value
Weak	2.5
Incomplete/Nonresponsive	0
Incomplete/Nonresponsive	0
Section Score	2.5

Rater -- initial ratings			
Grant Readiness (15%)	Becky Hayes Boober	Celeste Branham	#REF!
	Adequate	Weak	

Consensus rating	Point Value
Weak	7.5
Section Score	7.5

GTF Total Score:	61.25
Peer Reviewer Score	86.25
Combined Score	147.5

of possible 200

\*hookup pre-programmed

Recommendation: Fund only if corrections can be negotiated

# Planning Grant Proposal Report to Commission from Task Force

**Recommendation:** Fund only if corrections can be negotiated

**Legal Applicant:** Black Owned Maine

**Application ID:**

23AC268463

**Category:** ☒ AC Formula -- Standard  
☐ AC Formula -- Rural State  
☐ AC Competitive  
☐ Other Competition

**Type:** ☒ Planning  
☐ Operating  
☐ Fixed Amount  
☐ Ed Award Only

**Federal Focus Area:** Economic Opportunity and Capacity Building

**Commission Priorities:**

**Applicant type:** ☒ New (no prior AC experience)  
☐ Re-compete (# of yrs:)

**Proposed Dates:** 01/01/2024 to 10/31/2024  
Submitted budget is 1 year

**Requested Resources: Funds and Slots** (\*indicates sections with calculation errors)

	CNCS		Local Share
Operating	53,004		22,950
Member Support	N/A		N/A
Indirect (Admin)	1,586		74
CNCS Award amount	54,590	Total Local Share (cash + in-kind)	23,024
% sharing proposed	70.34%		29.66%
% share required	---		24%
Cost-per-member proposed	N/A		

## Program Description (executive summary):

Black Owned Maine proposes to develop an AmeriCorps program to serve Cumberland and Androscoggin counties. It will address the lack of nonprofit capacity that impacts the lives of Black people accessing the services of nonprofits in the AmeriCorps focus area(s) of economic opportunity and capacity building. The AmeriCorps federal ARP investment \$77,154 will support planning activities carried out in collaboration with Food for All Services. No AmeriCorps members will be needed to execute this plan.

## Need and Target Communities

Black Mainers, who make up only 1.5% of the state's population, are among the poorest in the nation, with 26% living below the poverty line according to the US Census. This percentage is one of the highest in the country and, at one point, was the highest in the nation. Androscoggin County, home to approximately 4,863 Black residents, and Cumberland County, with 9,630 Black residents, house the largest Black populations in Maine. These counties are also where the majority of Black-led nonprofits have their headquarters, according to internally collected data. We intend to focus our activities primarily in these communities, where the need is most pronounced.

Black-led nonprofits in Maine are at the forefront of addressing critical issues within the Black community, including poverty, workforce and economic development, food insecurity, climate



change, substance abuse, and immigration. These organizations provide culturally relevant programming and resources to a community that is often overlooked and lacks the connections and resources necessary to advance their socioeconomic status. However, the barriers that Black-run nonprofits face are deeply rooted in systemic and historical inequities, which have shaped the economic, social, and political landscape in ways that disproportionately disadvantage Black communities.

According to a 2023 report, \*Grassroots, Black & Giving: How Philanthropy Can Better Support Black-led and Black-Benefiting Nonprofits\*, 76.8% of Black-led nonprofits operate on budgets of less than \$500,000, with one-third managing on less than \$30,000. Additionally, 44.6% are volunteer run, without any paid staff, further limiting their ability to achieve long-term sustainability. A report by Echoing Green and Bridgespan highlights that the revenues of Black-led organizations are 24% smaller than those of their white-led counterparts, and the unrestricted net assets of Black-led organizations are 76% smaller than those of white-led organizations. These financial disparities are a direct result of the systemic underfunding and exclusion of Black communities from wealth-building opportunities.

Black Owned Maine (BOM) has conducted a series of interviews, community conversations, and localized efforts that reveal the stark realities faced by these organizations. Many of the nonprofits we spoke to rely heavily on short-term funding, which limits their ability to hire permanent staff, engage in strategic planning, or design sustainable operating practices. The evidence gathered through our community engagement underscores the urgent need for targeted support to address the systemic barriers that continue to impede the progress of Black-led nonprofits in Maine.

By hosting activities and initiatives in Androscoggin and Cumberland Counties, we aim to provide the necessary resources and support to these organizations, helping them to overcome these challenges and build a more sustainable future for the Black communities they serve.

**Service locations:**

TBD during planning.

**Other than the legal applicant, please list the agencies or organizations that appear to be the major collaborators or partners in this grant.** Food For All Services

**Applicant proposes to deliver services:**

- ☐ 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

A. Does the Executive Summary format exactly match the template in the RFP? ☐ Yes ☐ No

B. Does the applicant claim the rural preference? ☐ Yes ☒ No

C. If the applicant claimed rural preference, is it substantiated by target area? ☐ Yes ☐ No ☒ N/A

D. Does the applicant claim a preference because the application is from a partnership or coalition whose members represent local organizations working together on a common goal? ☐ Yes ☒ No

E. Does the applicant claim a preference because the proposal is from an organization led by or primarily supporting historically marginalized communities and/or people. ☒ Yes ☐ No

## Scoring Detail:

**Peer Reviewer Consensus Score.** Assessment of narrative using point distribution from federal agency. Major categories (Program Design, Organizational Capability, Budget and Cost) are dictated by CFR rubric for scoring.

	Quality Rating	Score
<b>Program Design</b>		
Need and Target Community(ies)	Strong	15
Response to Need	Adequate	11.25
Readiness for Planning	Adequate	11.25
Expertise and Training	Strong	5
<b>Organizational Capability</b>		
Organizational Background & Staffing	Strong	25
<b>Cost Effectiveness and Budget Adequacy</b>	Adequate	18.75
<b>Total Peer Reviewer Score</b>		<b>86.25</b>

**Recommend for further review**

**Task Force Consensus Score.** The Task Force reviewers assess the additional technical criteria that states are directed to consider by the CFR.

	Quality Rating	Score
<b>Proposal Alignment and Model</b>		
• Alignment with Funding Priorities	Adequate	13.5
• Serve communities described in 2522.450(c)	Incomplete/NR	0
• Proposal adds to goal of being programmatically, demographically, and geographically diverse	Adequate	2.25
• Potential for innovation and/or replication	Adequate	2.25
• Strength of evidence planning process will succeed	Adequate	2.25
<b>Preferences from RFA Announcement</b>		
• from a partnership or coalition whose members represent local organizations working together	Adequate	13.5
• serve, counties classified as 6, 7, or 8 on the USDA rural-urban continuum	Incomplete/NR	
• from an organization led by or primarily supporting historically marginalized communities and/or people	Strong	10
<b>Financial Plan</b>	Weak	7.5
<b>Fiscal Systems</b>		
• capacity of financial management system to comply with federal requirements	Weak	2.5
• strength of the sponsoring organization's financial management practices	Incomplete/NR	0
• strength of the sponsoring organization's financial status/stability	Incomplete/NR	0
<b>Grant Readiness</b>	Weak	7.5
<b>Total Task Force Score</b>		<b>61.25</b>
<b>Peer Review Score</b>		<b>86.25</b>
<b>Final Score for Applicant (200 possible)</b>		<b>147.5</b>

### Final Assessment of Application:

- ☐ Forward or fund with no corrections/modifications  
☒ Forward or fund with corrections/modifications  
☐ Do Not Forward or fund

## Referenced Conditions/Corrections

The following proposal issues need to be clarified or, in the case of missing required elements, added.

- funding request be corrected to the allowable amount
- identify Source of Funds and have Source of Funds match the Grantee Share in budget
- the applicant be changed to a fiscal agent so the legal documents align\*
- the fiscal agent complete the financial management survey

\*Black Owned Maine is incorporated in Maine as a nonprofit but does not have an IRS ruling on that status and does not have the standing to register in the federal award system. Basically, the organization is so nascent it uses a partner for financial operations. They have been operating under a fiscal agent (Maine Immigrant Rights Center) but, for this planning grant, propose to have the grant fiscal agent be their major partner in the project (Food For All). Food For All submitted a letter indicating it wanted to take on this role and Commission staff did check the federal database, their 990, state nonprofit status, etc. Food For All is, itself, not much older but is slightly more developed.

## Peer Reviewer Notes and Appraisal Summary:

The strength of evidence the program planning can be successfully carried out.

- The applicant articulates the community problem as under-resourced businesses who are not getting sufficient assistance from its current consulting practice. The applicant asserts through the use of accounting statistics that embedding student volunteers in organizations to help in specific areas such as marketing, strategic planning and financial planning, these businesses will be able to improve these same statistics which serve as a proxy for business viability. For this reviewer, there is a looming question of how much measurable impact AmeriCorps volunteers, who are likely to be students, based on the reference in the application, will have on the proposed community. This applicant would be wise to explore that question under this planning grant and find appropriate measures, accounting statistics will not be acceptable under this grant program.
- The application and its contents are clear and well-explained. Issues discussed in the application are clear with information/data to support them. BOM aligns how they plan to address these issues and who needs to be part of this work.

Proposal is from an organization led by or primarily supporting historically marginalized communities and/or people.

- For example, question 10. my answer is based on the application "Externally, Khadija Ahmed, the leader of our primary partner organization, Food For All Services, will play a pivotal role in the planning process." That tells me that they have consulted the Food for All Services and probably there might be others in this partnership.
- The planned intervention, AmeriCorps volunteers embedded in key businesses, conducting business planning activities, fits within the applicant's mission and strategic goals. However, relying on the executive director to oversee these volunteers when they are busy helping clear the waiting list, seems untenable. Again, this planning grant will help the applicant set up the correct organizational structure to ensure success. The application could have garnered more points by addressing the responsibilities of the partner organization.

Degree to which the financial plan anticipates the operational costs and provides sufficient resources to implement the planning process successfully based on the elements listed.

- Based on the application, I am trusting that they can deliver based on their commitment to what is aligned with the application. Which is a \$23,024.00. In the application, they talk about having raised \$1,000,000
- There may be a supplantation issue as both the current executive director and chief strategic innovation officer are proposed to be paid from this grant, presumably, they are already full time.

The strength of the sponsoring organization's financial status/stability as evidenced by its audit, 990, and the analysis of its financial situation.

- in the application under the "Internal Monitoring of Program Compliance and Accountability," they talk about "management software that provides a robust system for internal monitoring." It seems that the organization has raised \$ 1 million, but they are not saying they have \$1 million in the bank (this is how I am reviewing it and interpreting it) which per IRS standards, they should not be required to do a Financial Audit every year.

The applicant's systems, policies, experience, partnerships, leadership support, financial and personnel resources, etc. are fully prepared to implement the planning tasks as of the start date.

- The application mentions that they have a Chief of Innovation and Strategy (who also serves as the AmeriCorps Planning Project Lead).
- Even without the benefit of reviewing the financials, this reviewer finds that this applicant offers a compelling description of a problem and intervention based on a combination of accounting statistics from a study and its own experience with a long waiting list of clients. A seemingly well-experienced board of directors helps build confidence in the proposal and the applicant's acknowledgement of core tasks such as logic model training, suggest a study understanding of grant requirements. The applicant would be wise to re-think the reporting structure under this grant as managing AmeriCorps volunteers, especially at start-up, can take more than 50% of a FTE. Finally, reference to the applicant's own operating procedures, beyond accounting systems, needs to be identified and if lacking, established in order to be competitive for an operating grant. This would include HR procedures.

**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 (X) No ( )

### **Task Force Review Notes and Appraisal Summary:**

#### Proposal Alignment and Model.

This section is primarily Adequate. However, it serves only Cumberland and Androscoggin Counties. By working with nonprofits, it plans to enhance BIPOC communities with higher concentrations of poverty (26% living below poverty). According to the interview, donations are down last year. While the top leadership might have been there 4 years (I'm uncertain of this), the Chief of Innovation who will lead

this effort has only been there 8 months. They have not discussed this proposal with their partners, including the fiscal agent (Maine Immigrant Rights Center). Given the amount of work federal grants require of fiscal agents, this is a concern. It's also unclear if the primary consulting agent (Food for All) is aware of the approval or has signed on for the work. The consultant contract is a significant portion of the budget.

#### Preferences from RFP

The partnership is primarily with Black Owned Maine and Food for All Services, the latter of which has not been engaged in the proposal. While they propose serving Cumberland and Androscoggin Counties, they plan to support historically marginalized communities through nonprofit capacity building.

#### Assessment of Financial Plan

They indicate they have raised over \$1million over 4 years for total operations and have cash to support this project match. The narrative indicates the Chief of Innovation, Business Consultant and Marketing Coordinator will be primarily responsible inhouse. However, the budget supports personnel costs for the CEO and Chief of Innovation only. Aligning the budget with planned operations is needed. I'm uncertain of the specific role of Food for All Services in the planning process.

#### Fiscal Systems

Black Owned Maine financial documents are missing, so I assume there is a fiscal agent (Maine Immigrant Rights Center?) It would be helpful to have details of the fiscal agent's financial standing and systems as well as its commitment to the project.

# Planning Grant Proposal Report to Commission from Task Force

**Recommendation:** Fund only if corrections can be negotiated

**Legal Applicant:** Democracy Maine

**Application ID:** 23AC268523

**Category:** ☒ AC Formula -- Standard  
☐ AC Formula -- Rural State  
☐ AC Competitive  
☐ Other Competition

**Type:** ☒ Planning  
☐ Operating  
☐ Fixed Amount  
☐ Ed Award Only

**Federal Focus Area:**

**Commission Priorities:** Capacity Building

**Applicant type:** ☒ New (no prior AC experience)  
☐ Re-compete (# of yrs: \_\_)

**Proposed Dates:** 10/01/2024 to 09/30/2025  
Submitted budget is 1 year

**Requested Resources: Funds and Slots** (\*indicates sections with calculation errors)

	CNCS		Local Share
Operating	42,000		18,458
Member Support	N/A		N/A
Indirect (Admin)	0		0
CNCS Award amount	42,000	<b>Total Local Share</b> (cash + in-kind)	<b>18,458</b>
% sharing proposed	69.47%		30.53%
% share required	---		24%
Cost-per-member proposed	N/A		

## Program Description (executive summary):

Democracy Maine proposes to develop an AmeriCorps program to serve rural Maine. It will address the lack of youth civic engagement and knowledge of "mattering" within a young person's community that impacts the lives of teenagers and young people across Maine in the AmeriCorps focus area(s) of Franklin, Piscataquis, Somerset, Aroostook, Androscoggin, Sagadahoc, Kennebec, Lincoln, Knox, Hancock, Waldo, Washington, York, Oxford, and Penobscot. The AmeriCorps federal ARP investment \$60,000 will support planning activities carried out in collaboration with JustME for JustUs, Maine Youth for Climate Justice, Maine Youth Power, Maine Department of Education, Maine Civics Network, CanWe Project, and Rural Aspirations. No AmeriCorps members will be needed to execute this plan.

