**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP AMENDMENT # 1**

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| **RFP NUMBER AND TITLE:** | RFA 202004072 - McKinney-Vento Subgrants: COVID-19 Emergency Mini-Grant  |
| **RFP ISSUED BY:** | Department of Education |
| **AMENDMENT DATE:** | 4/21/2020 |
| **PROPOSAL DUE DATE:** | April 28, 2020 |
| **PROPOSALS DUE TO:** | Proposals@maine.gov |
| **DESCRIPTION OF CHANGES IN RFP (if any):** The proposal due date has been changed from Tuesday, April 28, 2020 to Wednesday, May 6, 2020. |
| **REVISED LANGUAGE IN RFP (if any):****Amend the first sentence on page 3 to read:**To apply for a McKinney-Vento Emergency Mini-Grant, please complete the application below and return via email, by **11:59 p.m., Wednesday, May 6, 2020**, to Division of Procurement Services at Proposals@maine.gov. |
| **All other provisions and clauses of the RFP remain unchanged.** |

RFA 202004072

MCKINNEY-VENTO MINI-GRANT

COVID-19 Response Grants

Application

# Application Details and Instructions

The Maine Department of Education will be making funds available for School Administrative Units (SAUs) attempting to meet the extraordinary needs of homeless children and youth that have arisen in connection with the COVID-19 pandemic. Resources and services can be delivered at sites other than at the SAU’s schools and provided by subcontractors, but applications may only be submitted and administered by Maine SAUs. Maine SAUs may submit one application for multiple schools with a $5,000 cap per school.

Mini-grant funds may not be used to replace or supplant local, state, federal, or other funds that have been available to provide services to homeless or other students. They may only be used to supplement existing resources.

For example, if schools are providing digital devices to all students for remote instruction, funds used for that purpose should not be used to provide devices for homeless students. If, however, the SAU needs staff to transport devices to a homeless student’s place of residence or provide additional technical support to homeless students beyond what is being universally provided, such expenses would be eligible for funding. Similarly, if schools need to offer nutritional, basic needs, counseling, tutoring, or health supports beyond what is being universally provided to enable homeless students to participate fully in remote instructional activities, those additional expenses could be funded through these mini-grants.

Grants may be up to six (6) months. The Department will be making grant awards of up to $5,000 per school. Total funding for these awards is estimated to be $150,000. If funding remains after issuing initial awards up to $5,000, the remaining funds may be issued to applicants who clearly demonstrated a greater need. Applicants requesting lower amounts are welcome. The Department encourages potential applicants to design realistic budgets reflecting detailed planning. Grant funds are provided on a reimbursement basis only (i.e. successful applicants will submit invoices for approved project expenses and receive reimbursement from the State).

Failure to respond to all instructions throughout this document may result in the Application being disqualified as non-responsive or receiving a reduced score. The Department and its Grant Review Team has sole discretion to determine whether a variance from the specifications should result in either disqualification or reduction in scoring. The Department seeks detailed yet succinct responses that demonstrate the Applicant’s experience and ability to meet the requirements specified throughout this document. The acceptable font size for the narrative is 11 or 12 points.

Funds may be used for the following purposes:

1. Tutoring, supplemental instruction, and enriched educational services linked to achievement of the same academic standards established for other students;
2. Expedited evaluations of the strengths and needs of homeless children and youths, including needs and eligibility for programs and services (such as GT, IDEA, EL services, other Title I services, or similar state or local programs);
3. Professional development for educators and specialized instructional support personnel designed to heighten their understanding of the needs and rights of homeless children and youths;
4. Referrals of homeless children and youths for medical, dental, mental, and other health services.
5. Assistance to defray the excess cost of transportation for homeless students not otherwise provided through Federal, State, or local funding, where necessary to enable students to attend and/or fully participate in school activities;
6. Provision of early childhood education programs, not otherwise provided through Federal, State, or local funding, for preschool-aged homeless children;
7. Provision of services to engage and retain homeless children and youths, particularly homeless children and youths who are not enrolled in school, in public school programs and services provided to non-homeless children and youths;
8. Provision for homeless children and youths of before- and after-school, mentoring, and summer programs in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities;
9. The payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school;
10. Educating and training the parents/guardians of homeless children and youths about the rights of, and resources available to, such children and youths, and other activities designed to increase the meaningful involvement of parents and guardians of homeless children or youths in the education of such children or youths;
11. Improving coordination between schools and agencies providing services to homeless students;
12. Providing specialized instructional supports (including violence prevention counseling) and referrals to homeless children and youth;
13. Addressing the needs of homeless students arising from domestic violence and parental mental health or substance abuse problems;
14. Adapting space and purchasing supplies for any non-school facilities used to provide services;
15. Providing school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations;
16. Providing other extraordinary or emergency assistance needed to enable homeless children and youths to attend school and participate fully in school activities.

For the purpose of this program, attending and fully participating in school activities includes full engagement in remote instruction activities as they are designed by the SAU in which the student is enrolled.

Grantees will be required to provide a one-page summery within thirty (30) days of their grant end date.

# Evaluation and Scoring

Applications will be evaluated and scored on the following criteria:

* Description of the need the project is intended to meet (1 to 5)
* Description of project and activities (1 to 10)
* Project Budget, including cost per student (1 to 5)

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COVID-19 Response Grants

APPLICATION COVER PAGE

To apply for a McKinney-Vento Emergency Mini-Grant, please complete the application below and return via email, by **11:59 p.m., Tuesday, April 28, 2020**, to Division of Procurement Services at Proposals@maine.gov.

