

Q&A Summary

Funding Opportunity CAG2024-5

Community Resilience Partnership Community Action Grant Program

Updated December 6, 2024

Eligibility

Is a 501c3 eligible to apply for a grant?

Municipal governments, Tribal Governments, plantations, townships, or unorganized territories in Maine, who are enrolled in the [Community Resilience Partnership](#) are eligible for grant funding. School districts, water and sewer districts, neighborhood associations, and similar entities are not eligible to be primary applicants but are encouraged to partner with a municipality or other eligible entity described above. (see CAG2024-5 Program Statement Section 1.2 Eligibility)

Can multiple communities apply jointly for a shared planning process that results in separate plans for each community?

The spirit of the joint proposal option is that the involved communities will collaborate on specific shared priorities that address mutual goals and have interrelated scopes of work. Two or more communities may partner in a joint planning process that results in individual plans for each community. Joint proposals could be strengthened by inclusion of some or all of the following elements:

- Explanation of why it is beneficial for the communities' climate and energy goals for them to partner – such as shared community assets, shared vulnerabilities, geographic considerations, history of successful partnership, etc.
- Coordination of staff, project process, and outreach that leads to shared outcomes and benefits of community partnership.
- Final plans that are consistent and include joint strategies, recommendations and actions that could be jointly implemented.

Note that in a multi-community application, the communities are required to designate a lead applicant.

Can multiple communities apply jointly to share a consultant to complete site assessment and design for two separate municipal solar arrays?

Multiple Communities may apply jointly for projects that address mutual goals and have interrelated scopes of work. Sharing a consultant to design separate municipal solar projects would be unlikely to be eligible for a joint funding award as the outcome does not have shared benefits. See above response regarding joint proposals for more information.

Do you have suggestions for how to handle the money with multi-town grants?

Payment will be disbursed to the lead applicant. It is up to the Towns' discretion on how they would like to handle the management of the project and funds between the multiple towns. We highly recommend developing a MOU between the towns that outlines how the project will be managed and how funds will be distributed.

Does the Town have to hold public hearings before submitting a grant application? Or just workshops?

No public hearings or workshops are required as part of the grant application submission process. The only required community workshop takes place during the enrollment process. Community engagement and equity considerations throughout the duration of the proposed grant project are encouraged and incorporated into the scoring criteria for the Applicant's proposed Scope of Work.

Would a municipality be able to apply for grants that would be applied to school district owned property?

School districts are not eligible to be primary applicants but are encouraged to partner with a municipality or other eligible entity (see CAG2024-5 Program Statement Section 1.2 Eligibility). If the school is not publicly-owned, it is generally not eligible for grant funds for permanent equipment or building improvements – such as weatherization, heat pumps, appliances, etc. – because that equipment would not be publicly-owned. School districts are eligible to participate as a project partner to help support the project scope of work.

We believe that a local school would be the best site for a warming / cooling center in our community, but the RSU owns the building, not the Town. Given that the overwhelming majority of the Town's budget is dedicated to the school system, would the CRP regard an RSU-owned school as a 'municipal' facility for grant purposes?

School districts/RSUs are not eligible to be primary applicants but are encouraged to partner with a municipality or other eligible entity (see CAG2024-5 Program Statement Section 1.2 Eligibility). If the school is not publicly-owned, it is generally not eligible for grant funds for permanent equipment or building improvements – such as weatherization, heat pumps, appliances, etc. – because that equipment would not be publicly-owned. School districts/RSUs are eligible to participate as a project partner to help support the project scope of work.

Is a library eligible for grant funded energy efficiency upgrades?

A building must be publicly owned to be eligible for funding to implement energy efficiency upgrades. Therefore, a publicly owned library could be eligible for funding to increase efficiency through building

weatherization, installing heat pumps, LED lighting, etc. Libraries are not eligible to be primary applicants but could partner with a municipality or other eligible entity to apply for grant funds.

Can communities with active Community Action Grants apply?

Yes, this grant round (CAG2024-5) is open to all enrolled communities, including those with prior and current grant projects.

