**STATE OF MAINE REQUEST FOR PROPOSALS**

**SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | RFA 202204059 - ARP State Fiscal Recovery Funds – CTE Infrastructure |
| **RFP ISSUED BY:** | Department of Education |
| **SUBMITTED QUESTIONS DUE DATE:** | August 11, 2022 at 11:59 p.m. local time |
| **QUESTION & ANSWER SUMMARY ISSUED:** | August 30, 2022 |
| **PROPOSAL DUE DATE:** | September 22, 2022 at 11:59 p.m. local time |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |

**Below are the questions submitted via Round 2 submitted by August 11, 2022 and department answers:**

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| **1** | **RFP Section & Page Number** | **Question** |
|  | Page 9 of the application states that priority will be given to projects that align with the planning specifications provided by the "Major Capital School Construction Programs" documents. Without giving us the answers, is there some guidance you can provide that will give Directors who are not construction experts a fair chance to answer this question?  Similar question:  Do we have to complete the Ed Specs document or use it as a guide when doing the application for this grant specifically?  Similar question about Standards and Guidelines document? |
| **Answer** | |
| Planning documents provided are to ensure you are aware of the requirements of the State for school infrastructure projects when filling out your application. More detailed information on infrastructure will be asked for during the contract process. The larger the project, the more information regarding the planning documents should be presented. Knowledge of this information will be needed as recipients ensure contractors properly understand that school infrastructure needs may differ from other projects. | |

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| **2** | **RFP Section & Page Number** | **Question** |
|  | One of our main reasons for applying is to establish an Electrical program which we currently do not have space to house. Do I need to do a "new program application" to DOE prior to, or concurrent with, after, the infrastructure grant app? |
| **Answer** | |
| If planning to establish a new program, the application should begin concurrent or prior to, the application for this grant. Please reach out to [Steven.Airoldi@maine.gov](mailto:Steven.Airoldi@maine.gov) for further information on this process. | |

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| **3** | **RFP Section & Page Number** | **Question** |
|  | After consulting with an attorney about the referendum issue and getting a letter written to accompany my application, I will have incurred attorney's fees in excess of $1000. Can I include these fees in my application for reimbursement? |
| **Answer** | |
| Application related costs, (i.e. attorney’s or architectural fees), may be included in the application and will be weighed by the same merits as the other line items in the budget. The reminder needs to be made that no reimbursements will occur unless an application is approved and a contract signed, and that the department may only approve partial applications. | |

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| **4** | **RFP Section & Page Number** | **Question** |
|  | If we have design costs prior to approval to receive grant funds, can we include those in the application and get reimbursed later? |
| **Answer** | |
| Application related costs, (i.e. attorney’s or architectural fees), may be included in the application and will be weighed by the same merits as the other line items in the budget. The reminder needs to be made that no reimbursements will occur unless an application is approved and a contract signed, and that the department may only approve partial applications. | |

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| **5** | **RFP Section & Page Number** | **Question** |
|  | Can you clarify or define what this means: – No indirect costs are allowed to be charged to this RFA.? What is considered indirect costs? |
| **Answer** | |
| [What are indirect costs?](https://www2.ed.gov/about/offices/list/ocfo/intro.html#:~:text=What%20are%20indirect%20costs%3F,conduct%20of%20activities%20it%20performs) Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. In theory, costs like heat, light, accounting and personnel might be charged directly if little meters could record minutes in a cross-cutting manner. Practical difficulties preclude such an approach. Therefore, cost allocation plans or indirect cost rates are used to distribute those costs to benefiting revenue sources.  Although direct costs for administering this grant may not be covered in this definition, we will not be approving funds for these costs. | |

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| **6** | **RFP Section & Page Number** | **Question** |
|  | The application says end date of 6/30/24. In the webinar, we were told 9/24 with fund liquidation by 12/24. Which date do we put on the application? |
| **Answer** | |
| 6/30/24 Funds should be obligated through contracts, purchase orders, etc.  9/30/24 Funds should be paid out by the school  12/01/24 Funds should be submitted into the system for reimbursement. | |

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| **7** | **RFP Section & Page Number** | **Question** |
|  | If the proposal is to build a new structure or addition to an existing school structure, does the grant cover furniture, equipment that needs to be ventilated, and other class or shop furnishings such as technology? |
| **Answer** | |
| We would encourage the applicant to include any and all costs related to the educational use of the space and each piece will be reviewed based on its individual merits. These should be separated out in the budget piece of the application. Any ongoing costs would be the responsibility of the recipient, as no additional funds will be awarded if costs are over the award amount. | |

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| **8** | **RFP Section & Page Number** | **Question** |
|  | Part A: We will need to go to referendum based on the size/scope of the project we are proposing. I think getting this included on the November ballot in all 11 towns we serve is optimistic. Will it hurt our chances in getting the grant if we don't get the vote completed until next June elections?  Pat B: My only concern is having the contractors for excavation, concrete and building itself ready to go for summer of 2023. It sounds like we can't sign those contracts until the vote has occurred which might delay starting construction. The hope would be to have the new building in use August 2024 but it would be good to have the structure done to the weather by late fall 2023 in my opinion. I guess I am not sure how hard I need to try to push to get it on this Nov. ballot - if that is even possible based on the legal advice re: timeline I received yesterday.  What are your thoughts on this decision? |
| **Answer** | |
| Part A: Although this may be possible, the DOE reminds schools that this would delay your ability to begin any projects and that all monies must be spent by September of 2024. The need for a referendum, and the waiting till June, will not in and of itself harm the application. Applications may be accepted provisionally, with the successful referendum vote being one such potential provision.  Part B: Funds will not be able to be obligated until contracts are signed and agreed upon, per potential awards. If the contract is accepted provisionally, based on the need of a positive referendum vote, then funds will not be available for reimbursement until the provision has been met. | |