



**STATE OF MAINE
GOVERNOR'S OFFICE OF POLICY
INNOVATION AND THE FUTURE**

**Janet T. Mills
Governor**

**Hannah Pingree
Director**

AWARD CONFIRMATION

January 13, 2023

Caroline Pelletier
Town of Freeport
30 Main Street
Freeport, Maine 04032

RFA#202207107: Award confirmation for Community Resilience Partnership Community Action Grant

Dear Caroline:

This letter is in regard to the Request for Applications (RFA) issued by the State of Maine Governor's Office of Policy Innovation and the Future (GOPIF) for the Community Resilience Partnership Community Action Grant. The Department is pleased to confirm your award in the amount of \$121,388.00.

To accept this award and indicate your organization's good faith intention to satisfy the roles, deliverables, timelines, and outcomes set forth in the scope of work, sign below and return to GOPIF.

The grant performance period is December 19, 2022 to December 18, 2024. Quarterly reports are due 15 days after the close of the preceding quarter (Quarters: 1/1–3/31; 4/1–6/30; 7/1–9/30; 10/1–12/31). A final report is due 30 days after the end of the grant period. The State of Maine reserves the right to reclaim any or all of the grant award in the event that the Department deems a good faith effort has not been made by the awardee.

Attached to this letter you will find copies of the RFA and your application, and a quarterly reporting template. Brian Ambrette is the point of contact for your grant and can be contacted by phone at (207)-707-2190 or via email at brian.ambrette@maine.gov. Thank you again for your interest in doing business with the State of Maine.

Sincerely,

Hannah Pingree
Director, Governor's Office of Policy Innovation and the Future

To confirm acceptance of this grant award and commit to the roles, deliverables, timeline, and outcomes in your attached scope of work, please sign, date, and return to Brian Ambrette at GOPIF. Thank you.

Authorized Signature

Name

Date

State of Maine
Governor's Office of Policy Innovation and the Future
APPLICATION COVER PAGE


RFA# 202207107

Community Resilience Partnership Community Action Grant

Applicant's Organization Name:		Town of Freeport	
Chief Executive - Name/Title:		Peter Joseph, Town Manager, Freeport	
Tel:	(207) 865-4743 ext. 118	E-mail:	pjoseph@freeportmaine.com
Headquarters Street Address:		30 Main Street	
Headquarters City/State/Zip:		Freeport, ME 04032	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Application - Name/Title:		Caroline Pelletier, Town Planner, Freeport	
Tel:	(207) 865-4743 ext. 107	E-mail:	cpelletier@freeportmaine.com
Headquarters Street Address:		30 Main Street	
Headquarters City/State/Zip:		Freeport, ME 04032	

- This Application and the pricing structure contained herein will remain firm for a period of one hundred eighty (180) days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant's Application.
- No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an Application.
- The above-named organization is the legal entity entering into the resulting contract with the Department should they be awarded the contract.
- The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

To the best of my knowledge, all information provided in the enclosed application, both programmatic and financial, is complete and accurate at the time of submission.

Name (Print): Caroline Pelletier	Title: Town Planner, Freeport
Authorized Signature: 	Date: 09/19/2022

State of Maine
Department of Governor's Office of Policy Innovation and the Future
DEBARMENT, PERFORMANCE, and NON-COLLUSION
CERTIFICATION
RFA# 202207107


Community Resilience Partnership Community Action Grant

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:

 - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
 - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.**
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
- d. Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default.*
- e. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

Failure to provide this certification will result in the disqualification of the Applicant's Application.

Name (Print): Peter Joseph	Title: Town Manager, Freeport
Authorized Signature: 	Date: 09/19/22

State of Maine
Governor's Office of Policy Innovation and the Future
APPLICATION FORM
RFA# 202207017
Community Resilience Partnership Community Action Grant

Criteria 1: Eligibility and Applicant Information

Applicant's Organization Name:	Town of Freeport
Applicant's Organization is a:	<input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Tribal Government <input type="checkbox"/> Township, plantation, or unorganized territory <input type="checkbox"/> Service provider organization <input checked="" type="checkbox"/> This is a joint application for a Group of Communities (if applicable).
Applicant is enrolled in the Community Resilience Partnership	<input checked="" type="checkbox"/> yes or <input type="checkbox"/> no or <input type="checkbox"/> enrolling simultaneously
Has the applicant applied for a Community Action Grant in a previous round?	<input type="checkbox"/> yes or <input checked="" type="checkbox"/> no
In partnership with: <i>Letters of Support must be provided with Application.</i>	List Partners (if any)
	Town of Yarmouth, Maine

Criteria 2: Community Characteristics

Complete the table describing the characteristics of the community. See the RFA document (Section H-2 of Activities and Requirements) for information and instructions for completing this table. If this is a multi-community application, use the additional rows for each of the communities in the Group.

Community Name	Community Type (Municipality, Tribal Government, Plantation, Township, or Unorganized territory)	Region (1, 2, 3, 4)	Population	Social Vulnerability (low, medium, high)
Town of Freeport	Municipality	1	8,737	low
Town of Yarmouth	Municipality	1	9,000	low

Criteria 3: Maine Won't Wait Strategy and Action(s)

Project Title

Freeport and Yarmouth Sustainability Partnership: Creation of a Shared Full-time Sustainability Coordinator Position

For no-match grants, which Maine Won't Wait strategy and action(s) does the project seek to implement?

For grants to support other community-defined climate priorities, applicants must describe the project and how it meets the goals of Maine Won't Wait and complete the cost-share table in the budget worksheet below.

The Towns of Freeport and Yarmouth are not only geographically connected, we share a number of similar social and environmental vulnerabilities. By creating a shared Sustainability Coordinator position, both communities will add the technical knowledge required to actively pursue sustainability related projects and policies that will make both towns more resilient to the impacts of climate change. While the Sustainability Coordinator's work will likely expand beyond the strategies outlined in the Community Resilience Partnership's List of Community Actions (and *Maine Won't Wait*), this project seeks to address the following specific strategies:

Strategy Area C: Reduce emissions through clean energy innovation reduce Greenhouse Gas (GHG) emissions

C1. By creating a new Sustainability Coordinator position, the Towns of Freeport and Yarmouth will collaborate with the Greater Portland Council of Governments (GPCOG) to conduct a baseline GHG emissions analysis, as part of a full climate action plan. Funds for that collective effort have been allocated by each community, but the proposed Sustainability Coordinator will help to evaluate municipal energy usage, including electricity, heating and transportation fuels, and other energy sources and make recommendations on how to reduce consumption and/or switch to alternative energy sources.

In February 2022, the Yarmouth Town Council endorsed a climate emergency declaration. Through their endorsement, the town set the ambitious goal to eliminate 100% of municipal carbon emission reduction by the year 2030 and 80% of community-wide emissions by 2050. This position will be critical in hitting those benchmarks.

C2. By combining efforts, the data collected will allow both towns to track emissions and set emission reduction targets as part of their climate action plans.

Strategy Area F: Build Healthy & Resilient Communities
Plan for community resilience

F1. By creating a new Sustainability Coordinator position, the Towns of Freeport and Yarmouth will be able to lead community efforts and work with the Greater Portland Council of Governments (GPCOG) to develop each town's climate action plan that will include a community vulnerability assessment that identifies climate risks, vulnerable populations, and high priority strategies for reducing risk and vulnerabilities. The climate action plans will help each town incorporate resiliency into the development of their updated Comprehensive Plans and their ordinances.

Strategy Area G: Invest in Climate-Ready Infrastructure
Assess climate vulnerability of infrastructure

G1. Throughout the climate action planning process, we anticipate learning that our communities share many similar vulnerabilities. Whether it's the amount of GHG emissions related to automobile travel along Route 1 and 295, or forecasted infrastructure liabilities due to sea level rise, by working regionally our two communities can find economies of scale and/or develop policies that leverage greater change in the region.

Strategy Area H: Engage Maine People
Increase public awareness of climate change impacts and opportunities to take action

H5. Neither community currently has sustainability-focused personnel to staff their volunteer-led energy and sustainability committees. By establishing a Sustainability Coordinator position, it will enable each town to develop interactive community engagement programming and perform outreach to our more vulnerable populations that are greater impacted by climate change.

Criteria 4: Scope of Work

Project Description

Describe the proposed project, including the tasks and deliverables, project timeline, roles and responsibilities, and expected outcomes.

Proposed Project: The proposed project consists of creating a full-time Sustainability Coordinator position that will assist both the Towns of Freeport and Yarmouth in developing climate action plans and proactive sustainability programs. The Towns of Freeport and Yarmouth are neighboring towns that have much in common, such as demographic makeup and environmental vulnerabilities. Both towns don't have the funding necessary to hire a full-time Sustainability Coordinator, yet both towns have a strong desire to prepare for climate change and resiliency and develop sustainability related programs. Collaboratively, management and staff from both Towns worked

together to create a detailed job description, job ad and a Memorandum of Understanding for the shared position (all of which are attached after the budget worksheet).