## Rationale and Approach/Program Design

Often Young Mainers (24-13) feel disconnected from their communities and unable to participate in the decisions that impact them. Whether that feeling comes from a lack of civic knowledge or one of the many other barriers young people face, it is a problem that Democracy Maine has been working to solve through Maine Students Vote. This program goes beyond voting and voter registration; in fact, this AmeriCorps program would not work on either of those topics, but on:

Nearly half of Maine's population lives in a rural county (source : Maine.gov). Our state is frequently rated one of the most rural by US Census data. This makes it particularly concerning to see research that indicates rural students only have a 50% chance of taking course on USA government and only a 30% chance that they will be given the opportunity to think about where their beliefs fall on the political spectrum (source: Circle) This is even lower for rural students whose parents do not have a

college degree. In the last census, only 34.1% of Mainers reported that they had a bachelor's degree or higher. These factors put young Mainers at a serious disadvantage compared to their peers nationally. While Maine's graduation rate is relatively high at 86%, the graduation gap of students with lower economic status and those who are language learners is 16 points below their peers (Maine Department of Education Data Warehouse). 10.8% of Mainers live below the poverty line and the medium household income is 68,000 (US Census). In addition, more than more than 1 in 4 Maine high school students have experienced four or more Adverse Childhood Experiences. (Maine Integrated Youth Health Survey 2023). And only half of Maine high school students report feeling like they matter in their community (Maine Integrated Youth Health Survey 2023).

3.7% of Mainers are Immigrants. In the past year, Maine has seen a jump in immigration that has doubled the rate of new arrivals, especially those who are asylees and refugees. Our immigrant population is expected to more than double in the coming year. Our state has strong organizational and community support for New Mainers with robust Somali, Burundian, Congolese, and Mahoro communities, among others. We work closely within these cultural communities to bring civic leadership opportunities to young people from all backgrounds. These collaborations are essential to our work in reaching young people throughout the state.

Our programs aim to increase the number of Maine high school students who feel that they matter in their community. We strongly believe that giving young people the freedom and tools to design events and explore democracy through the topics that motivate them is the key to building young civic leaders. As one high school participant said, "The emphasis of knowing that we mattered and were valued is something unforgettable and why I chose to continue helping out by volunteering."

Over the last four years, Democracy Maine has built an ever-growing network of students and young people who share the passion for engaging their peers in civic leadership. We are now finding that demand for programming has outstripped our current capacity and that we will need to scale up to deliver services to more beneficiaries. S

We have strong partnerships with over 30 youth-led and youth-serving organizations throughout the state. Some of these partners include JustME for JustUs, Maine Youth for Climate Justice, Maine Youth Power, Maine Department of Education, Maine Civics Network, CanWe Project, and Rural Aspirations. These partners are all working to increase youth civic engagement throughout the state. This work does not happen within a vacuum inside our organization. To support this work, we have built a robust network of teachers, educators, and schools. One of our central communications tools is the Maine Civic Digest. This newsletter provides updates and resources to educators, and opportunities for their students. Written by and, written by a team of adult allies, the Maine Civic Digest reaches over 80 high schools and more than 150 educators.

Establishing an AmeriCorps service program would help to network and strengthen collaborations, and would greatly increase the capacity and impact of the current work. Several of our current young leaders would serve on our planning committee.

While we have a strong start to this work, there are still many gaps in our service when it comes to rural schools and communities. Our mission to make democracy work for everyone causes us to work to strengthen communities and foster civic engagement through service and volunteering.

Our strategies for include paid high school internships, paid college fellowships, a Youth Council, and a Youth Advocacy Team. These programs welcome young people to volunteer and offer paid positionsto increase access and equity. Through these strategies, we give young people the opportunities, tools, and power to take action on issues that motivate them. They choose the issues to work on and have complete autonomy from the work of LWVME and its partners.



For example, during high school internships, students are paid to explore democracy and government through the lens of issues they're passionate about. They join a cohort of 5-10 of their high school peers. This cohort decides what their goals are, what they want to focus on, and what they want to learn. These young people often continue with our organization as volunteer leaders who organize team meetings and sometimes move on to serve on our board.

Currently, we also have nearly 800 adult and youth volunteers engaged in our organization. These volunteers join us by signing up for a team that parallels their passions and expertise. After an orientation to learn and understand the nonpartisan nature of our work and the range of ways we engage with communities, volunteers are added to issue-based teams. Our current volunteer organizer is Deb Paredes, though each program lead (Evan Murray, Allyson Gardner, Al Cleveland) manages specific volunteer teams within their program areas. Many adult allies support our youth programming as mentors and liaisons to schools.

Our advisory committee will include at least two youth participants, at least one teacher, and at least two partners. Our team and partners are well-versed in developing theories of change, logic models, and creating research-based programming. As a member-driven organization, we often form research teams to assess and develop our positions and action steps.

Our current teams of high school interns and college fellows are paid to engage in work with their peers. This program has provided us with a deep bench of supervision plans, youth-orientated training materials & resources, and other resources to provide the planning team with a foundation for developing our member resources.

We are committed to continuing evaluation and improvement, and plan to use a portion of this grant to work with a data and evaluation consultant to review our practices and suggest areas for improvement.

**Service locations:**

Franklin, Piscataquis, Somerset, Aroostook,  
Androscoggin, Sagadahoc, Kennebec,  
Lincoln, Knox, Hancock, Waldo, Washington, York,  
Oxford, and Penobscot Counties

**Other than the legal applicant, please list the agencies or organizations that appear to be the major collaborators or partners in this grant.** JustME for JustUs, Maine Youth for Climate Justice, Maine Youth Power, Maine Department of Education, Maine Civics Network, CanWe Project, and Rural Aspirations

**Applicant proposes to deliver services:**

- ☐ 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

A. Does the Executive Summary format exactly match the template in the RFP? ☒ Yes ☐ No

B. Does the applicant claim the rural preference? ☒ Yes ☐ No

C. If the applicant claimed rural preference, is it substantiated by target area? ☒ Yes ☐ No ☐ N/A

D. Does the applicant claim a preference because the application is from a partnership or coalition whose members represent local organizations working together on a common goal? ☒ Yes ☐ No

E. Does the applicant claim a preference because the proposal is from an organization led by or primarily supporting historically marginalized communities and/or people. ☒ Yes ☐ No

## Scoring Detail:

**Peer Reviewer Consensus Score.** Assessment of narrative using point distribution from federal agency. Major categories (Program Design, Organizational Capability, Budget and Cost) are dictated by CFR rubric for scoring.

	Quality Rating	Score
<b>Program Design</b>		
Need and Target Community(ies)	Adequate	11.25
Response to Need	Adequate	11.25
Readiness for Planning	Adequate	11.25
Expertise and Training	Adequate	3.75
<b>Organizational Capability</b>		
Organizational Background & Staffing	Weak	12.5
<b>Cost Effectiveness and Budget Adequacy</b>	Weak	12.5
<b>Total Peer Reviewer Score</b>		<b>62.5</b>
<b>Recommend for Further Review with Hesitation</b>		

**Task Force Consensus Score.** The Task Force reviewers assess the additional technical criteria that states are directed to consider by the CFR.

	Quality Rating	Score
<b>Proposal Alignment and Model</b>		
• Alignment with Funding Priorities	Adequate	13.5
• Serve communities described in 2522.450(c)	Strong	3
• Proposal adds to goal of being programmatically, demographically, and geographically diverse	Adequate	2.25
• Potential for innovation and/or replication	Adequate	2.25
• Strength of evidence planning process will succeed	Adequate	2.25
<b>Preferences from RFA Announcement</b>		
• from a partnership or coalition whose members represent local organizations working together	Strong	10
• serve, counties classified as 6, 7, or 8 on the USDA rural-urban continuum	Adequate	7.5
• from an organization led by or primarily supporting historically marginalized communities and/or people	Strong	10
<b>Financial Plan</b>	Adequate	11.25
<b>Fiscal Systems</b>		
• capacity of financial management system to comply with federal requirements	Adequate	3.75
• strength of the sponsoring organization's financial management practices	Incomplete/NR	0
• strength of the sponsoring organization's financial status/stability	Incomplete/NR	0
<b>Grant Readiness</b>	Adequate	11.25
<b>Total Task Force Score</b>		<b>77</b>
<b>Peer Review Score</b>		<b>62.5</b>
<b>Final Score for Applicant (200 possible)</b>		<b>139.5</b>

### Final Assessment of Application:

- ☐ Forward or fund with no corrections/modifications  
☒ Forward or fund with corrections/modifications  
☐ Do Not Forward or fund

## Referenced Conditions/Corrections

The following proposal issues need to be clarified or, in the case of missing required elements, added.

- funding request be corrected to the allowable amount
- Source of Funds needs to match the Grantee Share in the budget
- identify where members are going to serve

## Peer Reviewer Notes and Appraisal Summary:

The strength of evidence the program planning can be successfully carried out.

- The Commission's funding priorities include a focus on education, and this proposal aligns with that priority. The application highlights the lack of civic engagement among young people and emphasizes the importance of educating younger generations about participating in decisions that affect them.
- The application has not sufficiently: 1) described a unique problem or a unique intervention backed up with evidence; 2) described how its proposed program meets either federal or state funding priorities; 3) describe how an rural immigrant engagement program would differ from a rural youth engagement program and how resources would be applied differently; 4) distinguish between what is it asking for in this planning grant compared to what it will ask for in the operational grant; 5) offered a description of guardrails against ineligible activities such political advocacy activities; and 6) removed multiple typos.

Proposal is from an organization led by or primarily supporting historically marginalized communities and/or people.

- The application is not submitted by individuals from historically marginalized communities. However, it seeks funding to support Maine's rural and immigrant youth, who are from historically marginalized communities.
- The applicant does not mention partners in the rural setting, youth are not a historically marginalized group according to federal law and depending on a variety of factors, including immigrant affluence and level of English language proficiency, they may not be either. There is no data here to evaluate the claim of a "not mattering" mindset among this target immigrant community.

Degree to which the financial plan anticipates the operational costs and provides sufficient resources to implement the planning process successfully based on the elements listed.

- This grant appears to fund existing full-time staff and thus trips the supplantation wire. The strength of the sponsoring organization's financial status/stability as evidenced by its audit, 990, and the analysis of its financial situation.
- It appears that Maine Democracy doesn't have an annual budget of \$1 million, which, to my understanding, exempts them from being audited by the IRS.

The applicant's systems, policies, experience, partnerships, leadership support, financial and personnel resources, etc. are fully prepared to implement the planning tasks as of the start date.

- The application mentions the need to increase partnerships and expand programs in rural communities. Other than that, their application shows that they are prepared to deploy the work.
- Even without the benefit of reviewing the financials, this reviewer finds that this applicant needs to completely rework this application. The responses need to be crisp, focused, comprehensive and error-free. This applicant would do well to work with an experienced grant writer who can provide a narrative that responds thoughtfully and comprehensively to every question posed in the RFA.

**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 (X) No ( )

---

**Task Force Review Notes and Appraisal Summary:**

This proposal is for all rural areas in Maine, especially in economically distressed areas. Using youth volunteers to improve civic engagement and community attachment (an innovative rural community strategy). 800 adult and youth volunteers are engaged in the planning and work. Leadership and financial stability are evidenced over 4 years. Youth will be engaged in leadership roles.

They network with over 30 youth-led and youth-serving organizations. Headquarters are in Cumberland County, but they propose to work in all counties except Cumberland for this project. Rural, below poverty level, and lower grad rates. Work with immigrant communities as well. Only half of Maine youth feel they matter to their community, a factor this proposal will work to improve.

The \$2000 daily rate for an Eval Consultant is either high or perhaps they misspoke, and this is the rate for the entire planning period.

They have experience with grants, although not with federal grants.

# Planning Grant Proposal Report to Commission from Task Force

**Recommendation:** Fund with no corrections

**Legal Applicant:** Hospice Volunteers of Somerset County

**Application ID:** 23AC268442

**Category:** ☒ AC Formula -- Standard  
☐ AC Formula -- Rural State  
☐ AC Competitive  
☐ Other Competition

**Type:** ☒ Planning  
☐ Operating  
☐ Fixed Amount  
☐ Ed Award Only

**Federal Focus Area:**

**Commission Priorities:**

**Applicant type:** ☒ New (no prior AC experience)  
☐ Re-compete (# of yrs:)

**Proposed Dates:** 11/01/2024 to 8/15/2025  
Submitted budget is 1 year

**Requested Resources: Funds and Slots** (\*indicates sections with calculation errors)

	CNCS		Local Share
Operating	39,900		17,100
Member Support	N/A		N/A
Indirect (Admin)	600		2,399
CNCS Award amount	40,500	Total Local Share (cash + in-kind)	19,499
% sharing proposed	67.50%		32.50%
% share required	---		24%
Cost-per-member proposed	N/A		

## Program Description (executive summary):

Hospice Volunteers of Somerset County (HVO SC) proposes to develop an AmeriCorps program to serve several locations in Somerset County, Skowhegan, Madison, Pittsfield, Bingham, Jackman, and their surrounding communities. It will address the need of building a community volunteer program that impacts the lives of people who are experiencing an end-of-life journey from a life limiting illness. The AmeriCorps focus areas are Healthy Futures, Veterans and Military Families and Capacity Building. The AmeriCorps federal ARP investment of \$60,000.00 will support planning activities carried out in collaboration with Redington Fairview General Hospital, Northern Light Health, Sebecook Valley Hospital, and FQHC's in Bingham, Madison, Jackman and community members. No AmeriCorps members will be needed to execute this plan.

## Rationale and Approach/Program Design

Somerset County is a rural and underserved county in Maine with an aging population and limited resources. The county reaches from the Kennebec River in central Maine to the Canadian border and has a land mass of 3,924 square miles. It is the third largest county by size in Maine and has a density of 12 people per square mile. The rural nature of the county adds to its charm but also produces unique challenges due to lack of public transportation, increasing food insecurity, generational poverty and other factors that lead to additional stress for our aging population. According to the United States Census Bureau there were approximately 50,656 residents in Somerset County with the following demographics: 96.4% white, 0.7% black, 0.7% American Indian and Alaskan Native, 0.6%

Asian, 1.5% Hispanic or Latino. Approximately 4,616 residents or 10% are veterans. Nearly 17% of people live in poverty, 8.3% are without health insurance, and the median household income is \$53,527 (U.S. Census Report 2020).

The proposed AmeriCorps planning program will operate at the Hospice Volunteers of Somerset County office, located at 165 Madison Ave, Skowhegan. We propose to build a plan to recruit volunteers in five community hubs, Skowhegan, Pittsfield, Madison, Bingham and Jackman. These communities were identified for the ease of access to hospitals (Redington Fairview General Hospital, Northern Light Seabasticook Vally Hospital), and FQHC Health Centers (Madison, Bingham and Jackman), through which community members receive their health care and support.

The needs the AmeriCorps planning grant will address are, improving equitable access to health care for people with life limiting illnesses by increasing seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible, to improve the quality of life for veterans and improve military families well-being, and providing a direct service to the community by building a set of activities to increase volunteer service capacity that will result in an increase in effectiveness, efficiency and program scale and reach.

Not all Hospice or Palliative Care services are reimbursable to medical health care systems, nor to the patients who must carry the financial burden. This often produces a gap in care and unmet needs in a vulnerable population that are in their end of life journey from a life limiting illness. Gaps in care may produce disproportionate barriers to health care or inequality of care at a critical time when access to health care is essential for optimal health and well being for themselves and their families. Medical Hospice is able to provide pain medication, equipment and supplies, and their focus is on comfort care, which is reimbursed by insurance. Hospice Volunteers of Somerset County (HVO SC), provides services that are not provided by medical hospice. For example, HVO SC is able to offer companionship, sharing a cup of coffee, preparing a meal, working on a puzzle, listening to stories, light housekeeping, reading a book, transportation to medical appointments, cancer treatment or dialysis, shoveling a path to a fuel tank, changing batteries in smoke detectors, connecting clients to various community services, loaning essential medical equipment, pre and post bereavement support, and much more.

The proposed AmeriCorps planning grant and program will help reduce the gap in care by reducing the disproportionate barriers to health care that many of our friends and neighbors in Somerset County experience. Senior citizens living alone, those who have faced trauma (veterans), individuals that live in poverty, lack reliable transportation, and others who are underserved and often forgotten have a common need during their end of life journey. They seek connections with others, compassion, empathy and most of all companionship. This planning grant will play an essential role in developing and expanding the scope and reach of Hospice Volunteers of Somerset County.

