

## 2025 MIM/AFC Committee Grant Administration Instructions:

### HOME SERVICES GRANT

1. Always make sure to follow grant application and budget.
2. Project Coordinator(PC) prepares first mailer and advert to run for 12 months in Conway Current newsletter and submits invoices for same to Town Treasurer(TT)
3. PC provides tax/bank info to TT for stipend payment and periodically checks in with TT and Town Accountant to make sure all is good on their end. PC must be available and responsive to all who contact PC.
4. Depending on vote of MIM/AFC committee and wishes of Town Administrator(TA), Selectboard(SB) and Police Chief, PC undertakes all actions necessary to add senior lock box project to this grant, including obtaining permission from Lifepath, submission of invoices to TT, ensuring boxes are installed by police dept and all other aspects of this (side)project
5. PC solicits and obtains names and all contact info of all Conway and nearby contractors of every specialty and description that wish to participate in this program, which PC will attempt to convince them to do. PC will convey to interested contractors the benefits of being in a free one-stop portal for all Conway seniors and the free advertising that status provides. In exchange PC will request contractor to provide a 10% discount to all Conway seniors and a policy of accepting payments over time, for the benefit of those on fixed incomes.
6. PC with the (minimal) assistance of TA or Asst TA will create and post and update on Town website a list of all participating contractors, their specialty, and their contact info. Website will feature prominent disclaimers that inclusion on website is not an endorsement of business or quality of work, along with requests from website visitors to contact PC prior to contacting contractors. PC will follow up with callers and ascertain their opinion as to the services they were provided. PC can share with callers which businesses have left customers who have reported an opinion of being satisfied, and which businesses have left customers who have reported an opinion of being unsatisfied. PC may never under any circumstances bad mouth or slander a business or contractor and must always limit their feedback to callers to the sharing of others opinions, and never characterize those opinions as facts. PC can act as liaison between caller and business if either one requests PC to do so to resolve any issues in that relationship. PC must always document each of the interactions described in this paragraph as to names, dates, actions, etc and preserve this info.
7. PC generates monthly report regarding all actions taken pursuant to this grant in the preceding month and shares it with MIM/AFC and TA. PC generates all advertising set forth in grant budget. PC always must know balance of funds available in Grant and should periodically communicate with TT to make sure you both have the same understanding of all relevant data
8. PC generates major status report for Life Path on or before July 1 2025 in the format and with the contents and info that they request, as well as any subsequent reports they request and in the format they request. These reports must be double checked for accuracy with TT prior to submission and must be shared with TA and MIM/AFC at time of submission.