



9/05/2024

Maryalice Crofton
Volunteer Maine

Dear Maryalice,

We are pleased to inform you that Service Year Exchange has approved a grant in the amount of \$12,000 to Volunteer Maine for the below referenced project for the period of September 13, 2024 through December 31, 2025.

Project: Green Employer Learning Cohort

Grant Payment Schedule

This grant will be paid on or after the following:

- \$6,000 – upon receipt of signed award letter
- \$3,000 – at the mid-point of the grant period
- \$3,000 upon receipt of the final *Project Report*

Project Description and Grant Purpose:

The primary goal of the *Green Employer Learning Cohort* (Learning Cohort) is to further examine best practices for establishing and scaling mutually beneficial talent development relationships between service year/American Climate Corps programs/state networks (collectively referred to herein as ACC Programs) and green sector employers who have aligned hiring interests. The Learning Cohort will engage green sector employers across a wide range of adjacent industries such as clean energy, energy efficiency, green construction, sustainable agriculture, conservation, and may also include local, state, and federal hiring partners.

Benefits that ACC Programs will Gain Through Participating:

- Gain best practices and new partnerships for developing post service employment pathways into green sector careers for corps members.
- Gain learning and insights from green sector employers, other ACC Programs, and Service Year Alliance's workforce development partners to support establishing quality talent development partnerships.
- Contribute to the formation of the ACC as a significant workforce development mechanism for green sector industries.
- Increased program exposure by being featured as part of reports, publications, and speaking events that arise from the project.

Overview of Timeline and Format:

- September 2024 - October 2024: The full learning cohort will participate in a series of group learning events that will explore topics such as employer hiring needs, trends,

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skill gaps, and pinch points; ACC program activities, skill development, embedded training/certifications and gaps in needed credentials, and barriers to post-service job placement; and best practices in relationship to workforce development, employer and credentialing agency partnerships, and quality job standards that currently exist throughout the ACC ecosystem.

- November 2024 - April 2025: Employer partners will be paired with an ACC program partner that aligns with their organization's hiring footprint and talent needs to work in partnership to develop a talent development relationship plan that outlines strategies that will promote and support ACC program alums to address the talent needs of the employer.
- May 2025: Employers and ACC program partners will implement their talent development relationship plans and Service Year Alliance will collect successes, challenges, and general learnings to share with the broader ACC field to encourage similar talent development relationships to begin to form across the country.

Grant Outcomes

Develop and implement *Talent Development Relationship Plan* with the green sector employer with whom the program has been paired. The ultimate goal of this plan is that at least 8 of the program's 2024-25 corps members gain employment within the adjacent green sector industry within 6 months of completing their term of service. Specifically, the Talent Development Relationship Plan will include Volunteer Maine working in partnership with the Maine Municipal Association to:

- Virtually convene a group of Maine municipal partners to participate in a focus group discussion regarding their hiring needs, particularly as they relate to climate change planning, mitigation, and adaptation.
- Convene a group of programs participating in the Maine Climate Corps to participate in a focus group discussion regarding their interests, needs, and limitations in relation to assisting corps members in securing post-service green-sector employment.
- Examine what is learned through the focus group discussions and determine if there are ways in which Maine Climate Corps can help to address stated needs. This could include:
 - Supporting/adapting Maine Climate Corps programming (e.g. infuse certain experiences, training, certifications, job shadowing, mentorship, etc.)
 - Adapting commission policies or procedures to further support Maine Climate Corps as a workforce development strategy.
- Work in partnership with Service Year Alliance and Maine Municipal Association to develop and pilot a strategy for spotlighting program alumni who have gained applicable experience, training, certifications, etc. to Maine municipal partners who may have applicable hiring needs.



See Attachment A: Project Work Plan for additional details, definitions, and expectations.

Grant Budget

Expenses may include staff time and effort, materials, tools, resources, certifications training, and/or other costs associated with increasing the ability for corps members to move into green sector employment and/or collecting data associated with this objective.

Expense	Estimated Funding Allocation
Registration fees for the 2025 Maine Municipal Conference: member rate (\$110) for 50 corps members	\$5,500
Registration fees for DEP non-point source pollution training center: basic and advanced erosion control practices (\$75 per person) (required course to receive certification in erosion and Sedimentation Control Practices) for up to 10 members.	\$750
Registration fees (\$30) for the UMaine Coop Ext Micro-credential for early career climate adaptation professionals for up to 25 members	\$750
Fees for trainer to deliver a custom workshop to members in public finance/grant writing for municipalities	\$2,300
Fees for trainer to deliver a Facilitation Skills Training (\$30) workshop for up to 40 Corps members.	\$1,200
Mileage (at Maine State rate of \$0.50 per mile) for Maine Climate Corps Network program directors (10) to attend up to 2 in-person Network meetings and/or Green Employer cohort meetings.	\$700
Meals for up to 10 Program directors and 2 Volunteer Maine staff at \$19 pp (Maine Federal Per Diem lunch rate)	\$456
Appreciation gifts/support for professional mentors participating in Corps member mentoring project	\$344
Total	\$12,000

Budget Amendments

In the event an overrun is projected to exceed \$1,000 of the budgeted line item amount, a written request must be submitted in advance and approved by Service Year Exchange.



Reporting Requirements

Service Year Alliance requires two types of reporting for this opportunity:

I. Project Reporting

Service Year Alliance requires an interim and final narrative report summarizing what was accomplished by the expenditure of funds including a description of progress made toward the outcomes section of this agreement. For the financial report, please submit the following information. A financial report showing the approved budget, expenditures against each line item since the start of the grant, and balances remaining (or overruns) for each line item.

