

2023

COMMUNITY RESILIENCE PARTNERSHIP ENROLLMENT GUIDE



Introduction

**Thank you for choosing to work with
Kennebec Valley Council of Governments
as a Service Provider. We are excited to
partner with communities in this aspect,
and looking forward to developing
innovative projects that help
communities become more resilient!**

The purpose of this guide is to help communities through the enrollment process, and hopefully answer any initial questions there may be. As a Service Provider, KVCOG will be available to all communities through their first year in the Community Resilience Partnership.

The goal of the Community Resilience Partnership is to assist communities in reducing carbon emissions, transitioning to clean energy, and become more resilient to climate change effects such as extreme weather, flooding, rising sea levels, public health impacts, and more.



Roles in the Partnership



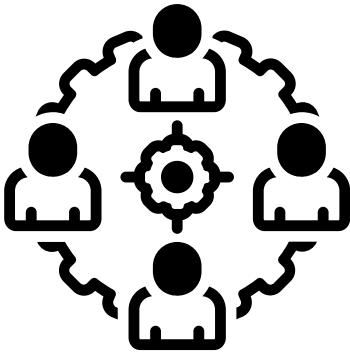
Municipality

- Designate individual or committee to manage enrollment
 - Encourage active community engagement throughout process
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Service Provider

- Help communities through enrollment process
 - Assist with first grant application
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Regional Coordinator

- Work with communities to complete resilience projects after the Service Provider process ends
- Aid communities in finding alternate funding sources

The Service Provider role is funded through Service Provider Grants in the Community Resilience Partnership for one year. Following that one year period, communities will work with their Regional Coordinator to complete additional grant applications and other projects.

Enrollment Process Steps

There are four steps in the enrollment process. KVCOG staff are available to assist in all stages of the enrollment process.

Once each step has been completed, the town or KVCOG can submit documentation to the Community Resilience Partnership to apply for enrollment. Once that is received, the town will receive a letter notifying them of their acceptance into the partnership.

Complete Community Resilience Self Evaluation

Assess how your community is addressing resilience in existing planning and operations.

Complete List of Community Actions

Indicate which actions the community has already completed or are in progress. This list can also be used to identify future projects and goals.

Adopt Municipal Resolution

Adopt a municipal resolution, or provide a letter from the Tribal Chief, that establishes or designates either a citizen committee or a municipal or tribal government employee to coordinate activities to reduce energy use and costs, transition to clean energy and make the community more resilient to climate change

Hold Public Workshop

Hold a public workshop(s) to review the self-assessment results and prioritize projects for implementation. Document the meeting agenda(s), participants, minutes, and priority action list, and a description of the steps taken ensure robust community engagement and participation of diverse community voices.

Community Resilience Self-Evaluation

The self-evaluation serves to assess how the community is incorporating resilience in existing plans and opportunities.

This tool is intended to help organize your community's approach to increasing resilience to natural hazards and climate change impacts.

Answer the questions to the best of your knowledge and seek information from your colleagues in municipal and county government and organizations in your community. Provide any relevant information in the explanation field. If it is difficult to give a clear yes or no response to a question, use the explanation field to explain why. There are no wrong answers and the responses here will not affect your community's eligibility to receive grants. Where the response to a question is no, that may indicate an area of opportunity to address through a Community Action Grant.

Helpful Tips

- Work with a team to get the most complete picture of existing plans and work. Team members can include your public works or road commissioner, economic development staff, code enforcement officer, and local emergency management director.
- Be honest. The outcome of this evaluation will not affect grant applications, in fact, this can help show areas of improvement to focus on!
- Take your time. Try to not rush through the process and make sure to gather the full picture for each question.

Complete list of Community Actions

Use this checklist to document specific actions that the community has taken and actions that the community would like to take.

This list of actions should be used to document actions that have been taken or are underway that align with the Maine Won't Wait, Climate Action Plan. These are specific actions and plans decided on by the Maine Climate Council that will help communities, regions and the state become more sustainable and resilient in the face of expanding climate changes.

Helpful Tips

- These actions span a wide range of opportunities, make sure to think about how each one could benefit the community.
- Involve members of the community, the community workshop is a great time to go through this list, and community members can have some great ideas!
- Remember, there are other funding opportunities out there that can help with items on this list.