Grant Size and Duration

When would you anticipate the funds being awarded and then available?

Grants are anticipated to be awarded in March 2025, with an expected start date on or after March 24, 2025.

Per the Program Statement, “Up to \$5,000 of additional funding may be made available at GOPIF’s discretion to federally funded grant awardees to administer the grant in compliance with federal guidelines (see Section 2.2).” Could you please provide more details on this additional funding?

The additional \$5,000 in potential funding will be applied to awarded proposals that are funded using a Federal funding source. These funds are intended to help with the additional administrative needs for federal compliance. Communities may use these funds to hire a third party to assist with grant administration. GOPIF will determine what applicants will receive these additional funds after the grant awards are made.

On what schedule or basis are payments made to the Town who receive a grant? In advance of the work? All at once in advance? Quarterly? After the fact on receipt of statement of costs?

The grant payment schedule will depend on the grant funding source. If the grant project is funded utilizing the State budget for community resilience projects, funds will be disbursed in full at the beginning of the project and any unused funds will need to be returned to the State at the end of the project. If the grant project is funded utilizing a Federal funding source, the grant funds will be disbursed as milestones are met throughout the duration of the project. The grant funding source and federal grant disbursement schedule will be determined after grant awards are made.

Are CAG applicants required to follow the provisions outlined in the Davis-Bacon Act as part of the applicant's project?

Both federal and state funding sources are being used to fund Community Action Grants this round (CAG2024-5). Funding sources for each project will be determined after grant awards are made. The

federally funded projects will not be subject to Davis-Bacon Act requirements per the guidance that we have received to date.

Is there a minimum award amount?

The minimum award amount is \$5,000.

Eligible Use of Funds

Would a CRP grant fund the evaluation and design for future storm impacts on culverts or be able to be used as match for a culvert repair/construction project?

Design and engineering plans for stormwater management are eligible for community action grant funding. These plans should consider projected climate impacts and adhere to MaineDOT's design standards or the StreamSmart guidelines.

Community Action Grant funds can be used as a match for a DEP Stream Crossing Grant, or other grant opportunities. Providing a scope of work that describes what components of the project the funds will support, rather than stating that the funds will act as a lump sum to meet match requirements, could strengthen the application. The proposal should still meet all the Community Action Grant application guidelines outlined in Section 2.5 of the Program Statement.

Can grant funds be used to implement a shoreline stabilization design?

The proposed project is not ineligible for a CRP grant but there are two significant considerations:

- The proposed work is not well aligned with one of the CRP's [72 actions](#), so if the proposal is successful, a local cost share of 10-20% of the award amount is likely to apply
- Much of the award decision would depend on the details of the engineering design and the DEP permit. CRP is unlikely to fund riprap. A nature-based stabilization approach that also anticipates future sea levels could make for a stronger proposal.

Is there a certain type of HVAC system that is more likely to qualify for grant funds?

An energy efficient HVAC system that qualifies for Efficiency Maine incentives would be eligible for grant funding. Communities can reach out to an [Efficiency Maine approved vendor](#) and Efficiency Maine for assistance with determining the most energy efficient HVAC system to meet their building's needs and also be eligible for Efficiency Maine rebates.

There is a very narrow window of eligibility for HVAC projects that do not qualify for Efficiency Maine incentives. In this case, we would want to see details around why that specific system was selected and Efficiency Maine confirmation and rationale around why the system does not qualify for incentives but is the best solution for the building. If the HVAC system is not eligible because it does not meet Efficiency Maine program policies, it would not be eligible for Community Action Grant funds.

Our community is currently using Community Action Grant funds to install two EV chargers. Could we apply for Round 5 funding to install two additional chargers?

If the two new additional EV chargers are a separate scope of work, and do not overlap at all with the existing grant project, then that new project would be eligible for grant funds.

Can grant funds be used to install an HVAC system or a rooftop solar array on the brand-new building?

Community Action Grant funds cannot be used for energy efficiency measures in new buildings, so heat pumps, HVAC equipment, weatherization upgrades, etc. in NEW buildings are not eligible. Installing a rooftop solar array on a new, COMPLETED building would be an eligible use of grant funds.