Tasks and Deliverables: The Sustainability Coordinator will fulfill the following objectives:

- Work with and assist the Greater Portland Council of Governments (GPCOG) in developing individual climate action plans for each community (to be completed by December 2023).
- Increase regular community engagement in climate action planning and other sustainability-related programs, such as community workshops, educational sessions and in-person outreach at public events such as elections, school events and community events. Time committed community outreach and engagement will be reflective of climate action, and subsequent implementation efforts.
- Assist GPCOG to continue the assessment of vulnerabilities in both towns as part of ongoing planning efforts
- Propose and/or support sustainability initiatives working with different departments from both towns as time allows in the first 12 months (when the main focus will be on community engagement and plan development)
- Function as the municipal contact that oversees sustainability projects in both towns, as time allows in the first 12 months (when the main focus will be on community engagement and plan development)
- Upon presentation and/or acceptance of final plans for each municipality, in months 12+ of the position, the position will assist each Town in the development of an implementation plan to reflect the goals and priorities identified in the climate action plans.
- **Project Timeline:** The project timeline consists of funding a full-time position with benefits for fifteen (15) months. If the actual cost of funding a full-time position with benefits is lower than planned for, the communities would like the ability to roll the funds to extend the length of the position as funds allow and within the timeline to spend the grant funds. Any additional time funded will be used to assist each Town in the development of an implementation plan to reflect the goals and priorities identified in the climate action plans and start some of the early implementation actions.

Roles and Responsibilities:

- Serve as the primary contact with each municipality and the Greater Portland Council of Governments for assistance with the development of a climate action plan for each municipality.
- Serve as the primary contact for community members with questions or concerns related to sustainability, carbon reduction efforts, and the climate action planning process.
- Take a lead role in the public engagement process for the development of the plan including guiding the municipal committees on how to effectively engage the public with particular attention to an developing an inclusive process to

include our vulnerable populations such as the elderly, home-bound residents, and our new Mainers.

- Function as the staff person to the Town of Freeport Sustainability Advisory Board (FSAB) and the Town of Yarmouth's Committee for Energy Efficiency and Sustainability (CEES), both of whom will take lead roles in the public process of developing the climate action plans
- Work on community-wide sustainability projects in both towns, including coordinating community education and outreach events
- Assist different town departments by recommending or supporting sustainability programs
- Help with communication and collaboration to integrate a more regional approach to climate action between the two towns
- Research and apply for grant opportunities to implement sustainability and climate resiliency projects as time allows
- Implement a community engagement process for the planning efforts related to the development of a Climate Action Plan with a special emphasis on engaging the most vulnerable residents in the planning processes by in-person communications and making materials clearly understandable and relatable.
- Work with the Greater Portland Council of Governments (GPCOG) to complete a Climate Action Plan for both towns

Expected Outcomes: At the end of fifteen (15) months, the Sustainability Coordinator will have helped the Towns of Freeport and Yarmouth develop individual Climate Action Plans and set the stage for the implementation of community resilience projects. Each community is committed to furthering regional sustainability efforts at the conclusion of the grant program. Any additional time funded will be used to assist each Town in the development of an implementation plan to reflect the goals and priorities identified in the climate action plans and start some of the early implementation actions.

Project Need

Describe the need for the project. Why is this project a community priority?

Both the Towns of Freeport and Yarmouth recognize the need to take immediate action on climate readiness but lack the staff capacity to make substantial progress. Sharing a Sustainability Coordinator would allow both towns to have access to additional staffing to work on sustainability-related projects.

This collaborative approach will allow the Towns to create a shared, grant funded full-time position with benefits for at least a period of 15 months. Given the current job market, offering a full-time position with benefits will allow the Towns to attract a

greater pool of candidates. The shared Sustainability Coordinator would devote equal time between the two towns. In addition, by working with a shared Sustainability Coordinator, the towns will be able to communicate and collaborate in a more regional approach to climate action planning and projects.

Community members in the Town of Freeport have identified the need for a new Sustainability Coordinator and the development of a Climate Action Plan as a priority. Freeport is currently working on an Emergency Management Operations Plan, on the implementation of its Downtown Vision Plan, and will soon be working on updating its Comprehensive Plan and developing a Climate Action Plan. Thus, this is a pivotal time to integrate sustainability and resiliency practices into all these important plans that will shape Freeport's future. A Sustainability Coordinator will provide needed expertise and staff capacity to further enhance these projects primarily through supporting the work of GPCOG by leading the municipal public engagement process with a specific emphasis on organizing and participating in the in-person engagement process require to include our most vulnerable population and making the topic relatable.

Community Engagement and Equity Considerations

Describe your approach to community engagement. Maine's climate response must ensure shared benefits across diverse populations of Maine people. Applicants should include robust community engagement in their action grant proposals, for example inclusive planning processes so that diverse community voices are able to participate. Climate change impacts will create the greatest hardships for already marginalized communities, and Maine must identify and promote solutions to help the people most vulnerable to climate impacts. Applicants should consider the potential benefits of their proposed climate action projects and, if applicable, describe how the project distributes those benefits equitably.

The Towns of Freeport and Yarmouth, in collaboration with the Greater Portland Council of Governments (GPCOG), each held a Community Workshop to inform the public about the future impacts from climate hazards, gather input, and identify climate action priorities. To ensure inclusivity, the meeting was held both in-person and virtually. Each town invited residents, municipal staff, town committees and community groups to the public workshops. With assistance from GPCOG, each workshop was advertised on the town's website and social media pages. Attendance was lower than we had hoped, but the feedback from those in attendance was invaluable. Based on feedback from the public (both during the workshops and subsequent survey work deployed in each community), it was clear that we need a dedicated staff person to bring action to our regional sustainability needs and that can devote time to enhanced community outreach and engagement. A Sustainability Coordinator would also provide the needed staff capacity to identify our most vulnerable populations to climate change and target messaging to empower their

engagement during our planning for project development efforts. Climate change is real and impacts the entire community, even if they do not realize it. By having this additional staff person, we will be able to conduct more in-person outreach in both communities by attending public events and visiting our mutli-family housing and senior living locations. Included in this will be the important part of messaging; we need to make the impacts of climate change relatable to all populations and how it impacts an individual's day-to-day. Our hope is that with added staff capacity we can develop an inclusive and successful community engagement plan that builds community as we work towards developing regional climate action goals. Together, we hope to serve as a model for future regional sustainability efforts.

Criteria 5: Budget

Budget Narrative

Please provide a detailed explanation of your proposed project expenses including how the proposed grant funding will be combined with other revenue sources to support the project.

Funds received through this program would support a full-time Sustainability Coordinator and resources required to achieve our program objectives. Any ancillary expenses (ie: supplies, travel, training, etc) will be funded from the exiting municipal budgets.

In the first 12 months of funding, it is expected that from estimates from GPCOG, about 30 hours per week of the positions time will be dedicated to the development of the climate action plan. This is including, but not limited to, behind the scenes work in the data collection and editing of writing of the plan, community outreach and education and engagement with the public and volunteer boards. As time allows, the remainder of the time will be spent supporting both municipalities' sustainability related committees in ongoing efforts to create more sustainable and resilient communities through and engaging, inclusive, and transparent public process. Any additional time funded through remaining grant funds (depends on benefits the employee selects) will be used to assist each Town in the development of an implementation plan to reflect the goals and priorities identified in the climate action plans and starting some of the early implementation actions.

Cost-Share Table (if applicable)

Which cost share applies to the lead applicant?
What is the project cost share amount?

A cost share will apply For Climate Action Grants that implement other community climate and energy priorities (i.e., activities not found in the Community Action Inventory).

Tier 1: Communities with populations less than 4,000

Tier 2: Communities with EITHER populations between 4,000 and 10,000 OR tax assessment less than \$25 million (according to State Revenue Sharing data).

Tier 3: Communities with populations greater than 10,000 AND tax assessment greater than \$25 million (according to State Revenue Sharing data).

Tier 1	Tier 2	Tier 3
10% local match	10% local match	20% local match

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Budget Worksheet

Project Task	Funds Requested	Other Funds	Total Project Budget
Task 1 Funds towards development of the Climate Action Plan and the general public planning & engagement process (Months 1-12)	\$74,360.00		\$74,360.00
Task 2 Funds towards other sustainability & resilience efforts (Months 1-12)	\$18,590.00		\$18,590.00

Task 3 Funds towards Climate Action Plan Implementation Plan and Early Implementation Efforts (Months 13+)	\$18,590.40		\$18,590.40
Task 4 Funds towards Funds towards other sustainability & resilience efforts (Months 13+)	\$4,647.60		\$4,647.60
Task 5 Technology and memberships needed to public process and plan development and implementation	\$5,200.00		\$5,200.00
Total	\$121,388.00		\$121,388.00

Title: Sustainability Coordinator

Job Description: Together the Towns of Freeport and Yarmouth are pleased to announce an immediate opening for the position of Sustainability Coordinator. This will be a shared position, physically located at the Freeport Town Hall, but sharing equal time working for each of the Towns. This is an exciting time to join the Towns, as each Town is starting to work with the Greater Portland Council of Governments (GPCOG) to create individual Climate Action Plans. This position will take the lead in assisting GPCOG, on behalf of each Town, towards the creation of the plan and taking a strong lead in the municipal community engagement process. In addition to working on the plans, the Coordinator will assist with, or staff, climate/sustainability focused committees in each town that will be assisting in the development and then implementation of the plans. The Coordinator will be looked upon to make suggestions, as appropriate, for each municipality to become more sustainable and resilient communities. Freeport and Yarmouth are similar in many ways, including population, demographics, location and the steps they are at in the climate action planning process. There will be ample opportunity for streamlining and collaboration while working for both Towns. For a detailed job description, including details on how to apply, please visit the Town of Freeport's website at [Employment / RFPs | Freeport ME \(freeportmaine.com\)](https://www.freeportmaine.com/employment/rfps)

Qualifications:

- Graduation from high school or equivalent, with bachelor's degree in Environmental Sciences, Environmental Policy or Management, or a related field preferred;
- Two (2) to five (5) years of progressive related professional experience including development and implementation of energy efficiency, renewable energy, and general sustainability programs is preferred;
- Any equivalent combination of training and experience which permits the effective performance of all job responsibilities may be considered.

