**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFA SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFA NUMBER AND TITLE:** | 202305099 - Community Resilience Partnership Service Provider Grant |
| **RFA ISSUED BY:** | Governor’s Office of Policy Innovation and the Future |
| **INFORMATIONAL MEETING LOCATION:** | | Zoom Webinar |
| **INFORMATIONAL MEETING DATE/TIME:** | | June 1, 2023 **Time:** 1:00 p.m., local time. |
| **SUBMITTED QUESTIONS DUE DATE:** | No later than June 2, 2023 at 11:59 p.m. |
| **QUESTION & ANSWER SUMMARY ISSUED:** | June 12, 2023 |
| **PROPOSAL DUE DATE:** | June 23, 2023, no later than 11:59 p.m., local time |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |

**Provided below are questions asked during the RFA Informational Meeting and the Department’s answers.**

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| **1** | **RFA Section & Page Number** | **Question** |
| N/A | Is there a list of communities who have already enrolled in the CRP? |
| **Answer** | |
| A list is available here on the Partnership’s website: <https://www.maine.gov/future/climate/community-resilience-partnership/examples> | |

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| **2** | **RFA Section & Page Number** | **Question** |
| N/A | I haven't found the list online, so can you say generally whether more or less than half of eligible communities have enrolled in CRP? |
| **Answer** | |
| As of June 9, there are 140 communities participating in the Partnership, with 115 fully enrolled and 35 working with Service Provider organizations to become enrolled. This represents approximately one-quarter of the municipal and tribal governments in Maine. | |

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| **3** | **RFA Section & Page Number** | **Question** |
| RFA Section C, page 5 | We have communities that are in a region but are not in a cohort yet, could they join a past cohort to collaborate on a grant? |
| **Answer** | |
| Yes, communities may form cohorts for collaborative applications to the Community Action Grant regardless of when they enrolled. | |

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| **4** | **RFA Section & Page Number** | **Question** |
| RFA Section C, page 5 | Do you have a sample municipal letter of support? Or outline what it should include? |
| **Answer** | |
| The Partnership website provides a sample municipal resolution but not a sample letter of support. A letter of support might include how the community understands what it is agreeing to with you as their Service Provider, for example: who is their point of contact, that they intend to enroll in the Partnership and take advantage of the grant opportunities, and that they understand what the enrollment process entails (i.e. the four enrollment steps) and their role. | |

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| **5** | **RFA Section & Page Number** | **Question** |
| RFA Section E, page 5 | What is the award period for the June 23rd application? |
| **Answer** | |
| We anticipate announcing conditional awards in late July, depending on the number of applications received. The expected start of the grant performance period is on or around August 1, 2023. Details are in the RFA document. | |

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| **6** | **RFA Section & Page Number** | **Question** |
| RFA Section E, page 5 | Our vendor cannot start the project until spring 2024. What is the timeframe that a grant must be used? If the project spans longer than the next budget cycle, would that be held against you if you haven’t been able to enact the first portion? |
| **Answer** | |
| This question concerns the Community Action Grant and will be answered in the Community Action Grant Q&A Summary as well. The following answer does not affect the Service Provider Grant RFA:  The performance period for the Community Action Grant is either 12 or 24 months, as requested in the application. In the case of this question, the applicant might consider breaking the scope of work into two or more phases for subsequent grant applications if there is a concern the project may be disrupted by vendor availability or local budget timelines. | |

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| **7** | **RFA Section & Page Number** | **Question** |
| RFA Section F, page 5 | With future Community Action Grant rounds expected at 8-10 month intervals, will the current Service Provider Grant (Round 3) allow us to help communities enroll in the Fall-Winter 2024 grant (Round 5) even though it is beyond the 12-month Service Provider Grant timeframe? |
| **Answer** | |
| The Service Provider Grant has a timeline of 12 months. The Fall 2024 grant (Round 5) is two cycles in the future and is not likely to be launched before this Service Provider performance period ends. We advise aiming for the Winter-Spring 2024 grant (Round 4) in 8-10 months. If you miss that round, work on getting the community as ready as possible during the 12 months of your performance period for the Fall-Winter 2024 grant (Round 5), but an extension beyond 12 months in order to prepare for Round 5 is unlikely to be granted. | |

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| **8** | **RFA Section & Page Number** | **Question** |
| RFA Section G, page 7 | Will Service Providers be encouraged to help communities with the renewal requirements that are due every 2 years? |
| **Answer** | |
| No, they will not. The Service Providers Grant performance period is 12 months. It is up to communities to reevaluate enrollment and submit their materials every two years. If they need assistance with renewal, they might reach out to a service provider for help but there is no contractual obligation under this Service Provider Grant for the service provider to provide it. | |

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| **9** | **RFA Section & Page Number** | **Question** |
| RFA Section H, page 8 | Could you provide an example of "project deliverables" for the service provider role? Would this be community enrollment, application for a Community Action Grant, etc.? |
| **Answer** | |
| The deliverables for a Service Provider Grant are 1) assisting communities with all the steps of enrollment as needed, including assistance with passing the municipal resolution if needed, assistance with completing the two self-assessments, assistance with holding a community workshop, and assistance as needed with submitting the enrollment materials; and 2) assistance developing and submitting a Community Action Grant application or other funding application, as appropriate. Details are in the RFA document. | |

**Provided below are questions submitted via email and the Department’s answers.**

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| **1** | **RFA Section & Page Number** | **Question** |
| RFA Section C, page 5 | Can a county enroll in the Community Resilience Partnership? If so, can a county work with a service provider to assist with the enrollment process and a community action grant application? Some of the strategies in the 'Maine Won't Wait' Climate Action Plan may be beneficial to implement at a countywide level. |
| **Answer** | |
| Counties are not eligible to enroll in the Community Resilience Partnership and are not eligible to apply for a Community Action Grant.  However, counties are eligible to apply, or be a partner on an application, for a Service Provider Grant to assist 2-5 communities with enrolling in the Partnership and assist communities with applying for a Community Action Grant. | |

**End of Question and Answer Summary.**