If a town buys portable batteries and / or walkie talkies to LOAN to vulnerable residents, is that an eligible use of grant funds?

This likely to be an eligible use but may require the local cost share.

If a town would like to upgrade designated heating / cooling centers that are on private but NON-PROFIT property, is that an eligible use of grant funds?

This is not likely to be eligible given the CRP's very strong bias towards public property and municipal functions. There may be a very narrow window of eligibility depending on the nature of the services provided through the property, the types of populations served when it is not functioning as an emergency center, the relationship of the nonprofit to the municipal government, and the nature of the proposed improvements.

Is it possible to use CAG funds to develop bulk purchase human infrastructure (i.e. a steering committee to develop the request for proposal & plan/implement the program; person-to-person outreach & education; community energy navigators; etc.)?

The activities you listed sound more like capacity building than bulk purchasing. Generally speaking, when an applicant proposes using CAG funds for capacity, we look for a detailed scope of work for the individual(s) and specific outputs and outcomes that are aligned with the activities on the List of Community Actions. For example, what audiences will the person-to-person education target, how many people/households/etc. will the navigators assist and with what services, what the results of these engagements will be, will this capacity be sustained beyond the term of the grant and if so, how?

The CRP will not pay for energy audits in residential homes.

Does the Community Action Grant fund garden startup costs such as fencing to keep deer out?

Funding to design and build a community garden could be eligible for grant funds as one component of an integrated plan to enable, support or incentivize local food production and consumption policies.

Many of the 72 planning actions use the word "Adopt". Can you tell me what actions are required from your perspective to "Adopt" policies or guidelines? Must the respective items be added to a town ordinance? Is creating a town policy acceptable?

We look to each town to determine the appropriate mechanism to “adopt” a policy or set of guidelines that will position it for implementation to meet the strategy’s goal. Strong proposals will include systemic changes. For example, rather than apply the StreamSmart Crossing Guidelines to a single culvert improvement project, update the town policy so that all future culvert improvement projects meet the more resilient design standard.

To meet the community engagement expectations, it is possible there will be some costs incurred. Can we include in the grant request costs for mailings, surveys, or even technology to help us reach more residents?

Yes, applicants may include funding for community engagement tactics in their project proposal. An integrated communications plan to engage and increase participation of priority populations could strengthen the proposal.

Are LED lighting upgrades and structural repairs such as replacing siding, foundation/sill work, or roof repairs to a municipally-owned building eligible for grant funds?

Energy efficiency activities to increase a municipally-owned building’s efficiency and reduce energy usage are eligible for funding. These actions include upgrading to LED lighting, building envelop weatherization improvements (such as insulation, doors or windows), installing energy efficient appliances, and installing heat pump or VRF systems for heating/cooling. Structural building repairs, such as replacing siding, roof repairs, or work on the foundation/sills, are not eligible for grant funding.

Can grant funds be used to install LED lighting and purchase more energy efficient bathroom fixtures to make a public restroom ADA compliant?

Upgrading to LED light fixtures in a public restroom is an eligible action for grant funds. The purchase of ADA compliant and energy efficient bathroom fixtures could be eligible for grant funds. Including ADA compliant and energy efficient bathroom fixtures as one component of an integrated plan to increase availability and access to warming and cooling centers by residents or for the building to better serve as a hub for community engagement and education, could strengthen the proposal.

Is tree removal to protect historic gravestones from damage an eligible activity for grant funds?

If there is clear articulation of the community resilience value in removing the trees that aligns with one of the CRP's [72 actions](#), the project may be eligible for grant funds.

Is it possible to have two distinct projects included in the same proposal? The projects would be in alignment with two separate actions from the approved list, and together would make use of the maximum grant amount (for example, a Working Waterfront Strategic Plan and a nature-based infrastructure demonstration program).

Yes, applicants may combine multiple activities under one proposal. Clear articulation of how the separate projects will be managed and implemented in tandem would strength the proposal.