According to the community defined needs highlighted in the 2022 Community Health Needs Assessment Report, the average income in Somerset County is \$44,256 while the average in Maine is \$57,918. In Somerset County, 20.4 % of residents live in poverty, which is almost double that of the state of Maine residents, which 11.8% of Maine residents live in poverty. The residents that are 65 years of age and older, 31.2 % of Somerset County senior citizens live alone. A few quotes from the survey include the following, Those without access to a personal vehicle experience barriers to healthcare and other services. Older adults often live on limited incomes and must rely on the support of others as well as face barriers related to (inadequate or no) health insurance coverage, lack of dependable transportation and food insecurity ([www.mainechna.org](http://www.mainechna.org)).

This data is concerning. For example, if a person lives alone, is elderly and does not have dependable transportation to receive treatment for cancer or another life limiting illness, they are experiencing



disproportionate barriers to health care and an inequality of care. We are not proposing to fix the transportation issue, but rather find unique ways, such as AmeriCorps Planning program, to build and expand the HVOSC program.

The need for this project is based on Maine's aging population that may not have equitable health care during an end of life illness, due to disproportionate barrier(s) to health. Maine has the oldest population in the U.S. and the need for end of life care in Somerset County will increase as the population continues to age. HVOSC receives 6-7 urgent calls a week from a variety of health care agencies, churches, counseling agencies and community members requesting help and support that medical hospice is not able to provide. We are reasonably confident from research (community surveys and questionnaires), and community conversations there are many individuals on their end of life journey who have unmet Hospice and Palliative care needs that would benefit from additional help and support. Unfortunately, due to a lack of volunteers we are unable to provide volunteer support for every request we receive.

HVOSC has recently submitted a Community Response Grant application to Maine Health Access to implement focus groups throughout our network of health care providers and community members to discover gaps in care for Hospice clients, and also for those needing Palliative care services. This work will directly support the AmeriCorp proposed project by identifying gaps in care, laying the foundation for additional community volunteers. We have hired an independent contractor to begin a multi-media campaign to increase our awareness and educate communities throughout Somerset County, highlighting who we are and the services we provide. We are actively working to increase our volunteers at HVOSC. Currently, with limited volunteers we are still able to provide health care equipment for 39 people from 16 different towns, transportation to health care appointments for 6 people from 4 towns, grief support for 34 people from 7 towns and volunteer hospice care to 14 clients and their families, since January 1, 2024. With additional volunteers we will be able to increase our reach and scope of the services HVOSC provides.

The service beneficiaries for the AmeriCorps program will be individuals in Hospice or Palliative Care. We propose to establish five community hub sites (Jackman, Bingham, Madison, Skowhegan and Pittsfield) that will ultimately host an AmeriCorps member. The hub communities have been identified based on the following criteria, local economic hub for area community services, location of health care partners and their service delivery area, local school systems which may provide support for the Planning Team, and hub locations from which AmeriCorp volunteers and community volunteers travel for health care service delivery within rural Somerset County. We propose to bring service beneficiaries (our target population) together during the planning program from the following towns, Athens, Anson, Bingham, Canaan, Cornville, Embden, Fairfield, Harmony, Hartland, Jackman, Madison, North Anson, Palmyra, Pittsfield, Skowhegan, Solon, Starks, and St. Albans.

The rationale for adding AmeriCorps members throughout Somerset County communities is two fold. The first is to expand our volunteer program by participating in the training and support offered by the AmeriCorps planning program and secondly, to ultimately engage AmeriCorps members to support HVOSC volunteers in local rural communities. This project will increase equitable access to our volunteer agency and enhance end of life services for individuals with a life limiting illness.

**Service locations:**

TBD during planning.

**Other than the legal applicant, please list the agencies or organizations that appear to be the major collaborators or partners in this grant.**

**Applicant proposes to deliver services:**

- ☐ 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

A. Does the Executive Summary format exactly match the template in the RFP? ☒ Yes ☐ No

B. Does the applicant claim the rural preference? ☒ Yes ☐ No

C. If the applicant claimed rural preference, is it substantiated by target area? ☒ Yes ☐ No ☐ N/A

D. Does the applicant claim a preference because the application is from a partnership or coalition whose members represent local organizations working together on a common goal? ☐ Yes ☒ No

E. Does the applicant claim a preference because the proposal is from an organization led by or primarily supporting historically marginalized communities and/or people. ☐ Yes ☒ No

## Scoring Detail:

**Peer Reviewer Consensus Score.** Assessment of narrative using point distribution from federal agency. Major categories (Program Design, Organizational Capability, Budget and Cost) are dictated by CFR rubric for scoring.

	Quality Rating	Score
<b>Program Design</b>		
Need and Target Community(ies)	Strong	15
Response to Need	Adequate	11.25
Readiness for Planning	Weak	7.5
Expertise and Training	Adequate	3.75
<b>Organizational Capability</b>		
Organizational Background & Staffing	Strong	25
<b>Cost Effectiveness and Budget Adequacy</b>	Weak	12.5
<b>Total Peer Reviewer Score</b>		<b>75</b>

Recommend for .....

**Task Force Consensus Score.** The Task Force reviewers assess the additional technical criteria that states are directed to consider by the CFR.

	Quality Rating	Score
<b>Proposal Alignment and Model</b>		
• Alignment with Funding Priorities	Strong	18
• Serve communities described in 2522.450(c)	Strong	3
• Proposal adds to goal of being programmatically, demographically, and geographically diverse	Strong	3
• Potential for innovation and/or replication	Strong	3
• Strength of evidence planning process will succeed	Adequate	2.25
<b>Preferences from RFA Announcement</b>		
• from a partnership or coalition whose members represent local organizations working together	Strong	10
• serve, counties classified as 6, 7, or 8 on the USDA rural-urban continuum	Strong	10
• from an organization led by or primarily supporting historically marginalized communities and/or people	Adequate	7.5
<b>Financial Plan</b>	Adequate	11.25
<b>Fiscal Systems</b>		
• capacity of financial management system to comply with federal requirements	Adequate	3.75
• strength of the sponsoring organization's financial management practices	Adequate	3.75
• strength of the sponsoring organization's financial status/stability	Adequate	3.75
<b>Grant Readiness</b>	Adequate	11.25
<b>Total Task Force Score</b>		<b>90.5</b>
<b>Peer Review Score</b>		<b>75</b>
<b>Final Score for Applicant (200 possible)</b>		<b>165.5</b>

### Final Assessment of Application:

- ☒ Forward or fund with no corrections/modifications
- ☐ Forward or fund with corrections/modifications
- ☐ Do Not Forward or fund

## Referenced Conditions/Corrections

The following proposal issues need to be clarified or, in the case of missing required elements, added.

- Source of Funds section of budget needs to be completed.

## Peer Reviewer Notes and Appraisal Summary:

The strength of evidence the program planning can be successfully carried out.

- The applicant uses US Census data but does not provide the year, it also relies on anecdotal reports such as 6-7 “urgent” calls weekly. This applicant could have garnered additional points if it included survey data about need, perhaps from its partner hospitals. Additional, without a methodology defining the category of “urgent”, this reviewer is left wondering if the description actually meets standard medical dispatch definitions. Finally, the applicant did not provide a rationale for how many volunteers are needed, again, the reviewer is left wondering if the target is 6-7 calls. Most concerning, the applicant is not proposing anything but an expansion of the existing program which falls out of alignment with AmeriCorps funding requirements.

Proposal is from an organization led by or primarily supporting historically marginalized communities and/or people.

- The applicant seeks to plan for expansion of its current operation with additional volunteers paid for by the AmeriCorps program. There is no unique problem or proposed intervention in this application, both of which are required for receipt of these funds. Further, the application offers no vision for building the capacity of the organization, the AmeriCorps volunteers or the target communities. Deferring to a forthcoming strategic plan and inviting assistance from AmeriCorps erodes confidence that this organization can meet the grant requirements at this time. On this same point, strategic plans have a longer time horizon, usually 3-5 years. A work plan is a single year document.

Degree to which the financial plan anticipates the operational costs and provides sufficient resources to implement the planning process successfully based on the elements listed.

- There is a mismatch between the title and level of responsibility for implementing this grant between the project scope narrative and budget narrative. In the former, the new hire only needs a GED, in the budget, the title for the same scope of work is director and the salary is \$43,500. Even if these are intended to be minimums and maximums, this glaring discrepancy between documents suggests miscommunication internally on this grant proposal.

The applicant’s systems, policies, experience, partnerships, leadership support, financial and personnel resources, etc. are fully prepared to implement the planning tasks as of the start date.

- Even without the financials, this reviewer finds that the application fails to establish a unique problem and intervention, it merely asks to plan for a set of volunteers to expand its current operation. While the applicant notes that there will be planning efforts going on in the upcoming year, by a variety of stakeholders, it needs to complete that work first so that it can articulate the distinct problem and intervention that AmeriCorps can help solve. To expect, as stated in the application that an AmeriCorps staff person would lead the organization in some of its planning, in combination with hiring its own planning manager requiring merely a GED signals this organization does not have a handle on how to administer a planning process much less a grant award. It would be better off asking its partner hospitals for foundation funds to expand a crew of volunteers.

**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 (X) No ( )

## **Task Force Review Notes and Appraisal Summary:**

### Proposal Alignment and Model.

This will serve Somerset County, an area often underserved. It also addresses veteran needs, health care needs, rural and impoverished. Its emphasis on end-of-life expanded care for nonmedical needs is innovative and could be replicated. The Program Director has been there 6 years and will oversee the project. The ED is new. Volunteer numbers recently declined. They have service contracts and ongoing relationships with physical and mental health orgs, businesses and town.

### Preferences from RFP

They have ongoing relationships with physical and mental health orgs, businesses, towns, and family members of former service recipients. This highlights work in Somerset County, a very rural underserved area.

### Assessment of Financial Plan

The budget closely supports the narrative description.

### Fiscal Systems

They have not had federal funds, but the Past Board Chair (Bill Primmerman) has extensive experience administering state and federal grants. There is no audit. The financial report is detailed and solid.



## Volunteer Maine

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

voice: (207) 624-7792

[service.commission@maine.gov](mailto:service.commission@maine.gov)

[www.MaineServiceCommission.gov](http://www.MaineServiceCommission.gov)



### ACKNOWLEDGEMENT OF CONFLICT OF INTEREST POLICY

Before you begin to review applications:

1. Check each statement to indicate you agree.
2. Sign the form and send to Commission staff. Digital signatures are accepted. Scans may be emailed to the address above. Hard copies should be sent to 105 SHS.

- ☒ I have read the Commission policy on Conflict of Interest as outlined in the Reviewer Handbook 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 the Commission or destroy any application hard copies or digital files 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): Rosalani Moore

Signature: Rosalani Moore

Date: 9/9/2024

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Name (please print): Tiffany North

Signature: Tiffany North

Date: 9.6.24

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**CONFLICT OF INTEREST POLICY** Please sign this form and return it to Commission staff, as instructed, at the address below before you begin to review applications.

(d): Ownership of the institution's securities or other evidences of debt. (Minor or indirect holdings are not considered conflicts.) (e): Any office, governing board membership, or relevant committee chairing in the institution. (Ordinary membership in a professional society or association is not considered an office.) (f): Current enrollment as a student.

(This is only a conflict for proposals or applications that originate from a department or school in which one is a student.) (g): Received and retained an honorarium or award from the institution within the last 12 months.

3. Relationship with someone who has personal interest in the proposal or another application. Examples of such relationships include: (a):

Related by marriage or through family membership. (b): Business or professional

partnership. (c): Employment at the same institution, organization, or business within the last 12 months. (d): Past or present association as thesis advisor or thesis student. (e):

Collaboration on a project, book, article, report, or paper within the last 48 months.

4. Other affiliations or relationships. Interests of the following persons are to be treated as if they were yours: (a): Any affiliation or relationship of your spouse, your minor child, a

relative living in your immediate household, or anyone who is legally your partner that you are aware of that would be covered by Section 1, 2, or 3 of this Statement (except for

receipt by your spouse or relative of any honorarium or award). (b): Any other relationship, such as close personal friendship, that you think might tend to affect your judgment or be

seen as doing so by a reasonable person familiar with the relationship.

**Volunteer Maine** The Maine Commission for Community Service A Stronger Maine Through Volunteerism

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

624-7792 • Email: [Service.Commission@maine.gov](mailto:Service.Commission@maine.gov) •

[www.VolunteerMaine.gov](http://www.VolunteerMaine.gov) **ACKNOWLEDGEMENT**

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 destroy all digital and/or hardcopies 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):

F. Celeste Branham \_\_\_\_\_ Signature: 09/18-2024 \_\_\_\_\_ Date:

\_\_\_\_\_[For Commission use only - - Date received: \_\_\_\_\_]



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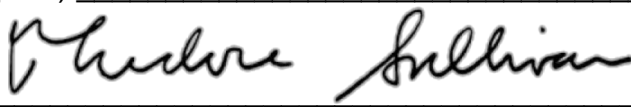
### ACKNOWLEDGEMENT OF CONFLICT OF INTEREST POLICY

*Before you begin to review applications:*

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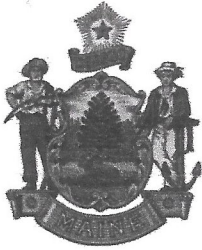
- ☒ I have read the Commission policy on Conflict of Interest as outlined in the Reviewer Handbook and understand that I must contact the appropriate Commission staff if a conflict arises during my service as a reviewer.
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- ☒ Upon completion of this work, I will return to the Commission or destroy any application hard copies or digital files 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): Tade Sullivan

Signature: 

Date: 9/7/24

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### ACKNOWLEDGEMENT OF CONFLICT OF INTEREST POLICY

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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): Anne Louise Rice

Signature: Anne Louise Rice

Date: 9.3.24

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# DRAFT

## PART I - FACE SHEET

### APPLICATION FOR FEDERAL ASSISTANCE

Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)

1. TYPE OF SUBMISSION:

Application ☒ Non-Construction

2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):

3. DATE RECEIVED BY STATE:

03-SEP-24

STATE APPLICATION IDENTIFIER:

202407139

2b. APPLICATION ID:

23AC268463

4. DATE RECEIVED BY FEDERAL AGENCY:

FEDERAL IDENTIFIER:

#### 5. APPLICATION INFORMATION

LEGAL NAME: Black Ow ned Maine

UEI NUMBER:

ADDRESS (give street address, city, state, zip code and county):

411 Congress St  
Portland ME 04101 - 3505  
County: Cumberland

NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):

NAME: Rose Barboza

TELEPHONE NUMBER: (207) 849-0008

FAX NUMBER:

INTERNET E-MAIL ADDRESS: grants@blackow nedmaine.com

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

852147883

7. TYPE OF APPLICANT:

7a. Non-Profit

7b. Community-Based Organization

8. TYPE OF APPLICATION (Check appropriate box).

☒

NEW

☐

NEW/PREVIOUS GRANTEE

☐

CONTINUATION

☐

AMENDMENT

If Amendment, enter appropriate letter(s) in box(es):



A. AUGMENTATION

B. BUDGET REVISION

C. NO COST EXTENSION D. OTHER (specify below):

9. NAME OF FEDERAL AGENCY:

**Corporation for National and Community Service**

10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.006

10b. TITLE: AmeriCorps State

11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

Legacy Builders Corp: Empow ering Maine's Black Nonprofits

12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc):

Cumberland and Androscoggin Counties in Maine

11.b. CNCS PROGRAM INITIATIVE (IF ANY):

13. PROPOSED PROJECT: START DATE: 01/01/24 END DATE: 10/31/24

14. CONGRESSIONAL DISTRICT OF: a.Applicant **ME 01** b.Program **ME 01**

15. ESTIMATED FUNDING: Year #: **1**

a. FEDERAL

\$ 54,590.00

b. APPLICANT

\$ 23,024.00

c. STATE

\$ 0.00

d. LOCAL

\$ 0.00

e. OTHER

\$ 0.00

f. PROGRAM INCOME

\$ 0.00

g. TOTAL

\$ 77,614.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

☐ YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE:

☒ NO. PROGRAM IS NOT COVERED BY E.O. 12372

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ YES if "Yes," attach an explanation. ☒ NO

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:

Rose Barboza

b. TITLE:

c. TELEPHONE NUMBER:

(207) 849-0008

d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:

e. DATE SIGNED:

09/03/24

## Narratives

### Executive Summary

Black Owned Maine proposes to develop an AmeriCorps program to serve Cumberland and Androscoggin counties. It will address the lack of nonprofit capacity that impacts the lives of Black people accessing the services of nonprofits in the AmeriCorps focus area(s) of economic opportunity and capacity building. The AmeriCorps federal ARP investment \$77,154 will support planning activities carried out in collaboration with Food For All Services. No AmeriCorps members will be needed to execute this plan.

