**STATE OF MAINE**

**Department of Education**

**RFA# 202204057**

**Statewide Expansion of Extended Learning Opportunity (ELO) Programming**

**Grant Funding**

**FY 2022 Application**

|  |  |
| --- | --- |
| **RFA Coordinator** | All communication regarding the RFA must be made through the RFA Coordinator identified below.**Name:** Rick Wilson **Title:** Career Education Specialist, DOE Office of Innovation**Contact Information:** Rick.Wilson@maine.gov |
| **Submitted Questions**  | All questions must be submitted, by e-mail, to the RFA Coordinator no later than April 28, 2022 at 11:59 pm and must include **“****RFA# 202204057 Question”** in the subject line of the e-mail. |
| **Application Submission Period** | *Applications must be received by the Division of Procurement Services by:***Initial Submission Deadline:** May 12, 2022, no later than 11:59 p.m., local time. Applications must be submitted electronically to the Division of Procurement Services at proposals@maine.gov and must include **“RFA# 202204057 Application Submission”** in the subject line of the e-mail.  |

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**RFA TERMS/ACRONYMS with DEFINITIONS**

The following terms and acronyms, as referenced in the RFA, shall have the meanings indicated below:

| **Term/Acronym** | **Definition** |
| --- | --- |
| **Extended Learning Opportunity (ELO)** | Hands-on, credit-bearing experiences outside of the traditional classroom including community-based career exploration. Extended learning means the acquisition of knowledge and skills, using defined objectives, through flexible instruction or study outside of the traditional classroom methodology, including, but not limited, to: Internship • Job Shadow • Mentorship • Apprenticeship • Digital Learning • Independent Study • Community Service • Work Based Learning. See [definitions explained here](https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/Extended%20Learning%20Opportunities%20Definitions%204.14.21_0.pdf) |
| **Paid Meaningful Work Experience** | A work-based experiential learning opportunity for youth to address a defined problem or participate in a project that is of value to an employer and provides an opportunity to reflect on the challenges and solutions. Meaningful paid work experience gives youth the opportunity to gain valuable applied experience in a business, non-profit or the government sector and make connections in professional fields they are considering for career paths. It includes an opportunity to learn foundational skills as well as 21st century skills, such as creativity, communication, collaboration, critical thinking, technology, and decision making.  |
| **Community-Based Organization (CBO)** | A public or private non-profit organization that is representative of a community or significant segments of a community and serve local community needs, such as providing educational or supportive services. |
| **Department** | Department of Education |
| **JMG** | Jobs for Maine’s Graduates |
| **Intermediary Agency** | An Intermediary Agency can be a Career and Technical Education Center or CBO willing to be in direct connection with publicly funded educational organizations. An Intermediary Agency works directly with the Maine ELO Program for final registration actions.  |
| **MDOE** | Maine Department of Education |
| **MOU** | Memorandum of Understanding |
| **RFA**  | Request for Application |

**Statewide Expansion of Extended Learning Opportunity (ELO) Programming**

**Grant Funding**

**FY 2022 Application**

**Details and Instructions**

1. **Application Purpose and Background**

The Maine Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access. The purpose of this grant funding is to help Maine youth gain a better understanding of their career opportunities, acquire valuable foundational and 21st Century skills, as well as create meaningful connections to employers in our state. Through this RFA, the Extended Learning Opportunity Program seeks to assist publicly funded School Administrative Units (SAUs) in adopting and/or expanding Extended Learning Opportunities (ELO) Programs in Maine.

Our three RFA goals are to:

1. Expand the number of high-quality ELOs offered statewide.
2. Increase supports to ensure more high school students, particularly disadvantaged youth, have the opportunity to participate in meaningful paid work experiences.
3. Develop an integrated, sustainable, and effective statewide ELO support system with a focus on career exploration and meaningful paid work experience.

ELOs are hands-on, credit-bearing experiences outside of the traditional classroom with an emphasis on community-based career exploration. The ELO Program assists in setting up structured, yet flexible, ELO programs designed to meet the specific needs of Maine communities, SAUs, and students through hands-on learning and documentation of connected Maine Learning Standards to award credit toward high school graduation. ELO Programs are sponsored by SAUs, Career and Technical Education Centers, and/or Community-Based Organizations (CBOs). SAU’s are encouraged to collaborate regionally and share an ELO coordinator that may benefit all students in a region.