Can a church be used as an emergency shelter within an emergency management plan?

A community may identify the partners that they deem appropriate to support components of an emergency management plan. A building must be publicly owned To be eligible for grant funding for energy efficiency upgrades to support the ability for a building to serve as an emergency shelter, such as installing heat pumps, increasing building weatherization, purchasing energy efficient applications, or installing solar and/or battery back up storage.

Are generators eligible for grant funding?

Generators that are powered using fossil fuels are not eligible for grant funding.

If the Town was interested in starting a Library of Things lending program (to reduce waste and enhance resilience/circular economy), would the note for action H7 apply where grant funds may not be used to purchase or subsidize equipment for residential properties? In this case the items would be owned by the municipality and loaned out to residents.

Grant funds may be used to purchase publicly owned equipment that is made available to residents.

I see that a maximum of \$7,500 of grant funds can be allocated towards the cost of an electric fleet vehicle and EMT incentives should be included in the project budget.

- 1. Is the \$7,500 maximum for the purchase of each vehicle or for the total eligible purchase of vehicles (i.e., \$15,000 max for 2 vehicles)? –**
 - a. Yes, a community can apply for \$7500 max per electric vehicle purchase, so \$15,000 max for two, \$22,500 max for three, etc.

2. **Does the above maximum also apply to the purchase and installation of EV *charging stations* (action A2)? If so, could you clarify how the maximum is allocated, as by total purchase (if multiple) or by each individual equipment cost?**
 - a. There is no maximum allocation of grant funds for the purchase and installation of EV charging stations (aside from the grant maximum of \$75,000).
3. **Action H7 surrounds bulk purchasing and the example of additional funding in the List of Community Actions. From my understanding of the note on that action, the grant award is not able to be 'sub-granted' for rebates or equipment for residents or businesses. In that case, is there a situation where grant funds could be used to incentivize vendors to create lower bulk prices for equipment? Or is funding unnecessary for this agreement between Town and vendor and this is really a no-cost action? – What are the costs? Fund communication and education that bulk contracting exists for residents. Could fund bulk purchase for public assets?**
 - a. Correct, community action grant funding cannot be sub-granted to residents to purchase equipment that will be privately owned.
 - b. Grant funding could be used to initiate a community bulk purchasing program that, for example, aggregate community interest in heat pumps, weatherization, or solar, and invites vendors to bid with lower pricing on a ready pool of customers. Grant funds could also be used to conduct education and outreach to support such a program.

Our Town is interested in conducting a vulnerability assessment on fire hydrants throughout the town, and repairing/relocating some hydrants that are at risk of flooding. Are these projects eligible for grant funds?

Grant funds can be used to conduct vulnerability assessments for critical community infrastructure per action G1.

The proposed repair/relocation of fire hydrants is not ineligible for a CRP grant but there are two significant considerations:

- Much of the award decision would depend on the details of the overall fire hydrant plan and vulnerability assessment. If this is one component of an integrated plan to better address fire safety and emergency management that would strengthen the proposal.
- A local cost share of 10-20% of the award amount may apply if the review committee determines that the proposal is not closely enough aligned with one of the CRP's [72 actions](#).

Are baseline studies evaluating the risk of wells to saltwater intrusion a good fit for the Maine Won't Wait Strategy Area F: Building Healthy & Resilient Communities/Strengthen Public Health and action F13 Action: Identify and plan to reduce public health threats in the community that are exacerbated by climate change?

Groundwater studies and vulnerability assessments are eligible for community action grants. These types of studies could align with a few different community actions including what you've referenced and potentially F1 and/or G3 depending on the details of the proposal and deliverables.

Would a "black box" (an unmarked, small device that attaches to a street pole and measures traffic speeds inconspicuously to help slow traffic) be eligible for grant funding? Would it require an Efficiency Maine incentive?

A "black box" may be eligible for funding as one component of an integrated complete streets policy or plan. If Efficiency Maine rebates are available for this type of equipment, they should be included in the budget proposal.