### Rationale and Approach/Program Design

#### Need and Target Communities

Black Mainers, who make up only 1.5% of the state's population, are among the poorest in the nation, with 26% living below the poverty line according to the US Census. This percentage is one of the highest in the country and, at one point, was the highest in the nation. Androscoggin County, home to approximately 4,863 Black residents, and Cumberland County, with 9,630 Black residents, house the largest Black populations in Maine. These counties are also where the majority of Black-led nonprofits have their headquarters, according to internally collected data. We intend to focus our activities primarily in these communities, where the need is most pronounced.

Black-led nonprofits in Maine are at the forefront of addressing critical issues within the Black community, including poverty, workforce and economic development, food insecurity, climate change, substance abuse, and immigration. These organizations provide culturally relevant programming and resources to a community that is often overlooked and lacks the connections and resources necessary to advance their socioeconomic status. However, the barriers that Black-run nonprofits face are deeply rooted in systemic and historical inequities, which have shaped the economic, social, and political landscape in ways that disproportionately disadvantage Black communities.

According to a 2023 report, \*Grassroots, Black & Giving: How Philanthropy Can Better Support Black-led and Black-Benefiting Nonprofits\*, 76.8% of Black-led nonprofits operate on budgets of less than \$500,000, with one-third managing on less than \$30,000. Additionally, 44.6% are volunteer-run, without any paid staff, further limiting their ability to achieve long-term sustainability. A report

## Narratives

by Echoing Green and Bridgespan highlights that the revenues of Black-led organizations are 24% smaller than those of their white-led counterparts, and the unrestricted net assets of Black-led organizations are 76% smaller than those of white-led organizations. These financial disparities are a direct result of the systemic underfunding and exclusion of Black communities from wealth-building opportunities.

Black Owned Maine (BOM) has conducted a series of interviews, community conversations, and localized efforts that reveal the stark realities faced by these organizations. Many of the nonprofits we spoke to rely heavily on short-term funding, which limits their ability to hire permanent staff, engage in strategic planning, or design sustainable operating practices. The evidence gathered through our community engagement underscores the urgent need for targeted support to address the systemic barriers that continue to impede the progress of Black-led nonprofits in Maine.

By hosting activities and initiatives in Androscoggin and Cumberland Counties, we aim to provide the necessary resources and support to these organizations, helping them to overcome these challenges and build a more sustainable future for the Black communities they serve.

### Readiness for Planning

BOM's proposed AmeriCorps planning program is directly aligned with our mission to sustain and innovate an ecosystem for Black entrepreneurs, including social and nonprofit leaders. Our goal is to level the playing field for Black-led organizations so they can effectively serve their communities. The AmeriCorps initiative aims to place members within Black-led and Black-serving nonprofits, with a focus on capacity building. This initiative will strengthen these organizations' infrastructure, enabling them to better serve economically disadvantaged Black communities in Maine. This aligns with our strategic priorities, which include expanding support to nonprofits led by and serving communities of color (BIPOC), immigrants, asylum seekers, and refugees.

Currently, BOM engages volunteers in various capacities, including event coordination, community outreach, and administrative support. Volunteer recruitment is primarily conducted through our extensive network and community events, while selection involves a screening process to ensure alignment with our mission. Volunteers receive training that covers both the specific tasks they will be performing and broader organizational policies. Supervision is managed by team leads who provide ongoing guidance and support. We document volunteer hours and contributions through our project

## Narratives

management software, which also tracks the impact of their work on our organizational goals.

Although we do not rely heavily on volunteers as part of our workforce, we have substantial experience working with interns from local universities and professionals loaned through executive programs. These individuals contribute to various projects, bringing specialized skills and expertise that benefit our operations.

The planning for the AmeriCorps initiative will be led by our Chief of Innovation and Strategy, who brings extensive experience in leadership development and strategic planning. Additional key internal team members will include our Business Consultant, who will focus on organizational assessments, and our Marketing Coordinator, who will handle community outreach and communications.

Externally, Khadija Ahmed, the leader of our primary partner organization, Food For All Services, will play a pivotal role in the planning process.

We will establish an AmeriCorps Advisory Group composed of representatives from our partner organizations, community leaders, and stakeholders from the Black-led nonprofit sector. This group will play a crucial role in program development by providing insights into the unique challenges faced by Black-led nonprofits and ensuring that the program is culturally responsive and impactful. The Advisory Group will bring diverse skills, including expertise in nonprofit management, community engagement, and capacity building. They will also contribute resources and networks to support the planning process.

AmeriCorps members will be strategically placed within a variety of nonprofits to support several key areas:

**Volunteer Coordination:** Establish and manage volunteer programs to expand organizational capacity.

**Program Development and Evaluation:** Design and implement new programs, and assess and improve existing ones.

**Community Outreach and Engagement:** Develop strategies to build partnerships and raise awareness of the organization's mission.

**Data Management and Reporting:** Set up systems for tracking program outcomes and measuring impact.

**Training and Capacity Building:** Provide training in project management, leadership, and cultural competency.

**Technology Implementation and Support:** Assist with the adoption of technology solutions for

## Narratives

improved efficiency.

Financial Management: Support budgeting, financial planning, and accounting practices.

Policy Development: Help draft and refine policies and procedures to ensure compliance and transparency.

These processes, procedures, and documents will be shared across the sector, creating a foundational guide to strengthen and empower other organizations. This will allow nonprofits to focus more on their constituent-facing programming and less on administrative duties, ultimately enhancing their impact on the communities they serve.

### Developing the Theory of Change

Our planning team has significant experience in developing a Theory of Change, having previously collaborated with Lighthouse Consulting on an organization-wide project. This experience has equipped us with a strong understanding of the necessary steps and processes involved. We also have access to a wealth of templates and documentation from this initial project, which will serve as a robust foundation for creating a new Theory of Change tailored specifically to the AmeriCorps initiative. Given this background, we do not anticipate needing additional training in this area.

### Developing the Logic Model

Our team is experienced in designing comprehensive project plans that closely mirror the structure of a Logic Model, including outlining outcomes, outputs, and defining the roles of AmeriCorps members and volunteers. However, we recognize that developing a Logic Model that fully aligns with AmeriCorps standards requires specialized knowledge. To ensure the Logic Model is thorough, comprehensive, and meets all necessary criteria, we will seek additional training to enhance our existing expertise in this area.

### Identifying Research Evidence for Program Effectiveness

We are proficient in reviewing Census data and conducting independent studies to support our program approaches. However, we acknowledge that there is limited existing research specifically focused on Black Mainers, which presents a unique challenge. To address this, we will require additional support in identifying and gathering relevant data sources to strengthen the evidence base for our intervention. This will ensure that our program is built on solid, research-backed foundations.



## Narratives

### Developing Organizational Policies and Procedures

Our team has a strong track record in developing internal policies, procedures, and documentation systems. We have worked closely with legal advisors, our Board of Directors, and internal teams to establish robust organizational frameworks. This experience will be invaluable in creating AmeriCorps-specific policies and procedures. However, to guarantee full compliance with AmeriCorps standards and regulations, we will pursue targeted training to supplement our current knowledge.

### Designing AmeriCorps Member Training and Supervision Plans

We currently implement a robust training and supervision plan for our employees, which we will adapt and expand upon to develop comprehensive plans specifically for AmeriCorps members. Our existing framework provides a solid foundation, but we recognize the need for tailored training to address the unique requirements of AmeriCorps programs. This will ensure that our training and supervision plans are fully aligned with AmeriCorps guidelines.

### Establishing Agreements with Partners

We have extensive experience in formalizing partnerships through Memorandums of Understanding (MOUs) and contracts, supported by a library of templates and access to legal expertise. This will be instrumental in negotiating and establishing agreements with AmeriCorps program partners. Given our existing capabilities, we do not anticipate needing additional training in this area.

### Keeping the Community and Stakeholders Informed

Our organization currently maintains a significant social media presence, with 20,000 followers, a podcast, a newsletter with over 1,000 subscribers, and established press contacts. We also have the capacity to host both virtual and in-person events. Our engaged Board of Directors is committed to leveraging these platforms to keep the community and stakeholders informed about AmeriCorps activities and accomplishments. We are confident in our ability to execute this task without requiring further training.

### Internal Monitoring of Program Compliance and Accountability

We utilize advanced project management software that provides a robust system for internal monitoring, currently used to track an ARPA contract with the Department of Economic and Community Development (DECD). This demonstrates our ability to maintain program compliance

## Narratives

and accountability. We believe our existing system is well-suited for the AmeriCorps initiative, and we do not foresee needing additional training in this area.

### Securing the Grantee Share (Match Support)

Our organization has successfully cultivated a diverse network of funders, including individuals, foundations, and a high-interest savings account. We plan to leverage this network to secure the necessary grantee share for the AmeriCorps program, ensuring sustained financial support throughout the initiative. To date, we have raised over \$1,000,000 to support our programming. Given our strong fundraising track record, we do not anticipate requiring additional training for this task.

### Organizational Capability

Our team consists of six individuals, all hailing from the communities we serve. This includes our Chief Executive Officer, Chief of Innovation and Strategy (who also serves as the AmeriCorps Planning Project Lead), Business Consultant, Marketing Coordinator, Directory Manager and Administrative Assistant, and a Business and Marketing intern from the University of Southern Maine. Our team is highly qualified, with advanced degrees in Business, Marketing, and Media, and our team lead holds a Master's Degree in Leadership Development. Upon completion of this planning grant, we plan to hire an AmeriCorps Member Team Lead to oversee the program, ensuring dedicated leadership and focus.

We currently operate a technical assistance and business consulting program that supports Black entrepreneurs, both nonprofit and for-profit, in their formation and development. In this program, entrepreneurs are paired with a BOM consultant who collaborates with them to identify strengths and areas for improvement, ensuring their businesses are viable and sustainable. The relationships we've built and the insights we've gained through this program will be invaluable for our proposed AmeriCorps project, especially given our understanding that Black-led nonprofits need more support than they currently receive. Our program's waitlist, over half of which is comprised of nonprofit organizations, underscores the demand for this type of assistance. By aggregating information and planning, we can provide more comprehensive support to these organizations, rather than focusing solely on individual needs.

We are committed to transparency and community engagement, preparing quarterly reports for

## Narratives

various funders and sharing this information with our Board and the public. Our community-first approach ensures that we meet the community where they are, rather than making assumptions about their needs. Our strength lies in our ability to plan effectively while remaining agile, making small adjustments as needed without deviating significantly from our original strategy. This approach allows us to stay true to our goals while responding to the dynamic needs of the communities we serve.

### Cost Effectiveness and Budget Adequacy

See Budget

### Evaluation Summary or Plan

N/A

### Amendment Justification

N/A

### Clarification Summary

N/A

### Continuation Changes

N/A

### Grant Characteristics

## Performance Measures

**MSYs by Focus Area**

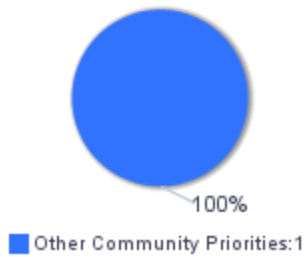


Table1: MSYs by Focus Areas

Focus Area	% MSYs
Other Community Priorities	100%

**MSYs by Objective**



Table2: MSYs by Objectives

Objectives	%MSYs
Other	100%

**% of MSY NPM VS Applicant VS Not in ANY**

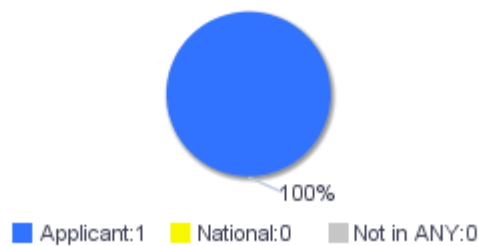


Table3: %MSYs by NPM vs.Applicant vs. Not in ANY

% MSYs	NPM	Applicant	Not in ANY
	0%	100%	0%

Table4: No of MSY and Members by Objective

Objectives	No of MSYs	No of Members
Other	1.00	1
Total	1.00	1

Primary Focus Area: Other Community Priorities

Primary Intervention: Other

Secondary Focus Area:

Secondary Intervention:

Performance Measure: Planning Grant

Focus Area:	Other Community Priorities	Objective:	Other	No of MSY's:	1.00	No of Members:	1
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Problem Statement:

N/A

Selected Interventions:

Plan an AmeriCorps program

Describe Interventions:

N/A

OUTPT93238 Output:

Work with grantor staff to design and conduct planning process as outlined in the application

Target:	1	N/A
Measured By:	Other	
Described Instrument:	N/A	

OUTCM93239 Outcome:

N/A

Target:	1	N/A
Measured By:	Other	
Described Instrument:	N/A	

# DRAFT

## Program Information

### AmeriCorps Funding Priorities

\*Check any priority area(s) that apply to the proposed program. Please refer to the NOFO for the information on the threshold for meeting priority consideration

No NOFO Priority Area

### Grant Characteristics

\*Check any characteristics that are a significant part of the proposed program.