Hold Community Workshop

Use this workshop to review the self-assessment results and prioritize projects for implementation. Document the meeting agenda(s), participants, minutes, and a description of the steps taken ensure robust community engagement and participation of diverse community voices.

The workshop should be held in a public setting and be accessible for all members of the community, including vulnerable populations. KVCOG staff can attend the workshop and help facilitate the process, explain actions and offer idea for projects.

Helpful Tips

- Advertise the workshop well in advance, make sure to have a large accessible space.
- Use your municipal and department social media pages along with traditional media sources to advertise.



Adopt Municipal Resolution

The Governors Office of Policy, Innovation and the Future has provided a template for municipalities to use. Municipalities can use as many or as few clauses as they would like.

The resolution must establish or designate either a citizen committee or a municipal or tribal government employee to coordinate activities to reduce energy use and costs, transition to clean energy and make the community more resilient to climate change. Plantations, townships, and unorganized territories may alternately provide a letter containing the information above from a Board of Assessors, county UT coordinator, or county council.

Helpful Tips

- Only the three preamble and resolution sections on the first page are required. The rest of the sections can be included or excluded at the municipalities discretion.
- Municipalities can included language of their own making if they so desire.



Community Action Grants



Community Action Grants have a \$5,000 minimum and \$50,000 maximum request amount. Collaborative proposals by two or more communities are encouraged, in which case the group may request up to \$125,000.

Grants that directly support actions from Maine Won't Wait Climate Action Plan do not require a local match. For actions outside of the pre-approved list a local match is required, the amount of which is dependent on the communities tier.

Grant opportunities are offered every 8-10 months for enrolled communities. Communities can submit applications for each offering, however may only submit one application per round.

The final request amount must reflect all available rebates and discounts through program such as ones through Efficiency Maine

Community Action Grants support two categories of climate action by communities:

- actions from the List of Community Actions
- other projects proposed by a community that support capacity building, planning, and implementation projects.

Types of Projects



Town of Bowdoinham

Install 47 Smart Ready LED streetlights in place of utility-owned lights; Install 68 LED indoor light fixtures in town office.

Town of St. George

Visualizing Solutions: Assessing Vulnerable Infrastructure & Sites, Exploring Options and Engaging the Community Through 3-D Imaging.



Town of Dover Foxcroft

A Plan to Reduce Public Health Risk for Vulnerable Populations during Extreme Temperature Events.



Aroostook Band of Micmacs

Expand solar energy generation to power tribe-owned fish hatchery which distributes fish to tribal members and community food pantries.



City of Bath

Vulnerability Assessment of public and private infrastructure, update of Climate Action Plan.



Town of Bridgton

Open Space Plan to increase green space and public water access, identifying water quality priorities, developing natural resource inventories, and preserving climate-threatened natural areas.



South Portland

Hire a consultant to develop a Street Design Technical Manual that builds off the city's complete streets policy.



Project Scoring

Projects will be scored by a team of evaluators who will judge the merits of the application based off the criteria listed in the RFA. Should the application meet Criteria 1, the team will grade the following criteria by consensus.

Scoring Criteria	Points Available
Criteria 1: General Information and Eligibility	Pass/Fail
Criteria 2: Previous Community Action Grant status	Pass/Fail
Criteria 3: Community Characteristics <ul style="list-style-type: none">• 5 points for a small (population less than 4,000) community or high social vulnerability.• 3 points 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 4: Maine Won't Wait Strategy and Action(s)	15 points
Criteria 5: Scope of Work <ul style="list-style-type: none">• Project Description• Need for the Project• Approach to Community Engagement and Consideration of Equity	60 points
Criteria 6: Budget Proposal	20 points
Total Points	100 points

Staying Enrolled

To stay enrolled in the Community Resilience Partnership, communities must show that they are taking steps to improve and complete action items from the List of Community Actions.

Every two years communities that are enrolled in the Partnership must

- Submit a report on new actions completed
- Submit an updated Community Resilience Self-Evaluation
- Submit an updated List of Community Actions that show at least two new action items have been completed during the previous two years.






KVCOG staff are available throughout the process to help facilitate, troubleshoot and collaborate. Should a community wish to apply for a Community Action Grant to support planning efforts, KVCOG staff are able to work in concert with municipalities to develop these plans.

We look forward to partnering together to make communities and Maine more resilient!

Contact

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