The program statement says culverts aren't eligible, but I would like clarification on what this means in light of G5. *Adopt DEP's Stream Smart Crossing Guidelines as standard practice for culvert and bridge improvements. Identify vulnerable crossings and apply for DEP improvement funds.* Would a match for DEP's Stream Crossing Grant be eligible through this action?

Community Action Grant funds can be used as a match for a DEP Stream Crossing Grant, or other grant opportunities. Providing a scope of work that describes what components of the project the funds will support, rather than stating that the funds will act as a lump sum to meet match requirements, could strengthen the application. The proposal should still meet all the Community Action Grant application guidelines outlined in Section 2.5 of the Program Statement.

Could you clarify the limitations around using funds on private property as it pertains to the shoreline zone for watershed protection? For example, would funds be eligible for supporting programs that partner with property owners to mitigate runoff?

Community Action Grant funds can be used to develop engagement and outreach materials to support a municipally-led program that is targeted to private property owners. Construction or implementation of watershed protection efforts such as plants or infrastructure on private property are not eligible for grant funding.

Is a firefighting cistern eligible for grant funding?

Firefighting cisterns may be eligible for grant funds. Demonstration of the role that climate impacts are playing to increase the need for this action and how the cistern will serve as a component of a larger wildfire management plan could help to strengthen the proposal.

Is the purchase of cots and mattresses for emergency 'shelter in place' use eligible to be covered by the CAG2024-5 funds?

The purchase of materials for an emergency shelter may be eligible for grant funds as a component of a larger emergency management or sheltering plan.

Would the buyout of a solar PPA for existing solar panels that are already installed on the public works building be allowable under item C7? Or possibly C6?

Please see note in the Program Statement Appendix: Solar Power Purchase Agreement (PPA) (Action C7): Grant funds may be used to enter a PPA to install a new renewable energy project. Proposals to “buy out” an existing PPA are less likely to receive an award.

Can Community Action Grant funds be used to support a benefits package for a shared Sustainability Coordinator position – such as housing assistance or tuition reimbursement?

Grant funding cannot be used to fund staff housing or reimbursement of tuition or workforce development courses completed prior to accepting the position. Philanthropic funding may be a good source to support these benefits.

For proposals using CAG funds for capacity, we look for a detailed scope of work for the individual(s) and specific outputs and outcomes that are aligned with the activities on the List of Community Actions. Applicants should be as explicit as possible with the scope of work and deliverables.

Can grant funds be used to hire a circular economy consultant to support the implementation of an educational campaign about circular waste-reduction projects?

Grant funds may be used for a consultant’s time to support a project. A clear scope of work and deliverables for the consultant would help to strengthen the application. Please note that while materials management recommendations will be included in the updated Maine Won’t Wait plan, there are not currently any actions on the List of Community Actions that closely align with waste reduction or materials management. Based on this, we would encourage you to include Town match (either 10 or 20% depending on Town tier) in the proposal. In-kind match is permitted.

Could a program that would provide e-bike rebates to residents fall under Action A5 in the List of Community Actions.

Community action grant funding cannot be sub-granted to residents to support privately-owned assets.

Could a new staff position to help implement a bike share program be allowable with this grant?

Capacity building, including a staff position, is eligible for grant funding. Strong proposals for staff capacity include a well-defined scope of work and deliverables, and a strategy for how the position will be funded past the grant period if it is deemed successful.

Would the Community Action Grant be able to fund removal and treatment of invasive plants that are taking over the natives in light of climate change?

An invasive management plan that includes the removal of invasive plants and planting of native species, may be eligible for grant funds as it broadly aligns with Strategy Area E: Protect the Environment & Promote Natural Climate Solutions. It is not well-aligned with any of the 72 community actions, so that Town may be required to commit a 10-20% match, and I would encourage you to incorporate this into the application. In-kind match is permitted. A strong climate connection and long-term strategy for continued maintenance (knowing that invasives require years to control) would strengthen the proposal.

Can a vulnerability assessment be conducted by resident experts and town officials? If so, could you advise on how to structure this in the budget line?