None of the above grant characteristics

## Demographics

Other Revenue Funds	0
Number of volunteers generated by AmeriCorps members	0
Percent of disadvantaged youth enrolled	0

# DRAFT

## Required Documents

<b><u>Document Name</u></b>	<b><u>Status</u></b>
Evaluation	Not Applicable
Labor Union Concurrence	Not Applicable
Federally Approved Indirect Cost Agreement	Sent
Other Documents	Sent
Organizational Chart	Sent
AmeriCorps Readiness Survey	Sent
Financial Management Systems Survey	Sent
Audit	Sent
Form 990	Sent



## Logic Model

Problem	Inputs	Activities	Outputs	Short-Term Outcomes	Mid-Term Outcomes	Long-Term Outcomes
The community problem that the program activities (interventions) are designed to address.	Resources that are necessary to deliver the program activities (interventions), including the number of locations/sites and number/type of AmeriCorps members.	The core activities that define the intervention or program model that members will implement or deliver, including duration, dosage and target population.	Direct products from program activities.	Changes in knowledge, skills, attitudes and opinions. These outcomes, if applicable to the program design, will almost always be measurable during the grant year.	Changes in behavior or action. Depending on program design, these outcomes may or may not be measurable during the grant year.	Changes in condition or status in life. Depending on program design, these outcomes may or may not be measurable during the grant year. Some programs, such as environmental or capacity-building programs, may measure changes in condition over a period as short as one year.
Not required	Not required	Not required	Not required	Not required	Not required	Not required

September 4, 2024 11:37 AM

# Legacy Builders Corp: Empowering Maine's Black Nonprofits

## Black Owned Maine

Application ID: 23AC268463

Budget Dates:

	Total Amt	CNCS Share	Grantee Share
<b>Section I. Program Operating Costs</b>			
A. Personnel Expenses	40,500	28,350	12,150
B. Personnel Fringe Benefits	2,013	1,238	775
C. Travel			
Staff Travel	2,833	1,990	843
Travel to CNCS-Sponsored Meetings	0	0	0
Member Travel	0	0	0
Total	\$2,833	\$1,990	\$843
D. Equipment	0	0	0
E. Supplies	0	0	0
F. Contractual and Consultant Services	18,000	12,600	5,400
G. Training			
Staff Training	1,000	700	300
Member Training	0	0	0
Total	\$1,000	\$700	\$300
H. Evaluation	0	0	0
I. Other Program Operating Costs	11,608	8,126	3,482
<b>Section I. Subtotal</b>	<b>\$75,954</b>	<b>\$53,004</b>	<b>\$22,950</b>
<b>Section I Percentage</b>		<b>69.78%</b>	<b>30.22%</b>
<b>Section II. Member Costs</b>			
A. Living Allowance			
Full Time (1700 hrs)	0	0	0
1-Year Half Time (900 hours)	0	0	0
Reduced Half Time (675 hrs)	0	0	0
Quarter Time (450 hrs)	0	0	0
Minimum Time (300 hrs)	0	0	0
2-Year Half Time (2nd Year)	0	0	0
2-Year Half Time (1st Year)	0	0	0
Three Quarter Time (1200 hours)	0	0	0
Abbreviated Time (100 hrs)	0	0	0
Total	\$0	\$0	\$0
B. Member Support Costs			
FICA for Members	0	0	0
Worker's Compensation	0	0	0
Health Care	0	0	0
Total	\$0	\$0	\$0
<b>Section II. Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Section II. Percentages</b>		<b>0.00%</b>	<b>0.00%</b>
<b>Section III. Administrative/Indirect Costs</b>			
A. Corporation Fixed Percentage			
Corporation Fixed Amount	0	0	0
Commission Fixed Amount	0	0	0
Total	\$0	\$0	\$0
B. Federally Approved Indirect Cost Rate	1,660	1,586	74
<b>Section III. Subtotal</b>	<b>\$1,660</b>	<b>\$1,586</b>	<b>\$74</b>
<b>Section III Percentage</b>		<b>95.54%</b>	<b>4.46%</b>
<b>Section I + III. Funding Percentages</b>		<b>70.30%</b>	<b>29.70%</b>
<b>Budget Totals</b>	<b>\$77,614</b>	<b>\$54,590</b>	<b>\$23,024</b>
<b>Budget Total Percentage</b>		<b>70.34%</b>	<b>29.66%</b>
<b>Required Match</b>		<b>24.00%</b>	

## Legacy Builders Corp: Empowering Maine's Black Nonprofits

### Black Owned Maine

# of years Receiving CNCS Funds		1	
	Total Amt	CNCS Share	Grantee Share
Budget Totals	\$0	\$0	\$0
Budget Total Percentage		0.00%	0.00%
Required Match		24.00%	
# of years Receiving CNCS Funds		1	

## Budget Narrative: Legacy Builders Corp: Empowering Maine's Black Nonprofits for Black Owned Maine

### Section I. Program Operating Costs

#### A. Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Chief Executive Director: - 1 person(s) at 80000 each x 20 % usage	11,200	4,800	16,000
Chief of Strategy and Innovation: - 1 person(s) at 70000 each x 35 % usage	17,150	7,350	24,500
<b>Category Totals</b>	28,350	12,150	40,500

#### B. Personnel Fringe Benefits

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Health and Wellness Stipend: $=(300*0.13)*10+(300*0.35)*10*0.7 + (300*0.13)*10+(300*0.35)*10*0.3$	1,125	705	1,830
Cell Phone Reimbursement: $=(30*0.13*10)+(30*0.35*10)*0.7 + (30*0.13*10)+(30*0.35*10)*0.3$	113	70	183
<b>Category Totals</b>	1,238	775	2,013

#### C. Travel

##### Staff Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Travel to CNCS-Sponsored Meetings: Virtual	0	0	0
Atlantic Regional National Service Conference: $=((231+5))*0.7*3 + ((231+5))*0.3*3 + (231+5)*0.169*0.7*3 + (231+5)*0.169*0.3*2 + (250*3*2*0.7) + (250*3*2*0.3) + (25*3)*2*0.7 + (25*3)*2*0.3 + (50*0.7) + (50*0.3)$	1,769	747	2,516
Maine Volunteer Leadership Conference - Mileage: $=(57.4*0.675)*2*2*0.7 + (57.4*0.675)*2*2*0.3$	108	47	155
Annual Grantee Training: $=(120*0.675)*2*0.7 + (120*0.675)*2*0.3$	113	49	162
Monthly Grantee Meetings: Virtual	0	0	0

<b>Category Totals</b>	1,990	843	2,833
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## Member Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
N/A:	0	0	0
<b>Category Totals</b>	0	0	0

## D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount
N/A: - 1 x 0	0	0	0
<b>Category Totals</b>	0	0	0

## E. Supplies

Item -Calculation	CNCS Share	Grantee Share	Total Amount
N/A: N/A - We have all supplies needed.	0	0	0
<b>Category Totals</b>	0	0	0

## F. Contractual and Consultant Services

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Food For All Services: $=(300*6*10)*0.7 + (300*6*10)*0.3$ - Daily Rate of 300	12,600	5,400	18,000
<b>Category Totals</b>	12,600	5,400	18,000

## G. Training

### Staff Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount

AmeriCorps regional meetings registration: $=(150*2)*0.7 + (150*2)*0.3$ - Daily Rate of 150	210	90	300
Maine Volunteer Leadership Conference: $=(50*2)*0.7 + (50*2)*0.3$ - Daily Rate of 50	70	30	100
Council for Certification in Volunteer Administration: $=(300*2)*0.7 + (300*2)*0.3$ - Daily Rate of 300	420	180	600
<b>Category Totals</b>	700	300	1,000

## Member Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
N/A: N/A- Daily Rate of 0	0	0	0
<b>Category Totals</b>	0	0	0

## H. Evaluation

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
N/A: N/A- Daily Rate of 0	0	0	0
<b>Category Totals</b>	0	0	0

## I. Other Program Operating Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Background Checks: $=(54*2)*0.7 + (54*2)*0.3$	76	32	108
Office Space: $=(2500*10)*0.1*0.7 + (2500*10)*0.1*0.3$	1,750	750	2,500
Advisory Committee Stipends: $=(9*200*5)*0.7 + (9*200*5)*0.3$	6,300	2,700	9,000
<b>Category Totals</b>	8,126	3,482	11,608
<b>Section Totals</b>	53,004	22,950	75,954
<b>PERCENTAGE</b>	69.78%	30.22%	

## Section II. Member Costs

**A. Living Allowance**

Item -# Mbrs w/ Allow -Allowance Rate -# Mbrs w/o Allow	CNCS Share	Grantee Share	Total Amount
Full Time (1700 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Three Quarter Time (1200 hours): Member(s) at a rate of each Members W/O allowance	0	0	0
1-Year Half Time (900 hours): Member(s) at a rate of each Members W/O allowance	0	0	0
2-Year Half Time (1st Year): Member(s) at a rate of each Members W/O allowance	0	0	0
2-Year Half Time (2nd Year): Member(s) at a rate of each Members W/O allowance	0	0	0
Reduced Half Time (675 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Quarter Time (450 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Minimum Time (300 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Abbreviated Time (100 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
<b>Category Totals</b>	0	0	0

**B. Member Support Costs**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
FICA for Members:	0	0	0
Worker's Compensation:	0	0	0
Health Care:	0	0	0
<b>Category Totals</b>	0	0	0
<b>Section Totals</b>	0	0	0
<b>PERCENTAGE</b>	0.00%	0.00%	

## Section III. Administrative/Indirect Costs

### A. Corporation Fixed Percentage

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Corporation Fixed Amount:	0	0	0
Commission Fixed Amount:	0	0	0
<b>Category Totals</b>	0	0	0

### B. Federally Approved Indirect Cost Rate

Calculation -Cost Type -Rate -Rate Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount
Predetermined: Other: with a rate of 10 and a rate claimed of 10	1,586	74	1,660
<b>Category Totals</b>	1,586	74	1,660
<b>Section Totals</b>	1,586	74	1,660
<b>PERCENTAGE</b>	95.54%	4.46%	

<b>Budget Totals</b>	54,590	23,024	77,614
<b>PERCENTAGE</b>	70.34%	29.66%	
<b>Required Match</b>		24.00%	

### Source of Funds

Section	Match Description	Amount	Classification	Source
Source of Funds	Cash	23,310	Cash	Private
Total Source of Funds		23,310		



# DRAFT

## PART I - FACE SHEET

### APPLICATION FOR FEDERAL ASSISTANCE

Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)

1. TYPE OF SUBMISSION:

Application ☒ Non-Construction

2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):

3. DATE RECEIVED BY STATE:

03-SEP-24

STATE APPLICATION IDENTIFIER:

2b. APPLICATION ID:

23AC268523

4. DATE RECEIVED BY FEDERAL AGENCY:

FEDERAL IDENTIFIER:

#### 5. APPLICATION INFORMATION

LEGAL NAME: Democracy Maine &

UEI NUMBER:

ADDRESS (give street address, city, state, zip code and county):

15 Casco St

Portland ME 04101 - 2902

County: Cumberland

NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):

NAME: Allyson Gardner

TELEPHONE NUMBER: (541) 283-6787

FAX NUMBER:

INTERNET E-MAIL ADDRESS: allyson@democracymaine.org

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

202726680

7. TYPE OF APPLICANT:

7a. Non-Profit

7b. Service/Civic Organization

8. TYPE OF APPLICATION (Check appropriate box).

☒

NEW

☐

NEW/PREVIOUS GRANTEE

☐

CONTINUATION

☐

AMENDMENT

If Amendment, enter appropriate letter(s) in box(es):



A. AUGMENTATION

B. BUDGET REVISION

C. NO COST EXTENSION D. OTHER (specify below):

9. NAME OF FEDERAL AGENCY:

**Corporation for National and Community Service**

10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.006

10b. TITLE: AmeriCorps State

11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

AmeriCorps Planning Grant: DM

12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc):

Franklin, Piscataquis, Somerset, Aroostook, Androscoggin, Sagadahoc, Kennebec, Lincoln, Knox, Hancock, Waldo, Washington, York, Oxford, and Penob.

11.b. CNCS PROGRAM INITIATIVE (IF ANY):

13. PROPOSED PROJECT: START DATE: 10/01/24 END DATE: 09/30/25

14. CONGRESSIONAL DISTRICT OF: a.Applicant **ME 01** b.Program **ME 01**

15. ESTIMATED FUNDING: Year #: **1**

a. FEDERAL

\$ 42,000.00

b. APPLICANT

\$ 18,458.00

c. STATE

\$ 0.00

d. LOCAL

\$ 0.00

e. OTHER

\$ 0.00

f. PROGRAM INCOME

\$ 0.00

g. TOTAL

\$ 60,458.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

☐ YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE:

☒ NO. PROGRAM IS NOT COVERED BY E.O. 12372

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ YES if "Yes," attach an explanation. ☒ NO

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:

Allyson Gardner

b. TITLE:

c. TELEPHONE NUMBER:

(541) 283-6787

d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:

e. DATE SIGNED:

09/03/24

## Narratives

### Executive Summary

Democracy Maine proposes to develop an AmeriCorps program to serve rural Maine. It will address the lack of youth civic engagement and knowledge of "mattering" within a young person's community that impacts the lives of teenagers and young people across Maine in the AmeriCorps focus area(s) of Franklin, Piscataquis, Somerset, Aroostook, Androscoggin, Sagadahoc, Kennebec, Lincoln, Knox, Hancock, Waldo, Washington, York, Oxford, and Penobscot. The AmeriCorps federal ARP investment \$60,000 will support planning activities carried out in collaboration with JustME for JustUs, Maine Youth for Climate Justice, Maine Youth Power, Maine Department of Education, Maine Civics Network, CanWe Project, and Rural Aspirations. No AmeriCorps members will be needed to execute this plan.

### Rationale and Approach/Program Design

Often Young Mainers (24-13) feel disconnected from their communities and unable to participate in the decisions that impact them. Whether that feeling comes from a lack of civic knowledge or one of the many other barriers young people face, it is a problem that Democracy Maine has been working to solve through Maine Students Vote. This program goes beyond voting and voter registration; in fact, this AmeriCorps program would not work on either of those topics, but on:

Nearly half of Maine's population lives in a rural county (source : Maine.gov). Our state is frequently rated one of the most rural by US Census data. This makes it particularly concerning to see research that indicates rural students only have a 50% chance of taking course on USA government and only a 30% chance that they will be given the opportunity to think about where their beliefs fall on the political spectrum (source: Circle) This is even lower for rural students whose parents do not have a college degree. In the last census, only 34.1% of Mainers reported that they had a bachelor's degree or higher. These factors put young Mainers at a serious disadvantage compared to their peers nationally. While Maine's graduation rate is relatively high at 86%, the graduation gap of students with lower economic status and those who are language learners is 16 points below their peers (Maine Department of Education Data Warehouse). 10.8% of Mainers live below the poverty line and the medium household income is 68,000 (US Census). In addition, more than more than 1 in 4 Maine high school students have experienced four or more Adverse Childhood Experiences. (Maine Integrated Youth Health Survey 2023). And only half of Maine high school students report feeling like they matter in their community (Maine Integrated Youth Health Survey 2023).

3.7% of Mainers are Immigrants. In the past year, Maine has seen a jump in immigration that has

## Narratives

doubled the rate of new arrivals, especially those who are asylees and refugees. Our immigrant population is expected to more than double in the coming year. Our state has strong organizational and community support for New Mainers with robust Somali, Burundian, Congolese, and Mahoro communities, among others. We work closely within these cultural communities to bring civic leadership opportunities to young people from all backgrounds. These collaborations are essential to our work in reaching young people throughout the state.

Our programs aim to increase the number of Maine high school students who feel that they matter in their community. We strongly believe that giving young people the freedom and tools to design events and explore democracy through the topics that motivate them is the key to building young civic leaders. As one high school participant said, "The emphasis of knowing that we mattered and were valued is something unforgettable and why I chose to continue helping out by volunteering." Over the last four years, Democracy Maine has built an ever-growing network of students and young people who share the passion for engaging their peers in civic leadership. We are now finding that demand for programming has outstripped our current capacity and that we will need to scale up to deliver services to more beneficiaries. S

We have strong partnerships with over 30 youth-led and youth-serving organizations throughout the state. Some of these partners include JustME for JustUs, Maine Youth for Climate Justice, Maine Youth Power, Maine Department of Education, Maine Civics Network, CanWe Project, and Rural Aspirations. These partners are all working to increase youth civic engagement throughout the state. This work does not happen within a vacuum inside our organization. To support this work, we have built a robust network of teachers, educators, and schools. One of our central communications tools is the Maine Civic Digest. This newsletter provides updates and resources to educators, and opportunities for their students. Written by and, written by a team of adult allies, the Maine Civic Digest reaches over 80 high schools and more than 150 educators.

Establishing an AmeriCorps service program would help to network and strengthen collaborations, and would greatly increase the capacity and impact of the current work. Several of our current young leaders would serve on our planning committee.

While we have a strong start to this work, there are still many gaps in our service when it comes to rural schools and communities. Our mission to make democracy work for everyone causes us to work to strengthen communities and foster civic engagement through service and volunteering.