Compensation: This is a full-time, in-person, position requiring 37.5 hours per week (Monday through Thursday). Travel between the two municipalities will be required on a weekly basis. Night meetings will be required. Salary is negotiable based on relevant experience. The position will be an employee of the Town of Freeport and the Town offers an excellent benefits package that includes health, dental, and vision insurance; life insurance; short-term disability; paid vacation, sick, and holiday time; and multiple retirement options. This is a grant-funded position, for fifteen (15) months, with the potential for an extension of the time depending on funding sources.

Applications may be obtained in person at the Freeport Town Hall, or on the Town's website.

Return the application with cover letter and resume by Thursday, January 26, 2023 to:

Judy Hawley, Assistant Town Manager
30 Main Street
Freeport, ME 04032
jhawley@freeportmaine.com

The Town of Freeport is an Equal Opportunity Employer and does not tolerate discrimination or harassment in workplace. Members of traditionally underrepresented communities are encouraged to apply for employment.



TOWN OF FREEPORT

30 Main Street, Freeport ME 04032

ph: 865-4743 fax: 865-0929

www.freeportmaine.com

POSITION: Sustainability Coordinator **FT/PT Status:** Full Time
DEPARTMENT: Planning
SUPERVISOR(S): Town Planner (Freeport)/Director of Economic Development (Yarmouth) **FLSA Status:** Exempt

POSITION SUMMARY

This position will be an employee of the Town of Freeport; however, will be a shared position with the Towns of Freeport and Yarmouth. The position will lead community efforts working with the Greater Portland Council of Governments (GPCOG) to develop individual Climate Actions Plans for each community. This position will work closely with residents and property owners in both communities during the public engagement process of developing a Climate Action Plan.

In addition, this position will provide direct support to the Freeport Sustainability Advisory Board (FSAB) and provide assistance to the Town of Yarmouth's Committee for Energy Efficiency and Sustainability (CEES) and the Yarmouth Climate Action Task Force (YCAT). This position will assist the Committees in achieving their goals and objectives including advising the municipalities on sustainability related policies, suggesting opportunities to make the communities more sustainable and resilient in the most efficient and cost-effective manner, exploring ideas and making recommendations to reduce the municipalities carbon footprints and assisting in public education opportunities.

Examples include but are not limited to, assisting the communities in hosting community workshops and educational sessions, proposing sustainability initiatives or providing the necessary background research on initiatives proposed by other departments while assessing cost effectiveness, technical feasibility, and probability of achieving acceptance. Duties will be performed under the general supervision of the Town Planner (Town of Freeport) and the Director of Economic Development (Town of Yarmouth).

The employee will be located at the Freeport Town Office, with travel between the Freeport Town Office and the Yarmouth Town Office required on a regular basis. Personal transportation is required. Work will be mostly in-person and will be a four-day schedule (Monday through Thursday) with 37.5 hours per week. Regularly scheduled evening meetings will be required. This is a grant funded position for at least fifteen months (15 months) with the expectation of being extended and/or permanently funded.

ESSENTIAL DUTIES AND RESPONSIBILITIES*

- Works as the municipal contact for both communities as they work with the Greater Council Portland of Governments (GPCOG) to develop individual community climate action plans.
- Works with the communities to coordinate education and outreach events and engage the community in the inclusive public process of developing a climate action plan.
- Maintains and updates an information database to monitor emissions in the

- municipalities, paying particular attention to heating, electricity, and transportation.
- Measures and reports, through appropriate reporting format, information regarding emissions through graphs, charts, and visual displays.
 - Based on collected data, offers recommendations on how to reduce community wide energy use while reducing emissions, suggested municipal improvements and payback analysis for such proposed improvements.
 - Provides direct support to the Freeport Sustainability Advisory Board (FSAB) and provide assistance to the Town of Yarmouth's Committee for Energy Efficiency and Sustainability (CEES) and the Yarmouth Climate Action Task Force (YCAT).
 - Assisting and guiding municipal committees in the public meeting process following the legal requirements of the municipality and the State of Maine.
 - Supports Committee efforts with regards to community education and events pertaining to a wide variety of sustainability events.
 - Works with other town departments on sustainability initiatives, including outreach for data collection and developing ordinance language.
 - Works with local businesses to develop climate action strategies and sustainable organizational practices.
 - Initiates ideas and practices involving recycling, composting and other forms of waste reduction.
 - Seeks grant opportunities to support the communities' sustainability goals and objectives.
 - Attends regional workshops, seminars and conferences related to energy and sustainability for professional development through networking opportunities.
 - Participates in regional efforts on sustainability practices.
 - Performs other duties as assigned.

**The above statements are intended to describe the general nature and level of work being performed by those assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

SKILLS/EXPERIENCE/TRAINING REQUIRED

- Graduation from high school or equivalent, with Bachelor's degree in Environmental Sciences, Environmental Policy or Management, or a related field preferred; two (2) to five (5) years of progressive related professional experience including development and implementation of energy efficiency, renewable energy, and general sustainability programs is preferred. Any equivalent combination of training and experience which permits the effective performance of all job responsibilities may be considered.
- Maintain a positive professional attitude with co-workers and members of the public.
- Ability to actively listen and be sensitive to others concerns, with or without being directly involved.
- Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.
- Be punctual for scheduled work and use time appropriately.
- Knowledge and experience in environmental management, climate change, energy efficiency, renewable energy and environmental sustainability principles.
- Effective verbal and written communication skills, attention to detail and initiative are required.
- Demonstrated ability to work independently with minimal supervision, assume responsibility, prioritize and resolve problems.

- Ability to work effectively with a broad spectrum of the public, including various municipal departments, board and committee members, residents, applicants, and outside agencies.
- Ability to research, analyze and synthesize complex information, develop and present recommendations and prepare concise written reports, correspondence and recommendations.
- Experience in research, policy development, and report writing, preferred.
- Ability and willingness to attend evening meetings.
- Experience with or knowledge of computer hardware and the Windows/Microsoft Office platform and software pertaining to the documentation and analysis of greenhouse gases.
- Must possess valid Maine motor vehicle operator's license and have and maintain a good driving record.

Additional Desirable Qualifications

- Grant writing experience.
- Experience with transit, complete streets, and transportation projects.
- ArcMap/GIS experience.
- ClearPath experience.

WORKING CONDITIONS/PHYSICAL DEMANDS

The working conditions/physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions - The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices and meeting and training rooms, use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Physical Demands - The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items (25 pounds or more) such as computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me.

Employee Signature

Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TOWN OF FREEPORT AND THE TOWN OF YARMOUTH**

This Agreement is made this _____ day of January 2023 by and between **Town of Yarmouth, Maine** (“Yarmouth”), and **Town of Freeport, Maine** (“Freeport”).

The Town of Freeport, on behalf of the Towns of Freeport and Yarmouth submitted a joint application to the Governor’s Office of Policy Innovation and the Future (“GOPIF”) for a Community Resilience Partnership Community Action Grant. The grant application was to fund a shared Sustainability Coordinator position between both municipalities. The main objective of this position will be to assist both communities in their work with the Greater Portland Council of Governments towards creating individual climate action plans. This position will assist GPCOG as needed, with an emphasis of leading the public engagement process through working with existing municipal committees that are supporting the climate action planning process on a time available basis.

On November 20, 2022, Freeport was notified that a conditional grant, in the amount of \$121,388.00 was awarded, pending review and approval of additional information that will be provided to GOPIF by Freeport, and to be prepared by collaboration between both parties. It is expected, that upon a timely submission to GOPIF, a final notice and contract could be provided to Freeport, on behalf of both Towns in January 2023. Any funds awarded by the State will be send to the Town of Freeport and will need to be accepted by the Freeport Town Council.

This understanding memorializes the responsibilities of both towns. The Towns of Freeport and Yarmouth agree as follows:

1. The Town of Freeport will continue to be the contact with GOPIF throughout the period of the grant award and expenditure and will be responsible for submitting any and all required information to GOPIF, including but not limited to, the additional information required for the conditional grant and quarterly reporting. The Town of Yarmouth agrees to assist in this process and provide information, input as requested.
2. Both parties agree that the position will be an employee of the Town of Freeport, with a weekly paycheck and standard benefits being offered to the employee by the Town of Freeport using grant funds, with time equitably split between both communities throughout the duration of the grant award.
3. The Towns have drafted and reviewed a job ad and job description for which Freeport will take the lead in the hiring process through the finalizing of those documents and the municipalities will jointly circulate the materials to maximize the exposure in efforts to obtain qualified applicants.
4. The Town’s agree to conduct a joint interview process, with equal representation from both Towns, and up to two interviews and to be determined by both Towns based upon the quality and quantity of applicants. The final decision on a qualified candidate will be mutually agreed on by both municipalities.
5. In Freeport, the position will be an employee of the Planning Department and report to the Town Planner. In Yarmouth, the position will be an employee of the Planning and Development Department and report to the Director of Economic Development.
6. The employee will have a physical workspace at the Freeport Town Hall, and as a general rule, will be expected to report for duties, in-person, for 37.5 hours per week, with schedule adjustments as needed due to special conditions such as sickness and job-related travel.