A resident committee or Town staff would be eligible to complete a planning project, including a vulnerability assessment. Demonstrating committee member/staff expertise, experience, and management structure to achieve the project deliverables would help to strengthen the application.

One way to calculate the budget would be to determine the appropriate hourly rate based on existing staff rates or industry/regional rates and applying that to the estimated committee member/staff hours to complete the project.

Are energy audits eligible for grant funds?

Energy audits are an eligible activity for grant funding. If you are planning to use an energy audit to determine priority building energy upgrades, the funds to complete the upgrades would need to be applied for in a future grant round, as funds cannot be awarded for yet-to-be-determined projects.

For Strategy E, there's an action item that reads as the following: "Set targets for increasing green space and tree planting to increase shade and water access in public spaces and carbon sequestration." If an applicant wanted to address the tree planting component, but not the green space component behind this action, is it possible to complete this action step partially, or no?

Yes, a project that specifically addresses targets for tree planting could be eligible for grant funding.

Can funds be used to purchase land or an easement for the protection of the marsh?

Policy development around open space planning and land conservation, and the development and implementation of a conservation easement as a component of an open space plan, are eligible for grant funds. For the purchase of land, we prefer that communities use other available funding sources – such as Land for Maine’s Future.

Could grant funds be used to design riverbank stabilization using nature-based approaches as a proof-of-concept in support of such policy development?

Design and engineering work to support the implementation of a nature-based shoreline stabilization project would be eligible for a no-match grant. Implementation of the design is not well aligned with our list of actions and may require cost-share.

In the List of Community Actions, item A5, it says that bike and pedestrian infrastructure can be funded. Can this include demonstration projects (on sidewalks or roads or at intersections) that are intended to allow members of the public to interact with a proposed permanent improvement, and intended to allow the town to gather feedback on the proposed improvement?

A bike-ped demonstration project as one component of a larger bike-ped strategy could be eligible for grant funds.

Is the purchase and installation of the triple-pane windows in a town hall eligible for grant funding?

High efficiency replacement windows are eligible for grant funding. Demonstrating the projected energy savings would help to strengthen the proposal.

Can we use grant funds to implement a local ‘electrification/ efficiency’ program directly related to the Efficiency Maine Trust programs?

Grant funding could be used to support an educational campaign to increase awareness of the electrification/efficiency program. Grant funds cannot be sub granted to residents to complete energy efficiency updates.

Could a traffic calming study to improve bicycle and pedestrian safety and therefore encourage more walking and biking be eligible for grant funds?

Yes, a traffic calming study could fit within strategy A5 *Implement strategies that increase public transit ridership and alternative transportation modes, including bike and walking infrastructure.*

Following a recent Snow and Ice training for the Public Works department, staff learned about the option of using brine for snow and ice management and the cost/environmental benefits. Would the cost to obtain this equipment would be eligible for CRP funding?

The implementation of new snow/ice management equipment is not well-aligned with the list of community actions. If this was one component of a townwide watershed management plan (E3) to protect and improve water quality in response to climate impacts, it could be eligible as an action to support that strategy but may require a 10-20% match from the town.

Can municipalities contract out part of their grant to non-profits to do some of the work?

Yes, towns may procure services from consultants or nonprofits using Community Action Grant funds. A strong application will describe 1) how the town plans to procure a firm/organization or, if the entity has already been identified, why it is qualified to provide the services; and 2) as specifically as possible, the roles and deliverables expected from the firm/organization. The town will remain responsible for the overall grant administration and reporting.

We are working with 2-3 communities on a potential CAG application to develop and implement an 'energy coaches' program that would provide technical assistance to the community regarding energy efficiency and accomplishing GHG emissions reductions. A question was raised regarding stipends for these coaches to reduce attrition, ensuring continuity and achieved outcomes. Are stipends allowable under CAG funds?

Yes, stipends to support energy coach positions are an eligible use of grant funds. For proposals using CAG funds for capacity, we look for a detailed scope of work for the individual(s) and specific outputs and outcomes that are aligned with the activities on the List of Community Actions. Applicants should be as explicit as possible with the scope of work and deliverables.