Our strategies for include paid high school internships, paid college fellowships, a Youth Council, and a Youth Advocacy Team. These programs welcome young people to volunteer and offer paid positions

## **Narratives**

to increase access and equity. Through these strategies, we give young people the opportunities, tools, and power to take action on issues that motivate them. They choose the issues to work on and have complete autonomy from the work of LWVME and its partners.

For example, during high school internships, students are paid to explore democracy and government through the lens of issues they're passionate about. They join a cohort of 5-10 of their high school peers. This cohort decides what their goals are, what they want to focus on, and what they want to learn. These young people often continue with our organization as volunteer leaders who organize team meetings and sometimes move on to serve on our board.

Currently, we also have nearly 800 adult and youth volunteers engaged in our organization. These volunteers join us by signing up for a team that parallels their passions and expertise. After an orientation to learn and understand the nonpartisan nature of our work and the range of ways we engage with communities, volunteers are added to issue-based teams. Our current volunteer organizer is Deb Paredes, though each program lead (Evan Murray, Allyson Gardner, Al Cleveland) manages specific volunteer teams within their program areas. Many adult allies support our youth programming as mentors and liaisons to schools.

Our advisory committee will include at least two youth participants, at least one teacher, and at least two partners. Our team and partners are well-versed in developing theories of change, logic models, and creating research-based programming. As a member-driven organization, we often form research teams to assess and develop our positions and action steps.

Our current teams of high school interns and college fellows are paid to engage in work with their peers. This program has provided us with a deep bench of supervision plans, youth-orientated training materials & resources, and other resources to provide the planning team with a foundation for developing our member resources.

We are committed to continuing evaluation and improvement, and plan to use a portion of this grant to work with a data and evaluation consultant to review our practices and suggest areas for improvement.

## **Organizational Capability**

Youth civic engagement has grown as a part of Democracy Maine's programming in each year. Since the Maine Students Vote programs began in 2020, the number of youth engaged, the number of school and community partners, and the number of volunteers have all grown dramatically. These programs are largely managed by Allyson Gardner, the Maine Students Vote director, with assistance from Democracy Maine's other staff in their areas of expertise. The board evaluates the programs on a

## Narratives

yearly or more frequent basis, and feedback from participants and partners is routinely gathered and reviewed.

As the programs have grown, we increasingly recognize the need to scale our support systems to match the need we are seeing in rural communities. Our programs reach young people across the state, but we will need to increase our presence and partnerships in rural communities and with immigrant populations to ensure we are truly reaching the young people who face the greatest barriers. The AmeriCorps planning grant will allow us to work with current and new partners to build a sustainable plan for growth and meet the needs of rural Maine youth.

### Cost Effectiveness and Budget Adequacy

See Budget

### Evaluation Summary or Plan

Will be developed by the committee.

### Amendment Justification

n/a

### Clarification Summary

n/a

### Continuation Changes

n/a

### Grant Characteristics

## Performance Measures

### MSYs by Focus Area

The data is of zero or negative value and cannot be displayed

■ Capacity Building:0

Table1: MSYs by Focus Areas

Focus Area	% MSYs
Capacity Building	0%

### MSYs by Objective

The data is of zero or negative value and cannot be displayed

■ Capacity Building & Leverage:0

Table2: MSYs by Objectives

Objectives	%MSYs
Capacity Building & Leverage	0%

### % of MSY NPM VS Applicant VS Not in ANY

The data is of zero or negative value and cannot be displayed

■ Applicant:0 ■ National:0 ■ Not in ANY:0

Table3: %MSYs by NPM vs.Applicant vs. Not in ANY

% MSYs	NPM	Applicant	Not in ANY
	0%	0%	0%

Table4: No of MSY and Members by Objective

Objectives	No of MSYs	No of Members
Capacity Building & Leverage	0.00	0
Total	0.00	0

Primary Focus Area: Capacity Building

Primary Intervention: Systems Development

Secondary Focus Area: Capacity Building

Secondary Intervention: Resource Development

Performance Measure: Planning Grant - Democracy Maine

Focus Area:	Capacity Building	Objective:	Capacity Building & Leverage	No of MSY's:	0.00	No of Members:	0
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## Problem Statement:

Democracy Maine proposes to develop an AmeriCorps program to serve rural Maine. It will address the lack of youth civic engagement and knowledge of “ mattering” within a young person’ s community that impacts the lives of teenagers and young people across Maine in the AmeriCorps focus area(s) of Franklin, Piscataquis, Somerset, Aroostook, Androscoggin, Sagadahoc, Kennebec, Lincoln, Knox, Hancock, Waldo, Washington, York, Oxford, and Penobscot. The AmeriCorps federal ARP investment \$60,000 will support planning activities carried out in collaboration with JustME for JustUs, Maine Youth for Climate Justice, Maine Youth Power, Maine Department of Education, Maine Civics Network, CanWe Project, and Rural Aspirations. No AmeriCorps members will be needed to execute this plan.

## Selected Interventions:

- Resource Development
- Systems Development
- Training
- Volunteer Management

## Describe Interventions:

To be developed by planning committee

## G3-3.4 Output:

G3- 3.4: Number of organizations that received capacity building services

Target:	1	Organizations
Measured By:	Tracking System	
Described Instrument:	to be developed	

## G3-3.10A Outcome:

G3- 3.10A Number of organizations that increase their efficiency, effectiveness, and/or program reach

Target:	1	Organizations
Measured By:	Organizational Assessment tool	
Described Instrument:	To be developed	

## H18 End Outcome:

H18: Number of individuals reporting a change in behavior or intent to change behavior

## G3-3.18 End Outcome:

G3- 3.18: Number of new beneficiaries that received services in each of 6 Focus Areas

Focus Area: Healthy Futures

## G3-3.19 End Outcome:

Performance Measure: Planning Grant - Democracy Maine

Problem Statement:

Selected Interventions:

Resource Development

Systems Development

Training

Volunteer Management

G3- 3.19: Number of new beneficiaries from targeted populations in each of 6 Focus Areas

Beneficiaries: Rural Residents



# DRAFT

## Program Information

### AmeriCorps Funding Priorities

\*Check any priority area(s) that apply to the proposed program. Please refer to the NOFO for the information on the threshold for meeting priority consideration

Underrepresented communities, underserved people, Evidence- based Interventions, Creating workforce pathways for AmeriCorps members

### Grant Characteristics

\*Check any characteristics that are a significant part of the proposed program.

Geographic Focus- Rural, Innovative Community Strategies

## Demographics

Other Revenue Funds	0
Number of volunteers generated by AmeriCorps members	0
Percent of disadvantaged youth enrolled	0

# DRAFT

## Required Documents

<u>Document Name</u>	<u>Status</u>
Evaluation	Not Applicable
Federally Approved Indirect Cost Agreement	Not Applicable
Labor Union Concurrence	Not Applicable
Other Documents	Sent

## Logic Model

Problem	Inputs	Activities	Outputs	Short-Term Outcomes	Mid-Term Outcomes	Long-Term Outcomes
The community problem that the program activities (interventions) are designed to address.	Resources that are necessary to deliver the program activities (interventions), including the number of locations/sites and number/type of AmeriCorps members.	The core activities that define the intervention or program model that members will implement or deliver, including duration, dosage and target population.	Direct products from program activities.	Changes in knowledge, skills, attitudes and opinions. These outcomes, if applicable to the program design, will almost always be measurable during the grant year.	Changes in behavior or action. Depending on program design, these outcomes may or may not be measurable during the grant year.	Changes in condition or status in life. Depending on program design, these outcomes may or may not be measurable during the grant year. Some programs, such as environmental or capacity-building programs, may measure changes in condition over a period as short as one year.

September 4, 2024 11:35 AM

## AmeriCorps Planning Grant: DM

### Democracy Maine &

Application ID: 23AC268523

Budget Dates:

	Total Amt	CNCS Share	Grantee Share
<b>Section I. Program Operating Costs</b>			
A. Personnel Expenses	43,757	27,887	15,870
B. Personnel Fringe Benefits	7,844	5,256	2,588
C. Travel			
Staff Travel	5,657	5,657	0
Travel to CNCS-Sponsored Meetings	0	0	0
Member Travel	0	0	0
Total	\$5,657	\$5,657	\$0
D. Equipment	0	0	0
E. Supplies	0	0	0
F. Contractual and Consultant Services	2,000	2,000	0
G. Training			
Staff Training	1,200	1,200	0
Member Training	0	0	0
Total	\$1,200	\$1,200	\$0
H. Evaluation	0	0	0
I. Other Program Operating Costs			
<b>Section I. Subtotal</b>	<b>\$60,458</b>	<b>\$42,000</b>	<b>\$18,458</b>
<b>Section I Percentage</b>		<b>69.47%</b>	<b>30.53%</b>
<b>Section II. Member Costs</b>			
A. Living Allowance			
Full Time (1700 hrs)	0	0	0
1-Year Half Time (900 hours)	0	0	0
Reduced Half Time (675 hrs)	0	0	0
Quarter Time (450 hrs)	0	0	0
Minimum Time (300 hrs)	0	0	0
2-Year Half Time (2nd Year)	0	0	0
2-Year Half Time (1st Year)	0	0	0
Three Quarter Time (1200 hours)	0	0	0
Abbreviated Time (100 hrs)	0	0	0
Total	\$0	\$0	\$0
B. Member Support Costs			
FICA for Members	0	0	0
Worker's Compensation	0	0	0
Health Care	0	0	0
Total	\$0	\$0	\$0
<b>Section II. Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Section II. Percentages</b>		<b>0.00%</b>	<b>0.00%</b>
<b>Section III. Administrative/Indirect Costs</b>			
A. Corporation Fixed Percentage			
Corporation Fixed Amount	0	0	0
Commission Fixed Amount	0	0	0
Total	\$0	\$0	\$0
B. Federally Approved Indirect Cost Rate			
<b>Section III. Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Section III Percentage</b>		<b>0.00%</b>	<b>0.00%</b>
<b>Section I + III. Funding Percentages</b>		<b>69.50%</b>	<b>30.50%</b>
<b>Budget Totals</b>	<b>\$60,458</b>	<b>\$42,000</b>	<b>\$18,458</b>
<b>Budget Total Percentage</b>		<b>69.47%</b>	<b>30.53%</b>
<b>Required Match</b>		<b>24.00%</b>	

## AmeriCorps Planning Grant: DM Democracy Maine &

# of years Receiving CNCS Funds		1	
	Total Amt	CNCS Share	Grantee Share
Budget Totals	\$0	\$0	\$0
Budget Total Percentage		0.00%	0.00%
Required Match		24.00%	
# of years Receiving CNCS Funds		1	

## Budget Narrative: AmeriCorps Planning Grant: DM for Democracy Maine &

### Section I. Program Operating Costs

#### A. Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Maine Students Vote Director - Allyson Gardner: - 1 person(s) at 64671 each x 30 % usage	14,401	5,000	19,401
Civic Engagement Director - Evan Murray -: - 1 person(s) at 61000 each x 15 % usage	6,130	3,020	9,150
Communication Director - Jen Lancaster -: - 1 person(s) at 63391 each x 5 % usage	2,124	1,046	3,170
Organizer - Deb Paredes: - 1 person(s) at 50000 each x 15 % usage	5,232	2,268	7,500
2 Youth Representatives to the Advisory Committee - \$28/hr (fed. volunteer wage) X 9 months X 3hrs (average work each month): - 2 person(s) at 756 each x 100 % usage	0	1,512	1,512
1 Teacher Representative to the Advisory Committee - \$28/hr (fed. volunteer wage) X 9 months X 3hrs (average work each month): - 1 person(s) at 756 each x 100 % usage	0	756	756
Programs Volunteers/Organization Members or Staff to Advisory Committee- \$28/hr (fed. volunteer wage) X 9 months X 3hrs (average work each month): - 3 person(s) at 756 each x 100 % usage	0	2,268	2,268
<b>Category Totals</b>	27,887	15,870	43,757

#### B. Personnel Fringe Benefits

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Maine Students Vote Director - Allyson Gardner -: \$19,401.49 x 20% fringe	2,600	1,280	3,880
Civic Engagement Director - Evan Murray -: \$9,150.00 x 20% fringe	1,226	604	1,830
Communication Director - Jen Lancaster -: \$3,169.53 x 20%	425	209	634
Organizer - Deb Paredes: \$7,500 x 20%	1,005	495	1,500
<b>Category Totals</b>	5,256	2,588	7,844

#### C. Travel

## Staff Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Travel to CNCS-Sponsored Meetings:	0	0	0
Annual Grantee Training (central Maine) - 3 staff attending: 3 staff X \$.67 (federal mileage rate) x 154 miles (average round trip miles from staff homes to Augusta)	310	0	310
Maine Volunteer Leadership Conference - 2 staff attending: 2 staff X \$.67 (federal mileage rate) x 154 miles (average round trip miles from staff homes to Augusta)	206	0	206
Monthly Grantee Meetings - Estimated 9 meetings for 3 staff: 9 meetings X 3 staff X \$.67 (federal mileage rate) x 154 miles (average round trip miles from staff homes to Augusta)	2,786	0	2,786
Attendance at the regional conference of AmeriCorps grantees (May, mid-Atlantic or south) is required for program staff and fiscal staff of the legal applicant who are responsible: 3 staff to the Corps Network Conference (in mid-Atlantic or south): 3 staff X \$300 airfare + (3 day) X \$400/day lodging+ \$150 shared ground transportation (to and from airport) + \$35 per diem per person =\$1,760.00 for regional conference.	2,355	0	2,355
<b>Category Totals</b>	5,657	0	5,657

## Member Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
n/a:	0	0	0
<b>Category Totals</b>	0	0	0

## D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount
n/a: - 0 x 0	0	0	0
<b>Category Totals</b>	0	0	0

## E. Supplies

Item -Calculation	CNCS Share	Grantee Share	Total Amount
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n/a: 0	0	0	0
<b>Category Totals</b>	0	0	0

## F. Contractual and Consultant Services

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Program Evaluation Consultant - \$2000: estimate- Daily Rate of 2000	2,000	0	2,000
<b>Category Totals</b>	2,000	0	2,000

## G. Training

### Staff Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
AmeriCorps regional meetings: \$150 per person x 3- Daily Rate of 450	450	0	450
Maine Volunteer Leadership Conference: \$50 per person x 3- Daily Rate of 150	150	0	150
Fees for either a training/education event related to the competencies for National Service Program Staff or Certified Volunteer Administrator qualification.: \$300 per person x 2 staff- Daily Rate of 600	600	0	600
<b>Category Totals</b>	1,200	0	1,200

### Member Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
n/a: n/a- Daily Rate of 0	0	0	0
<b>Category Totals</b>	0	0	0

## H. Evaluation

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
n/a: n/a- Daily Rate of 0	0	0	0

<b>Category Totals</b>	0	0	0
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## I. Other Program Operating Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
<b>Category Totals</b>	0	0	0
<b>Section Totals</b>	42,000	18,458	60,458
<b>PERCENTAGE</b>	69.47%	30.53%	

## Section II. Member Costs

### A. Living Allowance

Item -# Mbrs w/ Allow -Allowance Rate -# Mbrs w/o Allow	CNCS Share	Grantee Share	Total Amount
Full Time (1700 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Three Quarter Time (1200 hours): Member(s) at a rate of each Members W/O allowance	0	0	0
1-Year Half Time (900 hours): Member(s) at a rate of each Members W/O allowance	0	0	0
2-Year Half Time (1st Year): Member(s) at a rate of each Members W/O allowance	0	0	0
2-Year Half Time (2nd Year): Member(s) at a rate of each Members W/O allowance	0	0	0
Reduced Half Time (675 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Quarter Time (450 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Minimum Time (300 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Abbreviated Time (100 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
<b>Category Totals</b>	0	0	0