7. Request for time off will be made to the Freeport Town Planner with notification of such approvals for time off being given to the Yarmouth Director of Economic Development.

8. No overtime will be incurred for time worked outside of normal office hours and the schedule of the employee will need to be adjusted by each Town on weeks where special occurrences such as public meetings occur.

9. It is understood that travel between both municipalities will be required and will be scheduled to minimize incurred cost for travel, as the cost for such travel will be reimbursed by the municipality out of municipal budgets. For instances where travel beyond the municipality is required, the employee (if a licensed driver) will be able to use a municipal vehicle provided by the Town of Yarmouth and at no cost to the Town of Freeport.

10. Although the employee will primarily be working out of the Freeport Town Hall, the cost of physically hosting the employee for any time they spend working in each municipality will be covered by the Town for which they are working and no funds shall be exchanged for things such as office space, office supplies and equipment, phone and internet service, utilities etc. A laptop computer will be purchased with grant funds by the Town of Freeport and for the use of the employee.

11. The position will be grant funded for at least a period of 15 months, and if funds allow, will be extended to a time period to expend all of the grant funds and within the 24-month expenditure time period for the grant. Although conceptually agreed to, both Towns will need to agree to this before a formal offer for extended employment is made. Although both Towns conceptually agree to request funding for extending the position permanently through municipal budgets if this working arrangement is successful and meets the needs of both towns, this agreement does not obligate either Town to provide funding beyond the grant period identified in this memorandum.

12. Both Towns agree that the employee will be required to submit a weekly, detailed timesheet provided by the Town of Freeport and to document how time is being spent, with a rolling tally to be kept for duties and municipalities.

13. The supervisors of the employee for each Town agree to meet monthly, via phone or in-person, to discuss employee performance and deliverables to make sure the goals, objectives and timelines of the grant are being complied with.

14. If personnel issues arise with the employee, disciplinary action will be taken by the Town of Freeport and in accordance with the Town of Freeport Personnel Code. Any personnel issues observed while working in the Town of Yarmouth shall be reported to the Town of Freeport by the supervisor in the Town of Yarmouth and the Towns will work together to resolve any issues.

This understanding shall continue between Freeport and Yarmouth until _____, 2023 unless another Agreement is reached before that time.

TOWN OF FREEPORT,

TOWN OF YARMOUTH

By: _____ By: _____

Name: _____ Name: _____

Title: _____ Title: _____

State of Maine
Governor's Office of Policy Innovation and the Future
LETTERS OF SUPPORT
RFA# 202207107
Community Resilience Partnership Community Action Grant

All applicants must include a letter of support from all communities (if proposal is collaborative).

Applicants are strongly encouraged to include letters of support from municipal and county officials, local civic leaders, or state legislators.



TOWN OF FREEPORT, MAINE

30 Main Street
Freeport, ME 04032

Phone: 207-865-4743
www.freeportmaine.com

September 19, 2022

Mr. Brian Ambrette
Senior Climate Resilience Coordinator
Governor's Office of Planning Innovation and the Future
181 State House Station
Augusta, ME 04333

Re: Letter of Support for the Towns of Freeport and Yarmouth Community Action Grant Proposal

Dear Brian,

I'm writing in support of the joint Community Action Grant proposal being submitted by the Towns of Yarmouth and Freeport. Freeport and Yarmouth have a long history of sharing programs and services – the Towns shared a General Assistance program for many years, until the needs in both communities grew to the size where independent programs in each community could be justified. I see the potential path that the proposed Sustainability Coordinator position may take in a very similar light.

Additionally, the timing of this proposal is fortuitous, given the many different important projects that Freeport's staff is currently engaged in. Freeport is currently working on both an Emergency Operations Plan and a Downtown Re-visioning Plan, and our Comprehensive Plan update is on the near term horizon. Adding a shared Sustainability Coordinator position to the Planning Department staff will help integrate sustainability concepts into those plans moving forward.

Should you have any questions or need any further information, please don't hesitate to contact me.

Sincerely,

Peter E. Joseph
Town Manager



TOWN OF FREEPORT, MAINE

Town Council
30 Main Street
Freeport, ME 04032

Mr. Brian Ambrette
Senior Climate Resilience Coordinator
Governor's Office of Planning Innovation and the Future
181 State House Station
Augusta, ME 04333

September 16, 2022

Mr. Ambrette:

Firstly, let me offer a few words of gratitude to you and the rest of your colleagues at the State who are doing such important work on behalf of our communities, and indeed our planet. Regardless of the outcome of the grant decision, know that we here in Freeport are very appreciative of the efforts of the Community Resilience Partnership program.

Freeport has a very active contingent of residents who are passionate about developing a sustainable approach to our environment. Through the work of our town's Freeport Sustainability Advisory Board, an environmentally focused non-profit group called Freeport Climate Action Now (FreeportCAN), and a supportive Town Council, we have been moving the needle on our town's contribution to climate action.

However, we are limited by the number of volunteer hours available from these groups. We strongly believe that there is much for us to work on, and we would benefit tremendously from having a Town resource dedicated to environmental sustainability. In order to make this happen, we have been collaborating with our neighbors, the Town of Yarmouth, to jointly seek out a full-time Sustainability Coordinator to work on behalf of our two towns.

If we are able to bring someone onboard with the help of the Community Action Grant, I have no doubt they will begin making an immediate impact by coordinating education and outreach to increase community engagement in sustainability beyond the existing core group of dedicated residents. In addition we have a number of potential climate-related projects that need a municipal steward in order to move forward. These include exploring a new solar array on municipal property, developing EV charging requirements for any new development, and leveraging additional resources at the State and Federal level to assist with our efforts.

Lastly, the timing of this opportunity couldn't be better as we are working on several planning efforts that would each benefit from a focus on sustainability and resiliency including:

- A new Emergency Management Operations Plan
- The implementation of a new Downtown Vision Plan
- A revised town-wide Comprehensive Plan
- The development of a new Climate Action Plan

A municipal Sustainability Coordinator could contribute meaningfully to all of these efforts.

Our Town Council is supportive of all these initiatives as evidenced by several discussions over the course of the past year, which resulted in concrete action to dedicate some of our taxpayer generated funds toward climate-related initiatives. However, as with many municipal budgets, there is never enough available to support all the work that needs to be done.

We look forward to doing our part to help the State of Maine reduce energy use, transition to clean sources for the energy that we do consume, and to work overall to become more resilient to climate change. Thank you for the opportunity to apply for a Community Action Grant to help us in these endeavors.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Piltsch". The signature is stylized with a large, sweeping initial "D" and "P".

Daniel Piltsch
Chair, Freeport Town Council



TOWN OF YARMOUTH

200 Main Street · Yarmouth · Maine · 04096

Nathaniel J. Tupper, Town Manager

(207)846-9036 · (207)846-2403

ntupper@yarmouth.me.us

September 13, 2022

Dear Mr. Ambrette and members of the review committee,

In 2019, the Town of Yarmouth established the Committee for Energy Efficiency and Sustainability (CEES). Charged with exploring opportunities to reduce Yarmouth's carbon footprint and develop policy concepts that ensure a sustainable future, this citizen-led group has made tremendous progress in just three years. A short list of CEES' accomplishments include:

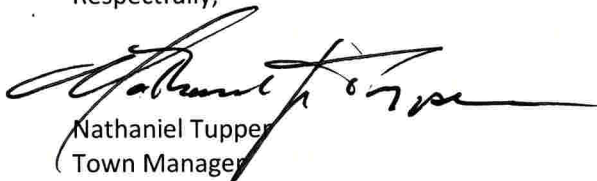
- Establishing a 20-year power purchase agreement (PPA) with Revision Energy that offsets 92% of the municipal and school department electrical load. This effort is projected to save the community over \$2.5 million during that span.
- Acquiring three electric vehicles to replace existing gas-powered fleet vehicles.
- Installing three new level-2 electric vehicle stations for free public use.
- Advocating for the first (two) electric school buses in greater Portland.
- Development of a new 1.95 MW community solar project on a municipally owned, former Brownfield site. Once completed, the site will provide enough electricity to power 220 Yarmouth homes and businesses.

However, we recognize that to hit the ambitious goals outlined in the *Maine Won't Wait* climate action plan, communities must work together. That is why the Towns of Yarmouth and Freeport plan to work collaboratively to add capacity to our already productive carbon reduction efforts by hiring a shared Sustainability Coordinator.

Both communities share similar social and environmental vulnerabilities, as well as visions for a more sustainable future but lack the bandwidth to implement the necessary policies and environmental initiatives. By sharing sustainability personnel, Yarmouth and Freeport will share valuable data sets and develop economies of scale for future investments. We hope to serve as a model for future regional sustainability efforts.

Both communities wholeheartedly support this endeavor, and if successful, will develop a memorandum of understanding that set meaningful benchmarks and commit to future sustainability-related investment. We hope to have your support in our ongoing sustainability efforts.