Application Guidelines and Required Format

Can grant funds be applied to work that has already been completed?

Eligible costs are limited to those incurred during the grant period. Expenses incurred prior to or after the grant period are not eligible to be included in the budget.

Can you please advise us on procurement requirements for the project required by the grant?

In this grant round, both State and Federal funding sources are being used to make grant awards. Applicants will be notified after conditional grant awards are made of their project's funding source and requirements. For grant awards funded using a State funding source, applicants should follow their own town or tribe specific procurement policy. For grant awards funded using a Federal funding source,

there may be additional procurement requirements depending on the nature of the project. These requirements will be determined and shared with the applicants after grant awards are made.

For indirect costs, can we use the federally negotiated rate or is the indirect capped on this funding opportunity?

There is no cap on indirect costs for this grant opportunity, and generally the federally negotiated rate is accepted. Including details in the budget narrative on the cost effectiveness of the proposal could help to strengthen the application.

Can a portion of the budget include an “administration fee” or “fiscal agent” fee for the Town that is receiving an award for receiving, disbursing and accounting for that funding?

Yes, a community may include grant management costs in their budget proposal. Rather than include it as a fee, we would suggest listing it as a Task, and describe what activities and outcomes will result, just like any other task in the scope of work.

Are electronic signatures accepted?

Yes, any form of signature that is considered binding by the municipality is accepted.

Is it a requirement that the Direct Pay 30% credit for solar panels be included in the CAG proposal?

Communities are encouraged to utilize the Direct Pay credits to reduce their costs for eligible projects, but it is not required. Please note that it is also unknown for how long this tax incentive program will continue, so the town should be prepared to cover any costs outside of the proposed grant amount if the program changes.

Should we use the community action list items from the new Climate Action Plan (released in November 2024), or stick with the original list?

Please use the [existing list of community actions](#) – we will update this list to address new *Maine Won't Wait* recommendations for the next round of grants next summer.

Are State agencies allowed to provide letters of support?

State agencies may provide letters of support at their discretion.

Our town has a current CAG underway, do we need to provide additional justification around capacity to be awarded two concurrent grants?

Providing detail on how the next phase of the project will be managed in tandem with the original phase, and outlining any updated roles and responsibilities, would help to address capacity questions.

We are basing our budget on previous experience and estimated hours/hourly rate. Is this sufficient information for the budget justification? Or are additional details needed to strengthen the justification for this budget?

Generally, historical context/experience that supports how the budget was estimated, hourly rate and estimated number of hours by task are details that can help justify a budget.

I have a question about “deliverables” vs. “outcomes.” I interpret "deliverables" as tangible products or milestones that the project will generate (e.g., reports, designs, or plans), while "outcomes" might refer to the broader impacts or changes resulting from completing those deliverables (e.g., improved safety, community resilience, or readiness for the next project phase). Could you confirm if this interpretation aligns with your expectations?

Yes, this aligns with how we view deliverables vs. outcomes.

Is it sufficient to state all local, State, and Federal permits required? It is difficult to estimate when all final permits will be obtained as it is dependent on the regulatory staff's availability and capacity. Do you have any suggestions about how to frame this deliverable?

Outlining the anticipated permits necessary and stating that you would be prepared to respond to any additional permit requests would help to demonstrate that you are aware of these project components and are prepared to address them as the project progresses.

In the Project Management section, are you looking exclusively for descriptions of how consultants and project staff will allocate their time to the deliverables, or should this section also detail how volunteer committees, community members, and other stakeholders will contribute to achieving project outcomes?

This section can be used to designate the primary lead for each task/deliverable. The primary lead is responsible for managing all components of a deliverable/task, and support staff would likely only need to be included if there are multiple points of contact responsible for the completion of a deliverable or task.

How should we include project management hours in the budget?

We look to the applicant's judgement on how to most accurately and efficiently convey the hours and budget to support the scope of work. The budget narrative should align with each task/deliverable in the

scope of work – with estimated hours and costs calculated for each deliverable/task included in the scope of work.