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| --- | --- |
| **Applicant’s Organization Name:** | Click or tap here to enter text. |
| **Name of Application:** | Click or tap here to enter text. |
| **Superintendent’s Name** | Click or tap here to enter text. |
| **Tel:** | Click or tap here to enter text. | **E-mail:** | Click or tap here to enter text. |
| **Headquarters’ Street Address:** | Click or tap here to enter text. |
| **Headquarters’ City/State/Zip** | Click or tap here to enter text. |
| ***Provide information requested below if different from above*** |
| **Point of Contact for Application- Name and Title** | Click or tap here to enter text. |
| **Tel:** | Click or tap here to enter text. | **E-mail:** | Click or tap here to enter text. |
| **Headquarters’ Street Address:** | Click or tap here to enter text. |
| **Headquarters’ City/State/Zip** | Click or tap here to enter text. |
| **Dollar Amount of Application:** | Click or tap here to enter text. |

* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant’s application.
* No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an application.
* The above-named organization is the legal entity entering into the resulting agreement with the Department should they be awarded a contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

To the best of my knowledge, all information provided in the enclosed application, both programmatic and financial, is complete and accurate at the time of submission.

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| **Name (Print):** Click or tap here to enter text. | **Title:** Click or tap here to enter text. |
| **Authorized Signature:** | **Date:** Click or tap here to enter text. |

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MCKINNEY-VENTO MINI-GRANT

COVID-19 Response Grants

DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION

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| **Applicant’s Organization Name:** | Click or tap here to enter text. |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this application:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the application for this contract been convicted of or had a civil judgment rendered against them for:*
	1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
	2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
	3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
	4. *Have not within a three (3) year period preceding this application had one or more federal, state or local government transactions terminated for cause or default*.
3. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this application is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

**Failure to provide this certification may result in the disqualification of the Bidder’s application, at the discretion of the Department.**

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| **Name (Print):** Click or tap here to enter text. | **Title:** Click or tap here to enter text. |
| **Authorized Signature:** | **Date:** Click or tap here to enter text. |

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MCKINNEY-VENTO MINI-GRANT

COVID-19 Response Grants

## Application Information

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| --- |
| **Project Title** Provide a descriptive project title in 15 words or less |
| Click or tap here to enter text. |
| **Duration of Project** Can be up to six (6) months. |
| Start Date: Start Date | End Date: End Date |
| **Identification of Need**Please describe the pandemic-related need(s) that you have identified for the SAU’s homeless students. |
| Click or tap here to enter text. |
| **Project Description** Please provide a summary of the project you are proposing in order to address these needs. |
| Click or tap here to enter text. |
| **Activities** What allowed activities will you be conducting as part of this project? Please check all that apply. |
| [ ]  Tutoring, supplemental instruction, enriched educational services [ ]  Expedited evaluations [ ]  Activities to heighten staff understanding of needs and rights of homeless children[ ]  Referring homeless children for medical, dental, mental, and other health services[ ]  Defraying the excess cost of school transportation for homeless students [ ]  Providing early childhood education programs for preschool-aged homeless children[ ]  Engaging/retaining unenrolled homeless youth in public school programs and services[ ]  Instructional, teacher-led before/after school, mentoring, and summer programs [ ]  Paying fees and other costs associated with enrolling homeless children in school[ ]  Educating and involving parents/guardians of homeless children and youths [ ]  Specialized supports and referrals (including violence prevention counseling)[ ]  Homeless student needs related to domestic violence, parent mental health/substance use[ ]  Improving coordination between schools and agencies providing homeless services [ ]  Adapting space and purchasing supplies for non-school facilities used to provide services[ ]  Providing school supplies, including those for shelters or other appropriate locations[ ]  Extraordinary/emergency assistance enabling full school participation |
| ***Are there services and or resources you intend to provide with these funds other than those listed above? If so, please describe them below. (Please put N/A if none)*** |
| Click or tap here to enter text. |
| **Project Budget** *The Department is limiting individual awards amounts to $5,000. In the space below, please provide a project budget. You may amend the budget categories to meet your specific needs. In the final column, briefly explain how funds in each category will be used.*  |

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| **Budget Category** | **Amount Requested** | **Explanation of expense** |
| Personnel (salary and benefits) | Click or tap here to enter text. | Click or tap here to enter text. |
| Instructional materials and supplies | Click or tap here to enter text. | Click or tap here to enter text. |
| Non-instructional materials and supplies | Click or tap here to enter text. | Click or tap here to enter text. |
| Contracted services | Click or tap here to enter text. | Click or tap here to enter text. |
| Technology access | Click or tap here to enter text. | Click or tap here to enter text. |
| Transportation | Click or tap here to enter text. | Click or tap here to enter text. |
| Other (specify) | Click or tap here to enter text. | Click or tap here to enter text. |
| Other (specify) | Click or tap here to enter text. | Click or tap here to enter text. |
| **TOTAL REQUEST** | Click or tap here to enter text. |  |

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| --- | --- |
| Estimated number of homeless students to be served: | Click or tap here to enter text. |
| Cost per student (total request / # of students): | Click or tap here to enter text. |