Respectfully,



Nathaniel Tupper
Town Manager

"Our Latchstring Always Out"

www.yarmouth.me.us



Melanie Sachs

84 Kelsey Ridge Road

Freeport, ME 04032

Residence: 207-299-6825

Melanie.Sachs@legislature.maine.gov

HOUSE OF REPRESENTATIVES

2 STATE HOUSE STATION

AUGUSTA, MAINE 04333-0002

(207) 287-1400

TTY: MAINE RELAY 711

September 16, 2022

Mr. Brian Ambrette
Senior Climate Resilience Coordinator
Governor's Office of Planning Innovation and the Future
181 State House Station
Augusta, ME 04333

Dear Mr. Ambrette:

It is my pleasure to provide this letter of recommendation in support of the collaborative Community Action Grant Proposal by the Town of Freeport and Yarmouth for a joint Sustainability Coordinator position.

I am a member of the Maine House of Representatives, representing Freeport and Pownal. I serve on both the Energy, Utilities, and Technology Committee, and the Building, Infrastructure, and Housing Working Group of the Maine Climate Council. As a former member (2012-2018) and Chair of the Freeport Town Council, I am aware of the significant resources that Freeport has committed in the past decade to develop connected, accessible infrastructure, to reduce carbon emissions, to transition to clean energy, and to improve resiliency in our community.

Past municipal initiatives have included a comprehensive and funded Active Living Plan, established in 2013, which builds infrastructure to encourage the health and well-being of our residents, while decreasing our carbon footprint. The Solarize Freeport initiative in 2015 was a community-based effort to increase access to solar infrastructure for Freeport property owners through bulk purchasing (which was so successful there was Solarize Freeport 2.0 in 2016.) Streetlights have been converted to LED lighting, several public buildings now have solar installations and heat pumps, and the town, school district and sewer district have collaboratively purchased community solar to meet their energy needs. Freeport has both a Municipal Sustainability Committee (which is all volunteer – no staff support available) and an active community group (Freeport Climate Action Now) which creates community awareness and grassroots projects to address the impacts of climate change.

Yarmouth and Freeport have also collaborated frequently on projects. The communities have worked together with the Maine Department of Transportation to design a connecting bridge across Cousin's River that will include a multi-purpose pedestrian sidewalk. In 2021, Freeport passed a municipal bond that will fund the addition of 12-foot multi-purpose paths on the DOT bridge replacement projects at Exits 20 and 22 to safely accommodate walkers, wheelchairs, runners, and cyclists passing in both directions on these busy thoroughfares. I recently met with our local Complete Streets Committee and personnel at the

Maine DOT to coordinate the extension of these paths even further into the community, including eventual transition to the East Coast Greenway through Yarmouth. Reducing our regional carbon footprint and enhancing the well-being of our joint communities are key outcomes of all of these projects.

As noted, there is an incredible amount of energy in Freeport to address climate change at an individual, municipal, and regional level. We have lacked the capacity, however, to bring these efforts together in a sustained, coordinated, and comprehensive manner. This was made explicitly clear at a June 2022 sustainability workshop, which asked community members to identify their top priorities for sustainability-focused projects. A staff Sustainability Coordinator and development of a comprehensive Climate Action Plan were identified as top priorities. As Freeport is also embarking on implementation of its recently completed Downtown Vision Plan (which contains many opportunities to build in climate-focused and resiliency measures) and revising its Comprehensive Plan, the timing could not be better to bring on a Sustainability Coordinator to integrate sustainability and resiliency measures into every aspect of these initiatives.

Your support of the grant application by Freeport and Yarmouth for a shared full-time Sustainability Coordinator is critical to continue this work in the most effective and efficient way. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Melanie".

Melanie F. Sachs
State Representative, District 48



HOUSE OF REPRESENTATIVES

2 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0002

(207) 287-1400

TTY: MAINE RELAY 711

Arthur L. Bell

14 Atlantic Reach
Yarmouth, ME 04096
Residence: (207) 846-0148
Cell Phone: (207) 415-1217
Arthur.Bell@legislature.maine.gov

September 13, 2022

Brian Ambrette
Senior Climate Resilience Coordinator
Governor's Office of Policy Innovation and the Future
111 Sewall Street
Augusta, Maine 04330

Dear Mr. Ambrette,

My name is Art Bell and I represent Yarmouth in the Maine State Legislature.

In 2019 Yarmouth established its Committee for Energy Efficiency and Sustainability (CEES). This year, thanks to a power purchase agreement with ReVision Energy, solar power produced at facilities sited in Acton and Naples will be offsetting 92% of the electrical load for the Town and School Departments. Previously the Town installed three Level 2 electric vehicle charging stations at Town Hall, and acquired three electric vehicles, at no cost, for use by Town staff. And way back in 2013, the Town also installed solar panels atop the new Public Works Garage on North Road, which offsets energy use there. The Town is also exploring the possibility of creating a community solar generation facility off Sligo Road, which would give residents the option to buy renewable energy and save on energy costs.

As you may be aware, the Town of Yarmouth is working with our neighbors in Freeport to apply for funding through the Community Resiliency Partnership. With funds through that program, we're hoping to share a full-time sustainability coordinator to seriously increase our carbon reduction efforts. The intent is to fund the first year of this position using grant funds and to have each town equitably split personnel costs in future years.

I am excited that this collaborative effort between Yarmouth and Freeport will enable us to continue this path of carbon reduction.

Thanks for your consideration,

Art Bell
Maine State Legislator
House District #47

September 9, 2022

Mr. Brian Ambrette
Senior Climate Resilience Coordinator
Governor's Office of Planning Innovation and the Future
181 State House Station
Augusta, ME 04333

Re: Support for the Towns of Yarmouth and Freeport's Community Action Grant proposal

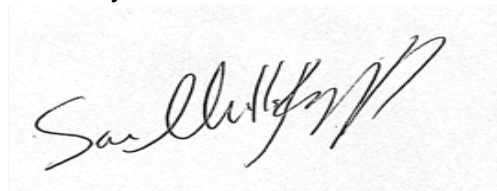
Greater Portland Council of Governments (GPCOG) submits this letter in support of the Towns of Yarmouth and Freeport's Community Action Grant proposal for a shared Sustainability Coordinator as part of the Community Resilience Partnership.

Planning for climate action and community resilience can be burdensome for towns and cities that do not have dedicated sustainability staff and lack capacity to conduct integrated planning. A Sustainability Coordinator will be pivotal in creating and implementing a Climate Action Plan for both towns. A shared Sustainability Coordinator would also help communication and collaboration for both towns and aid in a regional approach to climate adaptation.

The next few years will be a pivotal period for climate action in Greater Portland and throughout Maine. GPCOG supports the state's climate action plan, *Maine Won't Wait*, and the vision for a carbon-neutral future for Maine. Successful implementation of these plans will require municipal leadership, regional collaboration, and galvanizing of community support for local actions.

GPCOG is committed to assisting the Sustainability Coordinator with to help move the municipality towards a more sustainable future; one that aligns with the state's climate action goals.

Sincerely,



Sara Mills-Knapp
Director of Sustainability

From: Freeport Sustainability Advisory Board (FSAB)
To: Mr. Brian Ambrette
Senior Climate Resilience Coordinator
Governor's Office of Planning Innovation and the Future
181 State House Station
Augusta, ME 04333

Re: Letter of Support for the Towns of Freeport and Yarmouth Community Action Grant Proposal

Date: 9/12/2022

Dear Mr Ambrette,

The mission of the Freeport Sustainability Advisory Board (FSAB) is to advise the Freeport Town Council on the sustainability and resiliency of present and future operations, highlight potential opportunities, and to promote new and existing sustainability efforts. This includes guiding the development of policy and practices that integrate environmental health, social and economic well-being, community engagement, and the town's comprehensive plan.

FSAB believes that promoting climate action and resiliency efforts for the town of Freeport are of significant importance for the sustainability of our community. Hiring a part time Sustainability Coordinator directly supports our vision and values for the town.

FSAB along with Freeport staff have identified a diversity of opportunities for projects that will benefit the town, its citizens, and our local environment. Included in these is a Sustainability Coordinator and Climate Action Plan. As a volunteer group FSAB does not have the dedicated time to manage all projects and see them through to fruition. A Sustainability Coordinator will provide needed expertise and dedicated time to aid the town in the development of a Climate Action Plan, work on community engagement, focus on making climate action planning more inclusive, and enable the development of increased sustainability programming. A Sustainability Coordinator shared with the town of Yarmouth will be able to manage projects and interface with both FSAB and town staff to move projects forward and to completion, including cost saving measures. Towns do not exist as silos, education and sustainability programming benefit from a regional approach.

The town is concurrently working on an Emergency Management Operations Plan, the implementation of a Downtown Vision Plan, updating its Comprehensive Plan, and developing a Climate Action Plan with GPCOG. A Sustainability Coordinator is the needed point person in providing sustainability expertise as the town integrates these actions for its future planning. This also underscores why now is precisely the right time to add this position.

Sincerely,
Mandana MacPherson
Valy Steverlynk
Co-chairs of Freeport Sustainability Advisory Board (FSAB)

**Suzanne Watson
21 Carriage Road
Freeport, Maine 04032**

September 15, 2022

Mr. Brian Ambrette
Senior Climate Resilience Coordinator
Governor's Office of Policy Innovation and the Future
181 State House Station
Augusta, ME 04333

Re: Letter of Support for the Towns of Freeport and
Yarmouth Community Action Grant Proposal

Dear Mr. Ambrette,

I am a member of the Steering Committee of Freeport Climate Action Now ("FreeportCAN"), a Maine not for profit entity formed by several Freeport residents concerned about the warming of the planet. We've identified hundreds of people in Freeport who share our concern and formed action groups to address what we can do in Freeport.