**B. Member Support Costs**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
FICA for Members:	0	0	0
Worker's Compensation:	0	0	0
Health Care:	0	0	0
<b>Category Totals</b>	0	0	0
<b>Section Totals</b>	0	0	0
<b>PERCENTAGE</b>	0.00%	0.00%	

**Section III. Administrative/Indirect Costs****A. Corporation Fixed Percentage**

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Corporation Fixed Amount:	0	0	0
Commission Fixed Amount:	0	0	0
<b>Category Totals</b>	0	0	0

**B. Federally Approved Indirect Cost Rate**

Calculation -Cost Type -Rate -Rate Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount
<b>Category Totals</b>	0	0	0
<b>Section Totals</b>	0	0	0
<b>PERCENTAGE</b>	0.00%	0.00%	

<b>Budget Totals</b>	42,000	18,458	60,458
<b>PERCENTAGE</b>	69.47%	30.53%	
<b>Required Match</b>		24.00%	

**Source of Funds**

Section	Match Description	Amount	Classification	Source
Source of Funds	Match funds will be provided through ARPA match replacement	13,464	Cash	Federal
	Volunteer time on the advisory committee, secure	4,536	In Kind	State/Local
Total Source of Funds		18,000		

# DRAFT

## PART I - FACE SHEET

### APPLICATION FOR FEDERAL ASSISTANCE

Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)

1. TYPE OF SUBMISSION:

Application ☒ Non-Construction

2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):

3. DATE RECEIVED BY STATE:

03-SEP-24

STATE APPLICATION IDENTIFIER:

2b. APPLICATION ID:

23AC268442

4. DATE RECEIVED BY FEDERAL AGENCY:

FEDERAL IDENTIFIER:

#### 5. APPLICATION INFORMATION

LEGAL NAME: Hospice Volunteers of Somerset County

UEI NUMBER:

ADDRESS (give street address, city, state, zip code and county):

165 Madison Ave  
Skowhegan ME 04976 - 1345  
County: Somerset

NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):

NAME: Linda Mackenzie

TELEPHONE NUMBER: (207) 858-5129

FAX NUMBER:

INTERNET E-MAIL ADDRESS: lsmk@myfairpoint.net

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

010465864

7. TYPE OF APPLICANT:

7a. Non-Profit

7b. Community-Based Organization

8. TYPE OF APPLICATION (Check appropriate box).

☒

NEW

☐

NEW/PREVIOUS GRANTEE

☐

CONTINUATION

☐

AMENDMENT

If Amendment, enter appropriate letter(s) in box(es):



A. AUGMENTATION

B. BUDGET REVISION

C. NO COST EXTENSION D. OTHER (specify below):

9. NAME OF FEDERAL AGENCY:

**Corporation for National and Community Service**

10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.006

10b. TITLE: AmeriCorps State

11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

Future HVOSC Volunteers

12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc):

Maine, Somerset County, Skowhegan, Madison, Jackman, Pittsfield and Bingham.

11.b. CNCS PROGRAM INITIATIVE (IF ANY):

13. PROPOSED PROJECT: START DATE: 11/01/24 END DATE: 08/15/25

14. CONGRESSIONAL DISTRICT OF: a.Applicant **ME 02** b.Program **ME 02**

15. ESTIMATED FUNDING: Year #: **1**

a. FEDERAL

\$ 40,500.00

b. APPLICANT

\$ 19,499.00

c. STATE

\$ 0.00

d. LOCAL

\$ 0.00

e. OTHER

\$ 0.00

f. PROGRAM INCOME

\$ 0.00

g. TOTAL

\$ 59,999.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

☐ YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE:

☒ NO. PROGRAM IS NOT COVERED BY E.O. 12372

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ YES if "Yes," attach an explanation. ☒ NO

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:

Linda Mackenzie

b. TITLE:

c. TELEPHONE NUMBER:

(207) 858-5129

d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:

e. DATE SIGNED:

09/02/24

## Narratives

### Executive Summary

Hospice Volunteers of Somerset County (HVO SC) proposes to develop an AmeriCorps program to serve several locations in Somerset County, Skowhegan, Madison, Pittsfield, Bingham, Jackman, and their surrounding communities. It will address the need of building a community volunteer program that impacts the lives of people who are experiencing an end of life journey from a life limiting illness. The AmeriCorps focus areas are Healthy Futures, Veterans and Military Families and Capacity Building. The AmeriCorps federal ARP investment of \$60,000.00 will support planning activities carried out in collaboration with Redington Fairview General Hospital, Northern Light Health, Sebecook Valley Hospital, and FQHC's in Bingham, Madison, Jackman and community members. No AmeriCorps members will be needed to execute this plan.

### Rationale and Approach/Program Design

Somerset County is a rural and underserved county in Maine with an aging population and limited resources. The county reaches from the Kennebec River in central Maine to the Canadian border and has a land mass of 3,924 square miles. It is the third largest county by size in Maine and has a density of 12 people per square mile. The rural nature of the county adds to its charm but also produces unique challenges due to lack of public transportation, increasing food insecurity, generational poverty and other factors that lead to additional stress for our aging population. According to the United States Census Bureau there were approximately 50,656 residents in Somerset County with the following demographics: 96.4% white, 0.7% black, 0.7% American Indian and Alaskan Native, 0.6% Asian, 1.5% Hispanic or Latino. Approximately 4,616 residents or 10% are veterans. Nearly 17% of people live in poverty, 8.3% are without health insurance, and the median household income is \$53,527 (U.S. Census Report 2020).

The proposed AmeriCorps planning program will operate at the Hospice Volunteers of Somerset County office, located at 165 Madison Ave, Skowhegan. We propose to build a plan to recruit volunteers in five community hubs, Skowhegan, Pittsfield, Madison, Bingham and Jackman. These communities were identified for the ease of access to hospitals (Redington Fairview General Hospital, Northern Light Sebecook Valley Hospital), and FQHC Health Centers (Madison, Bingham and Jackman), through which community members receive their health care and support.

The needs the AmeriCorps planning grant will address are, improving equitable access to health care

## Narratives

for people with life limiting illnesses by increasing seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible, to improve the quality of life for veterans and improve military families well-being, and providing a direct service to the community by building a set of activities to increase volunteer service capacity that will result in an increase in effectiveness, efficiency and program scale and reach.

Not all Hospice or Palliative Care services are reimbursable to medical health care systems, nor to the patients who must carry the financial burden. This often produces a gap in care and unmet needs in a vulnerable population that are in their end of life journey from a life limiting illness. Gaps in care may produce disproportionate barriers to health care or inequality of care at a critical time when access to health care is essential for optimal health and well being for themselves and their families. Medical Hospice is able to provide pain medication, equipment and supplies, and their focus is on comfort care, which is reimbursed by insurance. Hospice Volunteers of Somerset County (HVO SC), provides services that are not provided by medical hospice. For example, HVO SC is able to offer companionship, sharing a cup of coffee, preparing a meal, working on a puzzle, listening to stories, light housekeeping, reading a book, transportation to medical appointments, cancer treatment or dialysis, shoveling a path to a fuel tank, changing batteries in smoke detectors, connecting clients to various community services, loaning essential medical equipment, pre and post bereavement support, and much more.

The proposed AmeriCorps planning grant and program will help reduce the gap in care by reducing the disproportionate barriers to health care that many of our friends and neighbors in Somerset County experience. Senior citizens living alone, those who have faced trauma (veterans), individuals that live in poverty, lack reliable transportation, and others who are underserved and often forgotten have a common need during their end of life journey. They seek connections with others, compassion, empathy and most of all companionship. This planning grant will play an essential role in developing and expanding the scope and reach of Hospice Volunteers of Somerset County.

According to the community defined needs highlighted in the 2022 Community Health Needs Assessment Report, the average income in Somerset County is \$44,256 while the average in Maine is \$57,918. In Somerset County, 20.4 % of residents live in poverty, which is almost double that of the state of Maine residents, which 11.8% of Maine residents live in poverty. The residents that are 65

## Narratives

years of age and older, 31.2 % of Somerset County senior citizens live alone. A few quotes from the survey include the following, Those without access to a personal vehicle experience barriers to healthcare and other services. Older adults often live on limited incomes and must rely on the support of others as well as face barriers related to (inadequate or no) health insurance coverage, lack of dependable transportation and food insecurity ([www.mainechna.org](http://www.mainechna.org)).

This data is concerning. For example, if a person lives alone, is elderly and does not have dependable transportation to receive treatment for cancer or another life limiting illness, they are experiencing disproportionate barriers to health care and an inequality of care. We are not proposing to fix the transportation issue, but rather find unique ways, such as AmeriCorps Planning program, to build and expand the HVOSC program.

The need for this project is based on Maine's aging population that may not have equitable health care during an end of life illness, due to disproportionate barrier(s) to health. Maine has the oldest population in the U.S. and the need for end of life care in Somerset County will increase as the population continues to age. HVOSC receives 6-7 urgent calls a week from a variety of health care agencies, churches, counseling agencies and community members requesting help and support that medical hospice is not able to provide. We are reasonably confident from research (community surveys and questionnaires), and community conversations there are many individuals on their end of life journey who have unmet Hospice and Palliative care needs that would benefit from additional help and support. Unfortunately, due to a lack of volunteers we are unable to provide volunteer support for every request we receive.

HVOSC has recently submitted a Community Response Grant application to Maine Health Access to implement focus groups throughout our network of health care providers and community members to discover gaps in care for Hospice clients, and also for those needing Palliative care services. This work will directly support the AmeriCorp proposed project by identifying gaps in care, laying the foundation for additional community volunteers. We have hired an independent contractor to begin a multi-media campaign to increase our awareness and educate communities throughout Somerset County, highlighting who we are and the services we provide. We are actively working to increase our volunteers at HVOSC. Currently, with limited volunteers we are still able to provide health care equipment for 39 people from 16 different towns, transportation to health care appointments for 6



## Narratives

people from 4 towns, grief support for 34 people from 7 towns and volunteer hospice care to 14 clients and their families, since January 1, 2024. With additional volunteers we will be able to increase our reach and scope of the services HVOOSC provides.

The service beneficiaries for the AmeriCorps program will be individuals in Hospice or Palliative Care. We propose to establish five community hub sites (Jackman, Bingham, Madison, Skowhegan and Pittsfield) that will ultimately host an AmeriCorps member. The hub communities have been identified based on the following criteria, local economic hub for area community services, location of health care partners and their service delivery area, local school systems which may provide support for the Planning Team, and hub locations from which Americorp volunteers and community volunteers travel for health care service delivery within rural Somerset County. We propose to bring service beneficiaries (our target population) together during the planning program from the following towns, Athens, Anson, Bingham, Canaan, Cornville, Embden, Fairfield, Harmony, Hartland, Jackman, Madison, North Anson, Palmyra, Pittsfield, Skowhegan, Solon, Starks, and St. Albans.

The rationale for adding AmeriCorps members throughout Somerset County communities is two fold. The first is to expand our volunteer program by participating in the training and support offered by the AmeriCorps planning program and secondly, to ultimately engage AmeriCorps members to support HVOOSC volunteers in local rural communities. This project will increase equitable access to our volunteer agency and enhance end of life services for individuals with a life limiting illness.

The AmeriCorps program will try to fill the gaps in care in Somerset County. Prior to the Covid 19 Pandemic, HVOOSC had fourteen active volunteers in the Skowhegan, Madison and Pittsfield area. Unfortunately, that number has currently dropped to only five volunteers. Requests for HVOOSC services continue to come into our office daily.

HVOOSC does not have a Palliative Care Policy. Although we are aware the need is great for Palliative Care throughout Somerset County, we currently do not have the volunteer capacity to meet the volunteer needs of Palliative Care. Additional volunteers may be able to provide Palliative Care (similar to Hospice care although clients are not given 6 months to live and may receive curative treatment). We are also aware of a gap in understanding, and propose to educate the community on the difference between Medical Hospice, Volunteer Hospice and Palliative Care, as people are often

## Narratives

confused on these similar but different services. The AmeriCorps program, staff and members will help us by providing the financial support and technical assistance for AmeriCorps members to expand our services and education throughout Somerset County.

A lead person from AmeriCorps planning program will guide a Planning Team and Advisory Panel who can work to create a plan to strengthen the HVOSC volunteer program along with AmeriCorps members. AmeriCorps members in community hubs will be able to promote local community volunteer efforts including, recruitment (local networking, word of mouth, local advertisement), ongoing support and evaluation, which may also reduce travel costs for service delivery.

HVOSC has a strong relationship with service beneficiaries. We receive referrals for services from Redington Fairview General Hospital, Maine General Health, Northern Light Health, FQHC Health Centers in Madison, Bingham and Jackman, Sebecook Valley Hospital, Senior Planning Center, Kennebec Behavioral Health, Community Health and Counseling, Community matters and Senior Spectrum. We also receive referrals from local churches and community self referrals.

The above agencies and organizations are active partners with HVOSC. We have service contracts with Maine General Health and Northern Light Health. Local towns and businesses contribute financial support. Another group of supporting partners comes from the individuals, families and surviving spouses who have received services from HVOSC over the years. Our partners are not currently engaged in increasing our volunteers, however they are eager to see our volunteer program grow to meet the needs of our aging population.

HVOSC board members, staff will engage with and promote the AmeriCorps program. The HVOSC Program Director, Amy Cunningham is a former AmeriCorp member and currently recruits, trains and support our volunteers. The work of AmeriCorps program will be considered an integral part of our program and receive fiscal inclusion in our annual budget and budget planning.

The mission of HVOSC is to provide care for people with a life-limiting illness, support and solace to those who are grieving, partner with agencies and organizations as well as educating the community on the many services we offer. Our mission aligns and supports the AmeriCorps Healthy Futures, Veterans and Military Families, and Capacity Building Focus Areas of National Service. Health

## Narratives

Futures supports seniors ability to remain in their homes as long as possible, which we also do, Veterans and Military Families are supported by our Vet to Vet program (Veteran volunteers support hospice veterans) and Capacity Building by AmeriCorps members providing direct service to community members. HVOSC will increase our effectiveness, efficiency and program reach as a result of this much needed work.

The current priority of HVOSC is to increase our volunteers to help meet the critical need throughout Somerset County. HVOSC has a volunteer policy that will support the work of the AmeriCorps program. AmeriCorps program can help by providing financial support and help guide HVOSC toward a more robust and vibrant volunteer program.

HVOSC has recruited, engaged and supported many volunteers over the years. Pre-Covid19 Pandemic, HVOSC supported over 14 active volunteers. Since the pandemic, we lost many of our volunteers and have not been able to recover the number of volunteers needed in our program. We recruit volunteers on social media, community education (rack cards and brochures) and by word of mouth.

The HVOSC Policy and By Laws includes our program for volunteers. The policy details what they do, the selection process, supervision and training. The policy is due to be updated in 2025. We welcome suggestions and feedback from AmeriCorps regarding our Volunteer Program and Policy. The HVOSC Program Director conducts the initial visit to a clients home to determine the clients needs and based on a volunteers strengths and abilities will assign a volunteer to a client. We have limited ability to document a volunteers time/effort and contribution.

The lead staff person for the planning grant will be a new hire. The lead staff person, 2 board members, program director, and representatives from the hub communities will be asked to participate in the planning team. The qualifications needed for the lead staff person will be, a self-motivated individual who enjoys working with the public to fill the position of lead person in an AmeriCorps planning grant. The successful candidate will be responsible for overseeing the planning grant, which is in preparation for hiring five AmeriCorps members to work throughout Somerset County. A high school diploma or GED is required. The candidate will have excellent people skills, be proficient in both written and verbal communication, have a strong background in computer skills

## Narratives

and be able to correspond through email, create and maintain data bases, and maintain accurate records. We anticipate 2-3 months for hiring and onboarding.