- Interim Project Report One: March 28, 2025
- Final Project and Financial Report Report Two: May 30, 2025

II. Post-Service Employment Outcome Reporting

Report on the employment status, industry, job title, and income level of 2024-25 corps members.

- Employment Report One: July 15, 2025
- Employment Report Two: October 15, 2025
- Employment Report Three: December 15, 2025

Timely submissions of reports are required and are due to bkossick@serviceyear.org by the dates listed above.

Service Year Alliance will provide a template to include a report on your progress meeting the grant outcomes. A template spreadsheet will also be provided for submitting Employment Reports. In addition, you are required to provide all deliverables included in the grant outcomes.

Hold Harmless

Grantee hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless Service Year Exchange, its officers and directors from and against any and all claims, liabilities, losses, and expenses (including reasonable attorney's fees) directly, indirectly, wholly or partially arising from or in connection with the grant or in any way relating to the subject of this Agreement. This paragraph shall survive the termination of the Agreement.

Public Acknowledgement

Grantees are strongly encouraged to identify Service Year Alliance as a supporter on websites and in public materials.



By signing below, Volunteer Maine acknowledges that this grant agreement is a contract with Service Year Exchange for the purposes stated in the agreement. Please inform Service Year Exchange if there are changes in organization personnel who are important to the administration of the grant or if the grant funds cannot be expended for the purpose or in the time period described in the proposal.

We appreciate your work and are pleased to support your efforts.

Sincerely,

A handwritten signature in cursive script that reads "Kristen Bennett".

Kristen Bennett
Chief Executive Officer

Accepted on behalf of Volunteer Maine by:

Maryalice Crofton

Executive Director

A handwritten signature in cursive script that reads "Maryalice Crofton".
Signature

09/11/2024
Date



ATTACHMENT A: PROJECT WORK PLAN

Definition: Green Sector Employer/Employment

Businesses, organizations, or agencies:

- A. that produce goods or provide services that benefit the environment, conserve natural resources, or that help to mitigate or adapt to the impacts of climate change.
- B. whose employee duties involve making their establishment's production processes more environmentally friendly or use fewer natural resources.
- C. that center around fighting climate change, such as renewable energy, sustainability, environmental law, and many other fields.
- D. that employ individuals in key positions that are centered in climate change mitigation or adaptation.

Meeting Cadence and Engagement Expectations

ACC Program Partners will be expected to attend and actively participate in the following group meetings/learning discussions:

- September 13, 2024 3-4pm ET - Group Meeting 1: Project overview, goals, introductions (1hr)
- September 26, 2024 3-5pm ET - Group Meeting 2: Employer presentations (2hrs)
- October 10, 2024 3-5pm ET - Meeting 3: ACC presentations (2hrs)
 - Each ACC Program Partner will be expected to prepare a 15 minute presentation that outlines corps member activities; trainings, skills, experience, and certifications gained; corps member career interests; and challenges with post-service corps member career obtainment, etc.
- October 24, 2024 3-5pm ET - Group Meeting 4: Service Year Alliance and partners present talent development relationship best practices (2hrs)
- November 2024 through April 2025 - Meet twice monthly with employer partner to develop and enact an *Talent Development Relationship Plan*
- February 13, 2025 3-5pmET - Group Meeting 5: Mid Project Debrief (2hrs)
- March 13, 2025 3-4pmET - Post-Service Tracking Discussion with ACC Program Partners (1hr)
 - Service Year Alliance and ACC Program Partners will discuss best practices for establishing systems for post-service employment tracking.
- May 1, 2025 3pm-5pm ET - Group Meeting 6: Project Wrap-up (2hrs)



Expectations

- Participation in all cohort meetings
- Establish and enact a “Talent Development Relationship Plan” with a green sector employer partner with the goal of providing pathways for more corps members to transition into post-service employment.
 - Employer partner: [Maine Municipal Association](#)
 - The structure and objective of each relationship plan will be flexible and will be co-created in a manner that will suit the needs, abilities, and limitations of each employer/ACC pairing. Service Year Alliance will offer support to each ACC Program/Employer pair to help determine opportunities to explore. Examples include: partnering to provide training, certifications, job shadowing, or networking opportunities to corps members; specifically marketing open positions to corps members, providing corps members with guaranteed interviews, encouraging contractors to hire corps members, educating corps members on the employer application processes, intentionally mapping employer skill and experience needs with programming, establishing pre-apprenticeship relationships, etc.
 - Specific to this contract, the Talent Development Relationship Plan will include Volunteer Maine working in partnership with the Maine Municipal Association to:
 - Virtually convene a group of Maine municipal partners to participate in a focus group discussion regarding their hiring needs, particularly as they relate to climate change planning, mitigation, and adaptation.
 - Convene a group of programs participating in the Maine Climate Corps to participate in a focus group discussion regarding their interests, needs, and limitations in relation to assisting corps members in securing post-service green-sector employment.
 - Examine what is learned through the focus group discussions and determine if there are ways in which Maine Climate Corps can help to address stated needs.
 - Develop and pilot a strategy for spotlighting program alumni who have gained applicable experience, training, certifications, etc. to Maine municipal partners who may have applicable hiring needs.
- Track post-service employment, occupation, employer, and income levels of the program’s 2024-25 corps members up to 6 months after completing their term of service.
- Secure at least one current corps member to participate in a 30min virtual interview with Service Year Alliance staff to further assist with informing the project.