To identify how best the Town of Freeport and its residents and commercial establishments can help slow down the warming of the planet and mitigate its consequences, FreeportCAN believes Freeport needs a Climate Action Plan. However, demands on staff and volunteer board member time make this difficult. More talented person power is needed.

Freeport has determined it needs a Sustainability Coordinator to help it establish a Climate Action Plan and identify sources of assistance to implement it. However, it can't initially afford one on its own. So, it reached out to its neighboring town of Yarmouth, which also wishes to establish a Climate Action Plan. Yarmouth faces similar restraints to those experienced by Freeport. Our joint Community Action Grant application is the result. FreeportCAN and I are proud to support the application.

FreeportCAN looks forward to continuing to work with the Town of Freeport, its Planner and staff, the Freeport Sustainability Advisory Board and a Sustainability Coordinator in developing and implementing a Climate Action Plan for Freeport.

Sincerely,

Suzanne Watson
(207) 712-3016

**ROBERT E. STEVENS
50 MOOSE CROSSING
FREEPORT, MAINE 04032**

September 15, 2022

Mr. Brian Ambrette
Senior Climate Resilience Coordinator
Governor's Office of Policy Innovation and the Future
181 State House Station
Augusta, ME 04333

Re: Letter of Support for the Towns of Freeport and
Yarmouth Community Action Grant Proposal

Dear Mr. Ambrette,

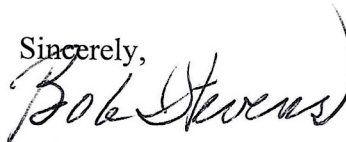
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To identify how best the Town of Freeport and its residents and commercial establishments can help slow down the warming of the planet and mitigate its consequences, FreeportCAN believes Freeport needs a Climate Action Plan. However, demands on staff and volunteer board member time make it difficult to do the work necessary to prepare one. More talented person power is needed.

Freeport has determined it needs a Sustainability Coordinator to help it establish a Climate Action Plan and identify sources of assistance to implement it. However, it can't initially afford one on its own. So, it reached out to its neighboring town of Yarmouth, which also wishes to establish a Climate Action Plan. Yarmouth faces similar restraints to those experienced by Freeport. Our joint Community Action Grant application is the result. FreeportCAN is proud to support the application.

FreeportCAN looks forward to continuing to work with the Town of Freeport, its Planner and staff, the Freeport Sustainability Advisory Board and a Sustainability Coordinator in developing and implementing a Climate Action Plan for Freeport.

Sincerely,



Robert E. Stevens

Chalmers Hardenbergh
PO Box 357, Freeport Maine 04032
chop@chalmersh.com

16 September 2022

Mr. Brian Ambrette
Senior Climate Resilience Coordinator
Governor's Office of Policy Innovation and the Future
181 State House Station
Augusta, ME 04333

Re: Letter of Support for the Towns of Freeport and
Yarmouth Community Action Grant Proposal

Dear Mr. Ambrette,

Many of us in Freeport are aware that a sustainability coordinator is needed here to handle the growing number of requirements and opportunities to reduce emissions and make our town more resilient.

The chance to share such a coordinator with Yarmouth, our neighbor with many like-minded people, is before us.

I am a member of the NGO Steering Committee of Freeport Climate Action Now. I can write with confidence that our organization **supports funding a sustainability coordinator for the Town of Freeport**, whom we would share with the Town of Yarmouth.

Thanks for reading,

Chalmers Hardenbergh

September 16, 2022

Mr. Brian Ambrette
Senior Climate Resilience Coordinator
Governor's Office of Policy Innovation and the Future (GOPIF)
181 State House Station
Augusta, ME 04333

Re: Letter of Support for the Towns of Freeport and
Yarmouth Community Action Grant Proposal

Dear Mr. Ambrette,

I am a resident of Freeport and one of hundreds of people identified by Freeport Climate Action Now ("FreeportCAN") who are concerned about the warming of the planet and support local action to address this crisis.

To identify how best the Town of Freeport and its residents and commercial establishments can help slow down the warming of the planet and mitigate its consequences, I believe Freeport needs a Climate Action Plan. However, demands on staff and volunteer board member time make this difficult. More talented person power is needed.

Freeport has determined it needs a Sustainability Coordinator to help it establish a Climate Action Plan and identify sources of assistance to implement it. Freeport and Yarmouth are making a joint Community Action Grant proposal to the GOPIF.

I strongly support the proposal and ask that their proposal be selected for grant funding.

Sincerely,

Name: Mary Elie Clayman
Address: 6 Winding Creek
Freeport Me
Email: mjclayman@gmail.com

September 16, 2022

Mr. Brian Ambrette
Senior Climate Resilience Coordinator
Governor's Office of Policy Innovation and the Future (GOPIF)
181 State House Station
Augusta, ME 04333

Re: Letter of Support for the Towns of Freeport and
Yarmouth Community Action Grant Proposal

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I strongly support the proposal and ask that their proposal be selected for grant funding.

Sincerely,

Name: Jessica Seigel

Address: 16 Meadow Ln

Email: jessica.seigel10@gmail.com

September 16, 2022

Mr. Brian Ambrette
Senior Climate Resilience Coordinator
Governor's Office of Policy Innovation and the Future (GOPIF)
181 State House Station
Augusta, ME 04333

Re: Letter of Support for the Towns of Freeport and
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I strongly support the proposal and ask that their proposal be selected for grant funding.

Sincerely,

Name:

Address:

Email:


6 Wadsworth Cr. Freeport

September 16, 2022

Mr. Brian Ambrette
Senior Climate Resilience Coordinator
Governor's Office of Policy Innovation and the Future (GOPIF)
181 State House Station
Augusta, ME 04333

Re: Letter of Support for the Towns of Freeport and
Yarmouth Community Action Grant Proposal

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I strongly support the proposal and ask that their proposal be selected for grant funding.

Sincerely,

Laura Ramage

Name: Laura Ramage

Address: 2 Gideons Way

Email: Laurasramage@gmail.com

September 16, 2022

Mr. Brian Ambrette
Senior Climate Resilience Coordinator
Governor's Office of Policy Innovation and the Future (GOPIF)
181 State House Station
Augusta, ME 04333

Re: Letter of Support for the Towns of Freeport and
Yarmouth Community Action Grant Proposal

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I strongly support the proposal and ask that their proposal be selected for grant funding.

Sincerely,

Name: Ken Brown

Address: 29 Park Street
Freeport ME 04032

Email: brown.ken@gmail.com

September 16, 2022

Mr. Brian Ambrette
Senior Climate Resilience Coordinator
Governor's Office of Policy Innovation and the Future (GOPIF)
181 State House Station
Augusta, ME 04333

Re: Letter of Support for the Towns of Freeport and
Yarmouth Community Action Grant Proposal

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I strongly support the proposal and ask that their proposal be selected for grant funding.

Sincerely,

Name: Norm MacDonald

Address: 28 Somerset
Freeport, Maine 04032

Email: chef Norm MacDonald @ Gmail . Com

September 16, 2022

Mr. Brian Ambrette
Senior Climate Resilience Coordinator
Governor's Office of Policy Innovation and the Future (GOPIF)
181 State House Station
Augusta, ME 04333

Re: Letter of Support for the Towns of Freeport and
Yarmouth Community Action Grant Proposal

Dear Mr. Ambrette,

I am a resident of Freeport and one of hundreds of people identified by Freeport Climate Action Now ("FreeportCAN") who are concerned about the warming of the planet and support local action to address this crisis.

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I strongly support the proposal and ask that their proposal be selected for grant funding.

Sincerely,



Name: J. Mason Morfit

Address: PO Box 402

Email: j.mason.morfit

September 16, 2022

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Senior Climate Resilience Coordinator
Governor's Office of Policy Innovation and the Future (GOPIF)
181 State House Station
Augusta, ME 04333

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Sincerely,

Name: Monica Worcester

Address: 28 Somerset
Freeport, ME 04032

Email: mworchester3@comcast.net

September 16, 2022

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Senior Climate Resilience Coordinator
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Sincerely,

Name:

Kerr
Kenneth Ryan

Address:

2 Cold Spring Ln
51 Freeport ME 04598

Email:

maines1@gmail.com

September 16, 2022

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Sincerely,

Name: Susan Mettles

Address: 92 South Freeport L.I. ME

Email: _____

September 16, 2022

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Sincerely,

Name: Ed Barsby

Address: 242 King Pt

Email: cflat@atlook.com

September 16, 2022

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Governor's Office of Policy Innovation and the Future (GOPIF)
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Sincerely,

Name: Kathleen

Address: 9 Newfield Rd
Freeport, ME 04032

Email: kmdougherty@comcast.net

September 16, 2022

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Sincerely,

Name: Katherine Heye

Address: 33 Litchfield Rd.