We have a close working relationship with health care agencies throughout Somerset County (previously mentioned). We will reach out to their Hospice/Palliative Care teams to share information about the AmeriCorps program and request a representative(s) to participate in an Advisory Group. We will also request a representative(s) from our board and individuals from the proposed 5 hub communities that will ultimately host AmeriCorps members. We anticipate an active participation in the Advisory Group along with developing the program.

We will ask the Planning Team about their expertise on the following topics. We propose the following timelines:

Developing the Theory of Change, 2-3 months

Developing the Logic Model to show outcomes, outputs, frequency and duration of activities, AmeriCorps member roles, community volunteer roles, resources needed, number of beneficiaries, 2-3 months. We have used logic models in the past and it will be fairly easy to accommodate any additional information needed to meet the requirements of this project.

Identifying the research evidence that the intervention (program approach) is effective for the need, 3-4 months

Developing organizational policies, procedures, and documentation systems for involving AmeriCorps members and volunteers in the agency's activities, 3-4 months

Designing AmeriCorps member training and supervision plans, Completed, update in 2025.

Establishing or negotiating agreements with partners on roles, responsibilities, and commitment of resources, 2-3 months

Develop a plan to keep the community and stakeholders aware of AmeriCorps activities and accomplishments, 2-3 months

Design a system for internal monitoring of program compliance and accountability, 3-4 months

Establish a protocol for securing the grantee share (match support) for the program N/A

## Organizational Capability

HVOSC has experience, knowledge and skills in training and supporting volunteers. We are in the process of hiring an Executive Director and we employ a full time Program Director that has worked

## Narratives

at HVOSC for over 6 years. She has extensive knowledge of our program and supportive of expanding our volunteer program. She will supervise staff and conduct onboarding. The HVOSC board and community members volunteer as needed to support our mission and programs.

The State of Maine requires specific training for all Maine Hospice organizations. The Program Director conducts volunteer training and works to support volunteers on an ongoing basis. The Program Director attends bi-weekly meetings with Maine General Hospice and Waterville Hospice Volunteers for training assistance. Training is conducted both in-person and online. We are able to hold Zoom meetings and training as needed. HVOSC has a library of resources, some readings are required for the volunteer training program.

The strengths of HVOSC are the board, staff and volunteers who work to deliver our mission. Our community partners and health care agencies enthusiastic support the work of our agency. We have strong connections with several churches in the area that support our work as well. This fall, our board will create a one year strategic plan to anchor us in goals and objective for the upcoming year. A partnership with AmeriCorps program will be a welcome partner in developing our strategic plan. We do not have any challenges or limitations in our organizational capacity to implement a planning grant.

The HVOSC board, management or staff do not have any limitations to collect and use information to learn and make decisions. Information and data are shared at board meetings to effectively (and legally) operate HVOSC. Some examples are legal liability, board roles and responsibilities and local data collected by staff. Kandyce Powell (Director of the Maine Hospice Council) shares state and national data regarding volunteer Palliative and Hospice care.

The HVOSC Program Director presents data at each board meeting to report on how the organization is performing and the positive impact on the community. For example, the data that is collected and reported include the number of home health care equipment that is lent/given to the community, transportation that is provided, how many individuals and families were offered grief support, how many clients/families were offered grief support and how many referrals were received from community agencies and organizations.

## Narratives

Fundraising efforts are reported at each board meeting along with a full financial report. The Program Director is evaluated by the board each year. The board will meet this fall to develop a Strategic Plan for 2025 and will include a discussion about how well the organization is implementing our programs and accomplishing our mission. Our municipal and annual community appeal letters share our yearly accomplishments. Newsletters are posted on our website, facebook and emailed to our partners to keep our community informed of our program.

### **Cost Effectiveness and Budget Adequacy**

See Budget

### **Evaluation Summary or Plan**

N/A

### **Amendment Justification**

N/A

### **Clarification Summary**

N/A

### **Continuation Changes**

N/A

### **Grant Characteristics**

## Performance Measures

**MSYs by Focus Area**

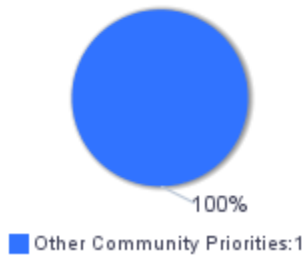


Table1: MSYs by Focus Areas

Focus Area	% MSYs
Other Community Priorities	100%

**MSYs by Objective**



Table2: MSYs by Objectives

Objectives	%MSYs
Other	100%

**% of MSY NPM VS Applicant VS Not in ANY**

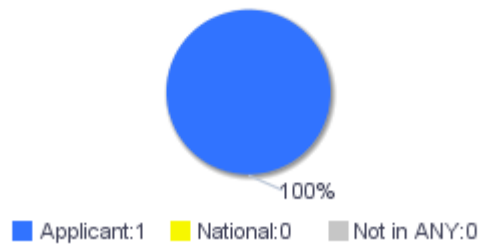


Table3: %MSYs by NPM vs.Applicant vs. Not in ANY

% MSYs	NPM	Applicant	Not in ANY
	0%	100%	0%

Table4: No of MSY and Members by Objective

Objectives	No of MSYs	No of Members
Other	1.00	1
Total	1.00	1

Primary Focus Area: Other Community Priorities

Primary Intervention: Other

Secondary Focus Area:

Secondary Intervention:

Performance Measure: Planning Grant

Focus Area:	Other Community Priorities	Objective:	Other	No of MSY's:	1.00	No of Members:	1
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Problem Statement:

N/A

Selected Interventions:

N/A

Describe Interventions:

N/A

OUTPT93231 Output:

N/A

Target: 1 other

Measured By: Other

Described Instrument: N/A

OUTCM93232 Outcome:

N/A

Target: 1 other

Measured By: Other

Described Instrument: N/A



# DRAFT

## Program Information

### AmeriCorps Funding Priorities

\*Check any priority area(s) that apply to the proposed program. Please refer to the NOFO for the information on the threshold for meeting priority consideration

Underrepresented  
communities, underserved  
people

### Grant Characteristics

\*Check any characteristics that are a significant part of the proposed program.

Geographic Focus- Rural

## Demographics

Other Revenue Funds	0
Number of volunteers generated by AmeriCorps members	0
Percent of disadvantaged youth enrolled	0

# DRAFT

## Required Documents

### Document Name

### Status

Evaluation

Not Applicable

Federally Approved Indirect Cost Agreement

Not Applicable

Labor Union Concurrence

Not Applicable

Other Documents

Sent

## Logic Model

Problem	Inputs	Activities	Outputs	Short-Term Outcomes	Mid-Term Outcomes	Long-Term Outcomes
The community problem that the program activities (interventions) are designed to address.	Resources that are necessary to deliver the program activities (interventions), including the number of locations/sites and number/type of AmeriCorps members.	The core activities that define the intervention or program model that members will implement or deliver, including duration, dosage and target population.	Direct products from program activities.	Changes in knowledge, skills, attitudes and opinions. These outcomes, if applicable to the program design, will almost always be measurable during the grant year.	Changes in behavior or action. Depending on program design, these outcomes may or may not be measurable during the grant year.	Changes in condition or status in life. Depending on program design, these outcomes may or may not be measurable during the grant year. Some programs, such as environmental or capacity-building programs, may measure changes in condition over a period as short as one year.
N/A						

September 4, 2024 11:32 AM

## Future HVOSC Volunteers

### Hospice Volunteers of Somerset County

Application ID: 23AC268442

Budget Dates:

	Total Amt	CNCS Share	Grantee Share	
<b>Section I. Program Operating Costs</b>				
A. Personnel Expenses	43,500	30,450	13,050	
B. Personnel Fringe Benefits	6,228	4,360	1,868	
C. Travel				
Staff Travel	500	350	150	
Travel to CNCS-Sponsored Meetings	3,460	2,422	1,038	0
Member Travel				
Total	\$3,960	\$2,772	\$1,188	
D. Equipment				
E. Supplies	1,358	950	408	
F. Contractual and Consultant Services				
G. Training				
Staff Training	700	490	210	
Member Training				
Total	\$700	\$490	\$210	
H. Evaluation				
I. Other Program Operating Costs	1,254	878	376	
<b>Section I. Subtotal</b>	<b>\$57,000</b>	<b>\$39,900</b>	<b>\$17,100</b>	
<b>Section I Percentage</b>		<b>70.00%</b>	<b>30.00%</b>	
<b>Section II. Member Costs</b>				
A. Living Allowance				
Full Time (1700 hrs)	0	0	0	
1-Year Half Time (900 hours)	0	0	0	
Reduced Half Time (675 hrs)	0	0	0	
Quarter Time (450 hrs)	0	0	0	
Minimum Time (300 hrs)	0	0	0	
2-Year Half Time (2nd Year)	0	0	0	
2-Year Half Time (1st Year)	0	0	0	
Three Quarter Time (1200 hours)	0	0	0	
Abbreviated Time (100 hrs)	0	0	0	
Total	\$0	\$0	\$0	
B. Member Support Costs				
FICA for Members	0	0	0	
Worker's Compensation	0	0	0	
Health Care	0	0	0	
Total	\$0	\$0	\$0	
<b>Section II. Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Section II. Percentages</b>		<b>0.00%</b>	<b>0.00%</b>	
<b>Section III. Administrative/Indirect Costs</b>				
A. Corporation Fixed Percentage				
Corporation Fixed Amount	2,998	600	2,398	
Commission Fixed Amount	1	0	1	
Total	\$2,999	\$600	\$2,399	
B. Federally Approved Indirect Cost Rate				
<b>Section III. Subtotal</b>	<b>\$2,999</b>	<b>\$600</b>	<b>\$2,399</b>	
<b>Section III Percentage</b>		<b>20.01%</b>	<b>79.99%</b>	
<b>Section I + III. Funding Percentages</b>		<b>67.50%</b>	<b>32.50%</b>	
<b>Budget Totals</b>	<b>\$59,999</b>	<b>\$40,500</b>	<b>\$19,499</b>	
<b>Budget Total Percentage</b>		<b>67.50%</b>	<b>32.50%</b>	
<b>Required Match</b>		<b>24.00%</b>		

**Future HVOSC Volunteers**  
**Hospice Volunteers of Somerset County**

# of years Receiving CNCS Funds		1	
	Total Amt	CNCS Share	Grantee Share
Budget Totals	\$0	\$0	\$0
Budget Total Percentage		0.00%	0.00%
Required Match		24.00%	
# of years Receiving CNCS Funds		1	

## Budget Narrative: Future HVOSC Volunteers for Hospice Volunteers of Somerset County

### Section I. Program Operating Costs

#### A. Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Project Director: - 1 person(s) at 43500 each x 100 % usage	30,450	13,050	43,500
<b>Category Totals</b>	30,450	13,050	43,500

#### B. Personnel Fringe Benefits

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
FICA,: FICA 43500 (7.65%) = 3328.00, 400 HR payroll system, 2500 paid toward health care.	4,360	1,868	6,228
<b>Category Totals</b>	4,360	1,868	6,228

#### C. Travel

##### Staff Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Travel to CNCS-Sponsored Meetings: Attend Corps Network Conference: \$400 airfare (2 staff=800.00) + 3 day lodging (\$400/day (2) =2400.00) + \$50 shared ground transportation + \$35 per diem per person/per day (105.00 X 2 staff) 210. 3460.00	2,422	1,038	3,460
Travel Reimbursement: Reimbursement is based on the Maine rate of 0.50 /mile. Reimbursement is for staff and members of the Planning Team to attend Planning Team meetings or other AmeriCorp meetings.	350	150	500
<b>Category Totals</b>	2,772	1,188	3,960

##### Member Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
<b>Category Totals</b>	0	0	0

## D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount
<b>Category Totals</b>	0	0	0

## E. Supplies

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Laptop, Mouse and Carry bag: Laptop HP or Dell 400.00 Laptop Bag 25.00 Mouse and Mouse Pad 25.00	315	135	450
Office Desk and Chair: Office Desk 110.00 Office Chair 122.00	162	70	232
Paper, Ink, pens, folders, calendar: Paper (for photo copier) = 50.00 Photocopier Ink 200.00 Lined notepad paper (12) 30.00 Pens 12 pack (2) 25.00 Folders for Advisory Panel 25.00	231	99	330
Phone & office phone line: Staff phone and additional office phone line.	210	90	300
Office desk supplies: Stapler, staples, paper clamps, highlighters.	32	14	46
<b>Category Totals</b>	950	408	1,358

## F. Contractual and Consultant Services

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
<b>Category Totals</b>	0	0	0

## G. Training

### Staff Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
AmeriCorps Trainings and Meetings: Regional meeting \$150 pp (2) 300.00 Maine Volunteer Leadership Conference \$50 pp (2) 100.00 Event for National Service Program Staff or Certified Volunteer Administrator qualification 300.00 Total 700.0- Daily Rate of 1	490	210	700
<b>Category Totals</b>	490	210	700



## Member Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
<b>Category Totals</b>	0	0	0

## H. Evaluation

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
<b>Category Totals</b>	0	0	0

## I. Other Program Operating Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Stipends for Planning Team members: 25.00 stipend will be given to each member of the Planning Team for each meeting they attend. 25.00 (6 members) = 150.00 150.00 (8 meetings) = 1200.00	840	360	1,200
Criminal History Background Check: 54.00 for a background check	38	16	54
<b>Category Totals</b>	878	376	1,254
<b>Section Totals</b>	39,900	17,100	57,000
<b>PERCENTAGE</b>	70.00%	30.00%	

## Section II. Member Costs

### A. Living Allowance

Item -# Mbrs w/ Allow -Allowance Rate -# Mbrs w/o Allow	CNCS Share	Grantee Share	Total Amount
Full Time (1700 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Three Quarter Time (1200 hours): Member(s) at a rate of each Members W/O allowance	0	0	0
1-Year Half Time (900 hours): Member(s) at a rate of each Members W/O allowance	0	0	0
2-Year Half Time (1st Year): Member(s) at a rate of each Members W/O allowance	0	0	0

2-Year Half Time (2nd Year): Member(s) at a rate of each Members W/O allowance	0	0	0
Reduced Half Time (675 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Quarter Time (450 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Minimum Time (300 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Abbreviated Time (100 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
<b>Category Totals</b>	0	0	0

## B. Member Support Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
FICA for Members:	0	0	0
Worker's Compensation:	0	0	0
Health Care:	0	0	0
<b>Category Totals</b>	0	0	0
<b>Section Totals</b>	0	0	0
<b>PERCENTAGE</b>	0.00%	0.00%	

## Section III. Administrative/Indirect Costs

### A. Corporation Fixed Percentage

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Corporation Fixed Amount: Budget 1 & 2 (0.0526) (.2) 57000 (0.0526) (0.20) = 600 Budget 1 & 2 (0.0526) (.8) 57000 (0.0526) (.8) =2398 Total 2998	600	2,398	2,998
Commission Fixed Amount:	0	1	1
<b>Category Totals</b>	600	2,399	2,999

**B. Federally Approved Indirect Cost Rate**

Calculation -Cost Type -Rate -Rate Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount
<b>Category Totals</b>	0	0	0
<b>Section Totals</b>	600	2,399	2,999
<b>PERCENTAGE</b>	20.01%	79.99%	

<b>Budget Totals</b>	40,500	19,499	59,999
<b>PERCENTAGE</b>	67.50%	32.50%	
<b>Required Match</b>		24.00%	

**Source of Funds**

Section	Match Description	Amount	Classification	Source