The grant funding offered through this RFA process shall help expand awareness of and access to ELOs throughout Maine. To best align our priority communities and key objectives, our overarching goals will be implemented through initiating and/or expanding ELO opportunities in the following priority areas: Paid work experiences, expanding educational opportunities in rural Maine, work skills development, and increasing engagement of otherwise disengaged youth. The funding for these grants is provided through Maine’s American Rescue Plan (ARP) allocation as part of Governor Mills’ Maine Jobs and Recovery Plan (MJRP). The DOE is working closely with state agencies, as well as Jobs for Maine’s Graduates, to expand career exploration opportunities throughout Maine.

1. **General Provisions**
2. From the time this RFA is issued until award notification is made, all contact with the State regarding this RFA must be made through the RFA Coordinator identified on the cover page of this RFA. No other person/State employee is empowered to make binding statements regarding this RFA. Violation of this provision may lead to disqualification from the application process, at the State’s discretion.
3. The Applicant shall take careful note that in evaluating its application submitted in response to this RFA, the Department will consider materials provided in the application and internal Departmental information of previous contract history, if any, with the Applicant. The Department also reserves the right to consider other reliable references and publicly available information in evaluating the Applicant’s experience and capabilities.
4. All submissions in response to this RFA will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.).
5. All applicable laws, whether herein contained, shall be included by this reference. It shall be the Applicant’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
6. **Eligibility to Submit Applications**

To be considered for Grant funding under this application process, Applicants must:

1. Be a publicly funded SAU district committed to initiating or expanding ELO programming or a Community-Based Organization (CBO) or Career and Technical Education Center willing to act as an ELO intermediary.
2. Focus on one or more of the following communities:
	1. In-school youth ages 16-21
	2. Rural communities
3. Propose to develop and/or expand ELO programming.
4. Program must include direct connections to employers willing and able to hire and / or mentor students and provide them with supervision (connecting students to paid work experiences is a key component of this grant funding).
5. **Number of Awards**

The Department anticipates making multiple awards as a result of this RFA process, including partial awards. Awards will range from $5,000 to $250,000 over two (2) years. The number and size of awards will depend on the number of proposals received and available funds. The Department reserves the right to eliminate the lowest scoring application(s) and/or make awards at amounts less than that requested, whichever is in the best interest of the State.

Any person aggrieved by the award decision that results from the RFA may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

1. **Contract Terms**

Applicants will be awarded the funding for an initial 12-month period, with the second round of funding provided for another year pending progress towards Performance Metrics (Appendix D).  Performance will be evaluated with the submission of regular semester reports.  Applicants not making adequate progress towards their Performance Metrics may not have their contracts continued.

**Statewide Expansion of Extended Learning Opportunity (ELO) Programming**

**Grant Funding**

**FY 2022 Application**

**Activities and Requirements**

#

1. **Maine Department of Education Resources**

The Maine Department of Education will provide the following resources to grant recipients:

1. Informational webinar for grant recipients to review expectations and processes.
2. Ongoing technical assistance and coaching on establishing ELO programming and grant requirements and as requested by grantees throughout the period of the grant.
3. Establishment of a learning cohort for grant recipients to share and learn best practices from one another. The group will meet quarterly throughout the span of the grant period.
4. **Allowable ELO Program Grant Activities**

For activities that create or enhance credit bearing ELO activity and community-based career exploration, with or without compensation. Extended learning means the acquisition of knowledge and skills, using defined objectives, through flexible instruction or study outside of the traditional classroom methodology, including, but not limited, to: Internships • Job Shadows • Mentorships • Apprenticeships • Digital Learning • Independent Study • Community Service • Work Based Learning. See [definitions explained here](https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/Extended%20Learning%20Opportunities%20Definitions%204.14.21_0.pdf).

Allowable activities can include, but are not limited to:

1. **Training and partnership development**
	1. Development and delivery of ELO curriculum, utilizing hybrid, remote and/or in-person formats, in collaboration with CBO’s and businesses.
	2. Recruitment of youth to participate in ELO programming and meaningful paid work experience to the extent possible.
2. **Generating awareness of ELO by**
	1. Conducting community surveys to identify potential partners for ELO programs.
	2. Conducting business outreach, marketing, and community engagement activities to raise awareness of and participation in ELO programming and career exploration.
3. **Delivery of ELO programming by**
	1. Expanding or creating new internal capacity to support ELO programming such as employment of an ELO Coordinator or instructional staff within the building.
	2. Support for pre-existing ELO programs through expanding scale and/or capacity.
	3. Training new instructors, including ongoing professional development opportunities, to increase the availability of ELO opportunities.
	4. Purchasing of supplies, which include all tangible personal property other than “equipment” with a unit cost of less than $5,000 (see [2 CFR 200.1](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200) for the definition of Supplies).
4. **Providing supports to improve equitability and accessibility in ELOs**
	1. Membership for career exploration virtual platforms.
	2. Design support services to expand opportunities for vulnerable youth to access ELO programs.
	3. Provide compensation for participants.