Email: klhey@gmail.com

September 16, 2022

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Sincerely,

Name: Patricia O. Marjula
Address: 291 Lower Flying Pt Rd
Freeport
Email: pow1917@gmail.com

September 16, 2022

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Senior Climate Resilience Coordinator
Governor's Office of Policy Innovation and the Future (GOPIF)
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Sincerely, 

Name: MARGARET MORFIT

Address: PO BOX 482

Email: mcmorfit@me.com

September 16, 2022

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Senior Climate Resilience Coordinator
Governor's Office of Policy Innovation and the Future (GOPIF)
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Augusta, ME 04333

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Sincerely,

Name: Jane Bradley
Address: 242 Flying Point Rd
Freeport, ME 04032
Email: _____

September 16, 2022

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Senior Climate Resilience Coordinator
Governor's Office of Policy Innovation and the Future (GOPIF)
181 State House Station
Augusta, ME 04333

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John Logan

Sincerely,



Name: _____

Address: _____

Email: _____

197 1/2 Colebrook Ln
Freeport

Freeport climate resiliency application

J Mason Morfit <j.mason.morfit@gmail.com>

Sat 9/17/2022 12:49 AM

To: Brian Ambrette <Brian.Ambrette@maine.gov>

Cc: Robert Stevens <rbuckstevens@gmail.com>; Cecilia Smith <csmith@freeportmaine.com>

** CAUTION EXTERNAL EMAIL **

Dear Brian -

I hope this isn't too late: I'm traveling in Azerbaijan, Georgia and Armenia, where communication is spotty.

As a co-founder of Freeport Climate Action NOW, I strongly support the Town of Freeport's application for a Climate Resiliency grant. Our Town Council has taken several initiatives to deal with the effects of climate change and has more planned. A Climate Resiliency grant is essential to bringing those plans to fruition.

That's the best I can do in a bus on a scary mountain road. Thanks for your consideration.

- Mason

Letter for Sustainability Coordinator Grant.

Margaret Morfit <mcmorfit@gmail.com>

Sun 9/18/2022 12:35 PM

To: Cecilia Smith <csmith@freeportmaine.com>

**** CAUTION EXTERNAL EMAIL ****

Sept. 18, 20ww

Mr. Brian Ambrette
Senior Climate Resilience Coordinator
Governor's Office of Policy and Innovation and the Future
181 State House Station
Augusta, ME. 04333

Re: Letter of Support for the Towns of Freeport
and Yarmouth Community Action Grant Proposal

Dear Mr. Ambrette

I'm writing in support of a grant for the funding of a sustainability coordinator for the towns of Freeport and Yarmouth. As a part of a newly formed group called Freeport CAN (Climate Action Now) I've become increasingly aware of the need for us to begin planning in earnest for the future effects of climate change. There's every indication that this effort will take a lot of thoughtful planning and coordination - requiring much more time and effort than can reasonably be expected of the existing staff in either Freeport or Yarmouth.

A sustainability Coordinator could help us increase community engagement and work on community wide projects in both towns, including education and outreach. It seems clear that, in order to be ready for the inevitable changes that are coming, we need a sustainability coordinator to help us prepare.

Thank you,
Margaret Morfit
59 So Freeport Rd.
So Freeport, ME

STATE OF MAINE
Governor's Office of Policy Innovation and the Future



RFA# 202207107

**Community Resilience Partnership
Community Action Grant**

RFA Coordinator	All communication regarding the RFA <u>must</u> be made through the RFA Coordinator identified below. Name: Brian Ambrette Title: Senior Climate Resilience Coordinator Contact Information: brian.ambrette@maine.gov
Informational Meeting	Date: Wednesday, August 3, 2022 Time: 3:00 p.m., local time Location: https://mainestate.zoom.us/j/84507393607?pwd=4uI-D1VoQFi5WloHju4u6tm0dpKDiO.1
Submitted Questions	All questions must be submitted, by e-mail, to the RFA Coordinator no later than August 11, 2022 at 11:59 pm. Submissions must include “ RFA# 202207107 Questions ” in the subject line of the e-mail.
Application Submission Period	<i>Applications <u>must</u> be received by the Division of Procurement Services by:</i> Initial Submission Deadline: September 20, 2022 , no later than 11:59 p.m., local time. Applications must be submitted electronically to the Division of Procurement Services at proposals@maine.gov and must include “ RFA# 202207107 Application Submission ” in the subject line of the e-mail.

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RFA TERMS/ACRONYMS with DEFINITIONS

The following terms and acronyms, as referenced in the RFA, shall have the meanings indicated below:

Term/Acronym	Definition
Department	Governor’s Office of Policy Innovation and the Future
RFA	Request for Application
State	State of Maine
Service Provider Grant	Grant to a service provider to provide assistance to a Group of communities in Maine to prepare for and enroll in the Community Resilience Partnership and then to apply for grant funds to implement priority climate and energy projects. Please see RFA#202206101 – Service Provider Grant for more information.
Community	A municipal government, Tribal Government, plantation, township, or unorganized territory in Maine.
Group	Multiple communities submitting a single joint application for grant funding.
Community Action Grant	Upon enrollment in the Community Resilience Partnership, communities are eligible for Community Action Grants for projects that reduce energy use and costs, transition to clean energy, and make communities in Maine more resilient to climate change.

**Community Resilience Partnership
Community Action Grant
RFA# 202207017
Details and Instructions**

A. Application Purpose and Background

The Governor's Office of Policy Innovation and the Future (Department) is seeking applications for Community Action Grants as defined in this Request for Application (RFA) document. This document provides the Application to be used for submittal, instructions for submitting applications, the procedure and criteria by which the awarded Applicants will be selected.

The Community Resilience Partnership provides grants and assistance to municipalities, Tribal Governments, and unorganized territories for projects that reduce energy use and costs, transition to clean energy, and make communities in Maine more resilient to climate change. Communities – those that have already taken significant climate action as well as those considering their early steps – are eligible for Community Action Grants upon completion of [program enrollment](#).

Communities that would like assistance completing enrollment activities and applying for Community Action Grants are encouraged to partner with [Service Provider Organizations](#). [RFA#202206101 – Service Provider Grants](#) is available to support this assistance to communities.

B. General Provisions

1. From the time this RFA is issued until award notification is made, all contact with the State regarding this RFA must be made through the RFA Coordinator identified on the cover page of this RFA. No other person/State employee is empowered to make binding statements regarding this RFA. Violation of this provision may lead to disqualification from the application process, at the State's discretion.
2. The Applicant shall take careful note that in evaluating its application submitted in response to this RFA the Department will consider materials provided in the application and internal Departmental information of previous contract history, if any, with the Applicant. The Department also reserves the right to consider other reliable references and publicly available information in evaluating the Applicant's experience and capabilities.
3. All submissions in response to this RFA will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](#) et seq.).
4. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Applicant's responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Eligibility to Submit Applications

There are two eligible types of applicants for the Community Action Grant:

- 1) Communities (as defined on page 3) in Maine who are enrolled in the [Community Resilience Partnership](#). Applicants may submit enrollment materials through the [enrollment portal](#) simultaneously with submitting their grant application. (Unorganized territories, townships, and plantations are eligible and are strongly encouraged to work with a Service Provider to complete the enrollment process.)
- 2) Multiple Communities (as defined on page 3) may apply jointly for projects that address mutual goals and have interrelated scopes of work.
 - a. All communities participating in the application must be enrolled in the Partnership at the time the grant application is submitted or submit enrollment materials simultaneously with the grant application.
 - b. Service Providers may apply on behalf of groups of communities only for actions listed in the List of Community Actions (available [here](#)). Letters of support must be provided from each community in the proposed group.
 - c. In a multi-community application, the communities are required to designate a lead applicant. Factors to consider might include which community will receive the grant funds and manage the contracting and grant reporting on behalf of the partner communities. The communities may wish to have a memorandum of understanding (MOU) that spells out the responsibilities of each community. If an MOU is established, GOPIF may request a copy of the document during the contracting phase.

A community may participate in no more than one (1) Community Action Grant application in a round. Communities that already have active Community Action Grant from a previous round may apply.

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.

D. Number of Awards

The Department anticipates making multiple awards as a result of the RFA process.

Funding for this program is provided in the state biennial budget. For this round of Community Action Grant applications, up to \$1,350,000 has been allocated. The Department may award all, part, or none of this allocation at its discretion.

Individual Communities, as defined above, are eligible for a minimum award of \$5,000 and a maximum award of \$50,000. Groups of communities applying jointly are eligible for awards of up to \$125,000.

E. Contract Terms

Contract terms will be up to two (2) years, as determined by the Applicant's proposal.

F. Biannual Application Submittals

This RFA offers a biannual application submittal process, pending available funds. A new application will be released and available to applicants twice each year at [Division of Procurement Services Grants RFPs and RFAs website](#) . Applications will be accepted from any and all applicants per the details provided on the RFA cover page each year this RFA is active.

**Community Resilience Partnership
Community Action Grant
RFA# 202207107
Activities and Requirements**

G. Grants

There are two types of Community Action Grants:

- 1) No-match grants to support implementation of one or more activities in the List of Community Actions (available [here](#)) that are aligned with the state’s climate action plan, [Maine Won't Wait](#).
- 2) Grants to support other community-defined climate and energy implementation priorities. A cost-share (match) will apply, as described in the table below.

The source of funding for these grants is the state budget, therefore applicants are strongly encouraged to utilize Community Action Grants as match to leverage federal grant funds. Community Action Grants may also be used to close project funding gaps for other state funding programs.

There is no local cost share for Community Action Grants that implement activities from the List of Community Actions (available [here](#)).

A cost share will apply for Community Action Grants that implement community climate and energy priorities other than those listed in the List of Community Actions. The cost-share is structured in a tiered approach. In-kind match is permitted. Communities that have a cost-share requirement are encouraged to leverage American Rescue Plan Act (ARPA) funds or other state and federal sources.

