**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFA AMENDMENT #1**

|  |  |
| --- | --- |
| **RFP NUMBER AND TITLE:** | RFA # 202403063-Maine Rural State AmeriCorps Grants Application Instructions and Guidelines |
| **RFP ISSUED BY:** | Maine Commission for Community Service/Department of Education |
| **AMENDMENT DATE:** | March 18, 2024 |
| **PROPOSAL DUE DATE:** | April 11, 2024, no later than 11:59 p.m., local time. **(as amended)** |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| **DESCRIPTION OF CHANGES IN RFP (if any):**   * Submitted Questions Due Date is revised. * Proposal Submission Deadline is revised. * Table of Contents is revised. | |
| **REVISED LANGUAGE IN RFP (if any):**  **All references to the submitted questions due date, the proposal submission deadline and table of contents are revised as shown below.**   |  |  | | --- | --- | | **Submitted Questions Due** | *All questions must be received by the RFA Coordinator identified above by:*  **Date:** March 28, 2024, no later than 4:00 p.m., local time | | **Proposal Submission** | *Proposals must be received by the Division of Procurement Services by:*  **Submission Deadline:** April 11, 2024, no later than 11:59 p.m., local time.  *Proposals must be submitted electronically in the federal eGrants system and additional documents emailed to the following address:*  **Electronic (email) Submission Address:** [Proposals@maine.gov](mailto:Proposals@maine.gov) |  Table of Contents [Glossary of Terms and Acronyms 4](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853798)  part i. overview of grant opportunity  [A. Background and Purpose 12](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853800)  [I. Program Grants Are A Federal-State Partnership 12](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853801)  [II. Competition Purpose 13](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853804)  [III. Program Information 14](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853805)  [Americorps’ Three Programs: Check That This Grant Is The One You Want. 14](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853806)  [Americorps State Program Overview 15](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853807)  [Internal Planning. 17](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853808)  [Eligibility To Serve In Americorps. 20](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853809)  [Selection. 21](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853810)  [Eligibility For Additional Terms. 21](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853811)  [Reasonable Accommodation For People With Disabilities. 21](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853812)  [Participation Of Individuals Receiving Supplemental Security Income 21](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853813)  [Member Living Allowance. 22](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853814)  [Education Awards. 22](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853815)  [Child Care. 23](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853816)  [Health Insurance. 23](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853817)  [B. General Provisions 24](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853818)  [C. Eligible Applicants 25](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853819)  [i. Organizational Qualifications 25](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853820)  [II. Number of Awards, Size, and Grant Types 26](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853821)  [IV. AmeriCorps State Grants Award Two Kinds of Resources 26](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853824)  [V. Cost-per-Member 27](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853825)  [VI. Appeal of Grant Decisions 27](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853826)  [VII. Federal Reference Materials 27](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853827)  part ii. activities and requirements  [A. Federal Grant Financial Management & Administration Requirements 29](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853829)  [I. Fixed Amount Grants. 29](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853830)  [II. Timely and Compliant Eligibility Verification. 29](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853831)  [III. National Service Criminal History Check Requirements. 29](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853832)  [IV. Restrictions on the Use of AmeriCorps Funds (45 CFR §2540) 30](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853833)  [V. Labor Union Concurrence 31](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853834)  [VI. Reporting and Compliance Requirements 32](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853835)  [VII. Data Collection Training for Sites and Members 32](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853836)  [VIII. Continuous Improvement 32](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853837)  [IX. Performance Measures 33](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853838)  [Part iii. Key Process events](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853839)  [A. Information Session 34](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853840)  [B. Questions Regarding This RFA 34](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853841)  [C. Submission Deadline, Instructions, and Compliance Requirements 35](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853844)  [I. Submission Deadline 35](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853845)  [II. Delivery instructions and Content 35](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853846)  [PART iV. application evaluation and selection](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853847)  [A. Evaluation 36](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853848)  [B. Selection 37](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853851)  **PART V. PROPOSAL CONTENTS**  [A. eGrants Application System 37](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853852)  [I. Preparations 38](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853853)  [II. Starting an Application in eGrants 38](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853855)  [B.Application Contents (eGrants and Additional Documents) 39](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853856)  [I. eGrants Parts of Application 39](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853857)  [II. Instructions for Narratives 40](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853858)  [III. Performance Measures 46](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853862)  [IV. Program Information 46](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853863)  [V. Documents 46](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853864)  [VI. Funding and Demographics 46](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853865)  [VII. Operating Sites 47](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853866)  [C.Budget Instructions: Fixed-Amount Grants 47](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853867)  [D. Review, Authorize, and Submit eGrants Sections 48](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853870)  [Attachment A: Submitted Questions Form 50](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853871)  [Attachment B: Sample View of Facesheet Generated by eGrants 51](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853872)  [Attachment C: Logic Model Chart 52](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853873)  [Attachment D: Performance Measures Instructions (eGrants Performance Measures Module) 53](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853874)  [Attachment E: Financial Management Systems Survey 61](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853877)  [Attachment F: AmeriCorps Readiness Assessment 64](file:///C:\Users\Michelle.johnson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CDJR3ON\RFA%20202403063-%20Maine%20Rural%20State%20Americorps%20Grant-Conditional.docx#_Toc159853878) | |
| **All other provisions and clauses of the RFP remain unchanged.** | |