Activities that are **not** allowable under this grant include:

1. Purchase of equipment, defined as an item with an acquisition cost of $5,000 or more per unit and a useful lifetime of more than one year (see [2 CFR 200.1](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200) for the definition of Equipment).
2. Funding pre-existing positions or programs unless they are expanding in scale and capacity.
3. **Training Requirements**
4. ELO Onboarding Training
5. Ongoing Training
6. Mentoring/coaching ongoing
7. **Applicant and Staffing Requirements**
8. Lead applicant is expected to:
	1. Establish and track metrics in **Appendix D**.
	2. Engage and sustain employer engagement in ELO program.
	3. Participate in MDOE grant orientation activities.
	4. Participate in JMG ELO trainings to share best practices and voice challenges.
	5. Prepare and submit (each semester) narrative, metrics, and financial reports to MDOE.
	6. Provide, at minimum, two success stories for publication and promotion through social media, printed stories, annual report to the legislature, or other forms of publication.
	7. Provide all necessary data to update the MDOE community asset map.
9. Program must demonstrate fiscal capacity, including ability to manage large grants, and/or partner with an organization to assist in managing grant funding.
	1. If partnering with an organization to assist with financial management, applicant must provide a letter of support from the financial management organization outlining their qualifications.
10. Funding may be used to support the employment of staff dedicated to developing and managing ELO programs.
	1. Staff hired using grant funds must become well-versed in ELO Programming through training provided by JMG as applicable to the organization.
11. **Reports**
	1. Track and record all data/information necessary to complete the required reports listed in **Table 1**:

|  |
| --- |
| **Table 1 – Required Reports** |
| **Name of Report** | **Description**  |
| **a.** | Semester Narrative Report | Includes information on operations, successes, and barriers. |
| **b.** | Semester Financial Report | Includes information on expenditures, as detailed in the grant application. |
| **c.** | Contract Closeout Report | Includes information on performance metrics met and total expenditures. |

# Submit all the required reports to the Department in accordance with the timelines established in **Table 2**:

|  |
| --- |
| **Table 2 – Required Reports Timelines** |
| **Name of Report**  | **Period Captured by Report** | **Due Date** |
| **a.** | Semester Narrative Report | Each semester and summer | Thirty (30) days after each semester and summer |
| **b.** | Semester Financial Report | Each semester and summer | Thirty (30) days after each semester and summer |
| **c.** | Contract Closeout Report | Entire contract period | Sixty (60) days following the close of the contract period |

**Statewide Expansion of Extended Learning Opportunity (ELO) Programming**

**Grant Funding**

**FY 2022 Application**

**Key Process Events**

## Submitting Questions about the Request for Applications

Any questions must be submitted by e-mail and received by the RFA Coordinator identified on the cover page of this RFA, as soon as possible but no later than the date and time specified on the RFA cover page. Submitted Questions must include the subject line: “RFA# **202204057** Questions”. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

**Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the Division of Procurement Services [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) website. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

## Amendments to the Request for Applications

All amendments (if any) released regarding this Request for Applications will be posted on the Division of Procurement Services [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) website. It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

## Submitting an Application

* 1. **Applications Due:** Applications must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFA. E-mails containing original application submissions, or any additional or revised application files, received after the 11:59 p.m. deadline will be rejected without exception.

If the need arises, the Department may reopen this RFA to fund additional ELO Program opportunities.

1. **Submission Instructions:** Applications are to be submitted electronically to the State of Maine Division of Procurement services, via e-mail, to proposals@maine.gov.
	1. Only applications received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
	2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail applications that have the actual requested files attached will be accepted.
	3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization's Information Technology team to ensure your security settings will not encrypt your proposal submission.
	4. Applications shall not exceed a total of fifteen (15) pages.
	5. File size limits are 25MB per e-mail. Applicants may submit files across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
	6. Applicants are to insert the following into the subject line of their e-mail submission: “**RFA# 202204057 Application Submission – [Applicant’s Name]**”.
	7. Applications are to be submitted as a single, typed, PDF or WORD file and must include:
2. Application Cover Page (**Appendix A**);
3. Debarment, Performance and Non-Collusion Certification (**Appendix B**);
4. Maine ELO Grant Application (**Appendix C**); and
5. Maine ELO Program Performance Metrics (**Appendix D**)