Tier	Description	Cost-share for activities <u>not</u> listed in the List of Community Actions
Tier 1	Communities with populations less than 4,000	10%
Tier 2	Communities with EITHER populations between 4,000 and 10,000 OR tax assessment less than \$25 million (according to State Revenue Sharing data).	10%
Tier 3	Communities with populations greater than 10,000 AND tax assessment greater than \$25 million (according to State Revenue Sharing data)	20%

All funded projects will be required to provide quarterly updates until the project is completed, as well as project deliverables and a brief project case study that communicates lessons learned.

H. Application Components

A complete and scoreable application for funding will include the following components. Specific descriptions of each component are included in the required application form (see page 14).

1. General Information, Eligibility, and Application Information

Applicants must complete the following documents as part of their application:

- Application Cover Page & General Assurances
- Debarment, Performance and Non-Collusion Certification
- Eligibility and Applicant Information (see Section C above)

2. Community Characteristics

Additional application scoring points are available for communities with small- and medium-sized populations and communities with high and medium social vulnerability.

Applicants should refer to the following sources to complete the Community Characteristics section of the application form:

- Social Vulnerability Index (SVI) [categorization information](#)
- Community Resilience Partnership regions:
 - Region 1: York, Cumberland, Sagadahoc, Lincoln, Knox, and southern Oxford Counties (including Brownfield, Denmark, Fryeburg, Hiram, Lovell, Porter, Stoneham, Stow, Sweden).
 - Region 2: Waldo, Hancock, and Washington Counties.
 - Region 3: Androscoggin, Oxford, Kennebec, Franklin, and Somerset Counties.
 - Region 4: Piscataquis, Aroostook, and Penobscot Counties.

3. Maine Won't Wait Strategy and Action(s)

For no-match grants from the List of Community Actions (available [here](#)), the Applicant must identify the [Maine Won't Wait](#) strategy and action(s) that the project will implement.

For grants to support other community-defined climate priorities, Applicants must describe the project and how it meets the goals of [Maine Won't Wait](#), and must complete the cost-share table in the budget worksheet.

4. Scope of Work

- Project Description - Describe the proposed project, including the tasks and deliverables, project timeline, roles and responsibilities of project managers and partners, and the expected outcomes.
- Need for the Project - Describe the need for the project. Why is this project a community priority?
- Approach to community engagement and equity considerations - Maine's climate response must ensure shared benefits across diverse populations of Maine people. Applicants should include robust community engagement in their action grant proposals, for example inclusive planning processes so that diverse community voices are able to participate. Climate change impacts will create the greatest hardships for already marginalized communities, and Maine must identify and promote solutions to help the people most vulnerable to climate impacts. Applicants should consider the potential benefits of their proposed climate action projects and, if applicable, describe how the project distributes those benefits equitably.

5. Budget Proposal

Applicants must provide a Budget Narrative and Budget Form detailing the cost of the grant and where specific funds will be allocated.

Eligible expenses are those incurred during the grant period of performance. Expenses incurred prior to or after the period of performance are not eligible.

For grants to support other community-defined climate priorities not listed in the List of Community Actions (available [here](#)), applicants must complete the cost-share table in the budget worksheet. In-kind match is permitted. In-kind match is the value of any real property, equipment, goods, or services contributed to the grant that would have been eligible costs. In-kind match is counted only for the period of the grant award.

Costs incurred prior to the grant award period are not eligible to be included in the budget nor as match.

**Community Resilience Partnership
Community Action Grant
RFA# 202207107
Key Process Events**

I. Informational Meetings

The Department will sponsor an Informational Meeting concerning the RFA via Zoom. Time and a web link to the meeting are provided on the cover page of this RFA.

The purpose of the Informational Meeting is to provide information about the grant program, answer and/or field questions, clarify for potential Applicants any aspect of the RFA requirements that may be necessary and provide supplemental information to assist potential Applicants in submitting responses to the RFA. Although attendance at the Informational Meeting is not mandatory, it is strongly encouraged that interested Applicants attend.

J. Submitting Questions about the Request for Applications

Any questions must be submitted by e-mail and received by the RFA Coordinator identified on the cover page of this RFA, as soon as possible but no later than the date and time specified on the RFA cover page. Submitted Questions must include the subject line: "RFA# 202207107 Questions". The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

Question & Answer Summary: Responses to all questions will be compiled in writing and posted on the Division of Procurement Services [Grant RFPs and RFAs](#) website. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

K. Amendments to the Request for Applications

All amendments (if any) released in regard to this Request for Applications will be posted on the Division of Procurement Services [Grant RFPs and RFAs](#) website. It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

L. Submitting an Application

- 1. Applications Due:** Applications must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFA. E-mails containing original application submissions, or any additional or revised application files, received after the 11:59 p.m. deadline will be rejected without exception.

If the need arises, the Department may reopen this RFA.

- 2. Submission Instructions:** Applications are to be submitted electronically to the

RFA# 202207107

State of Maine Division of Procurement services, via e-mail, to proposals@maine.gov.

- a. Only applications received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
- b. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail applications that have the actual requested files attached will be accepted.
- c. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organizations Information Technology team to ensure your security settings will not encrypt your proposal submission.
- d. File size limits are 25MB per e-mail. Applicants may submit files across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
- e. Applicants are to insert the following into the subject line of their e-mail submission: **"RFA# 202207107 Application Submission – [Applicant's Name]"**.
- f. Applications are to be submitted as a single, typed, PDF or Word file and contain the completed application form and all relevant attachments.

**Community Resilience Partnership
Community Action Grant
RFA# 202207107
Application Evaluation and Selection**

M. Scoring Weights and Process

Scoring Criteria	Points Available
Criteria 1: General Information/Eligibility	Pass/Fail
Criteria 2: Community Characteristics <ul style="list-style-type: none"> • <u>5 points</u> for a small (population less than 4,000) community or high social vulnerability. • <u>3 points</u> for a medium-size (population between 4,000 and 10,000) community or medium social vulnerability. • In a multi-community application, one qualifying community may earn points for the whole application 	Up to 5 points
Criteria 3: Maine Won't Wait Strategy and action	15 points
Criteria 4: Scope of Work <ul style="list-style-type: none"> • Project Description • Need for the Project • Approach to Community Engagement • Equity considerations 	60 points
Criteria 5: Budget Proposal	20 points
Total Points	100 points

An evaluation team, composed of qualified reviewers, will judge the merits of the applications received in accordance with the criteria defined in the RFA.

For applications that demonstrate meeting the eligibility requirements in Criteria 1, the evaluation team will use a consensus approach to evaluate and score the remaining Criteria sections shown above. Members of the evaluation team will not score those

sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections.

N. Selection and Award

1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
2. Notification of conditional award selection or non-selection will be made in writing by the Department.
3. Issuance of the RFA in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
4. The Department reserves the right to reject any and all applications or to make multiple awards.

O. Appeal of Contract Awards

Any person aggrieved by the award decision that results from the RFA may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](#) and [18-554 Code of Maine Rules Chapter 120](#). The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

**Community Resilience Partnership
Community Action Grant
RFA# 202207017
Application**



Community%20Action%20Grant%20Application

Applicants must use the embedded application document to complete their application. The application document can be accessed by double clicking on the icon above.

Applicants must also provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

Governor's Office of Policy Innovation and the Future
 Community Resilience Partnership
 Quarterly Update Form

Grant Recipient:	
Grant Type	
Funding Award:	
Reporting Period:	
Submitted by:	
Date Submitted:	

Funds Spent This Quarter	Funds Spent to Date	Funds Remaining

Task Updates

In the following narratives for each task, please provide an update on activities and outcomes. Please also discuss briefly whether the task is on track, ahead of, or behind your expected pace of progress? To what factors do you attribute this pace? Are there opportunities to capitalize on this success or adjust your plans to compensate for the pace?

Task 1 Narrative:	
Task 1 Percent Complete:	

Task 2 Narrative:	
Task 2 Percent Complete:	

Task 3 Narrative:	
Task 3 Percent Complete:	

Task 4 Narrative:	
Task 4 Percent Complete:	

Task 5 Narrative:	
Task 5 Percent Complete:	

Task 6 Narrative:	
Task 6 Percent Complete:	

Task 7 Narrative:	
Task 7 Percent Complete:	

Add additional tasks if needed

General Narrative

Overview of any conditions not reported in Task narratives, including:

- new opportunities or challenges that have been identified
- new or unexpected partners, or barriers to partnerships
- important lessons to take away from this reporting period

From: [valy.steverlynck](#)
To: [Christine Wolfe](#)
Subject: Please distribute to TC prior to 2/7: From FSAB: In Support of Acceptance of the Community Resiliency Partnership Grant.
Date: Wednesday, January 25, 2023 7:31:59 PM

**** CAUTION EXTERNAL EMAIL ****

Dear Town Councilors,

On behalf of Freeport Sustainability Advisory Board (FSAB) I am writing to express this board's support of your acceptance of the grant award from the State for the Community Resilience Partnership Grant. This grant will allow the towns of Freeport and Yarmouth to jointly hire a Sustainability Coordinator. The position of Sustainability Coordinator is critical to furthering the creation and implementation of a Climate Action Plan, implementing several charters of the Downtown Visioning Plan, updating the Comprehensive Plan and furthering a range of initiatives that will make Freeport a magnet for all demographic groups.

Thank you in advance for your consideration,

Valy Steverlynck and Mandy McPherson

FSAB