**Statewide Expansion of Extended Learning Opportunity (ELO) Programming**

**Grant Funding**

**FY 2022 Application**

**Application Evaluation and Selection**

1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each application meets the following criteria. The Application on page 14 corresponds with this scoring criteria.

|  |  |
| --- | --- |
| **Scoring Criteria** | **Points Available** |
| Part 1 - Eligibility | Pass/Fail |
| Part 2 - Program Design: Expand the Number of High-Quality ELO Offerings | 30 |
| Part 3 - Sustainability: Develop an Integrated, Sustainable, and Effective ELO System | 25 |
| Part 4 - Budget and Budget Narrative | 25 |
| Part 5 - Target Populations | 10 |
| Part 6 - Summer Programming  | 5 |
| Part 7 - Regional Approach  | 5 |
| **Total Points**  | 100 |

1. **Scoring Process:** The Grant Review Team will use a consensus approach to evaluate and score all sections listed above. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to the assignment of points for each of those sections. All eligible applications will be rated, and rank-ordered according to the rating score in each allocation category. Applications will be funded in descending order, highest to lowest score, subject to funding availability.  **If any one section receives less than 50% of possible points, or an overall score of less than 60, the Department reserve the right to reject the application.**

**APPENDIX A**

**State of Maine**

**Department of Education**

**GRANT FUNDING APPLICATION – COVER PAGE**

**RFA# 202204057**

**Statewide Expansion of Extended Learning Opportunity (ELO) Programming**

**Grant Funding**

**FY 2022 Application**

|  |  |
| --- | --- |
| **Applicant’s Organization Name:** |  |
| **Chief Executive - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |
| ***(Provide information requested below if different from above)*** |
| **Lead Point of Contact for Application - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |
| **Dollar Amount of Application:** |  |

* This Application and the pricing structure contained herein will remain firm for a period of one hundred eighty (180) days from the date and time of the bid opening.

No personnel currently employed by the Department or any other State agencyparticipated, 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 contract with the Department should they be awarded the 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.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**State of Maine**

**Department of Education**

**DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION**

**RFA# 202204057**

**Statewide Expansion of Extended Learning Opportunity (ELO) Programming**

**Grant Funding**

**FY 2022 Application**

|  |  |
| --- | --- |
| **Applicant’s Organization Name:** |  |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors and/or consultants 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 (3) 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 (1) or more federal, state or local government transactions terminated for cause or default*.
3. *Have not entered into a prior understanding, contract, 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 will result in the disqualification of the Applicant’s Application.**

|  |  |
| --- | --- |
| Name (Print): | Title: |
| Authorized Signature: | Date: |

**APPENDIX C**

**State of Maine**

**Department of Education**

## APPLICATION FORM

**RFA# 202204057**

**Statewide Expansion of Extended Learning Opportunity (ELO) Programming**

**Grant Funding**

**FY 2022 Application**

**Part 1 – Eligibility and Proposed ELO Program Information**

| **Applicant’s Organization Name:** |  |
| --- | --- |
| **Applicant’s Organization is a:**If “Other”, please list. | [ ] Community-Based Organization[ ] Education Provider [ ] Workforce Development Entity[ ] Business or Trade Organization[ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Total number of students aged 16-21:** |  |
| **Site Location:** |  |
| **What is the intended geographic scope of your program?** |  [ ] Town (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] County (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Region (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Grant funding will result in:** | [ ] New ELO Program[ ] ELO Program Expansion  |
| **Total number of business and/or community partnerships to be developed:** |  |
| **Total number of estimated students to be served with ELO programming:** |  |
| **Total number of 9-12 students currently in your school:** |  |
| **Total number of estimated credits to be awarded annually through ELO programming:** |  |
|  |  |

**Part 2 – Program Design: Expand the Number of High-Quality ELO Offerings**

|  |
| --- |
| 1. Describe in 4-6 sentences how your proposal will advance the above goal.
 |
|  |
| 1. How will grant funding result in new or expanded capacity? Where and by how many students per year will capacity be expanded?
 |
|  |
| 1. How will grant funding result in a new training delivery method (on-line, self-study, etc.) not previously available/ approved in your region? If yes, please explain.
 |
|  |
| 1. If you already have an ELO program, please describe in detail the ELO program for which you are requesting funding.
 |
|  |
| 1. Identify current partnerships with businesses and other similar organizations to assist you in delivering quality ELO programming that connects students to community-based career exploration opportunities, including paid work experience.
 |
|  |

**Part 3 – Sustainability: Develop an Integrated, Sustainable, and Effective ELO System**

|  |
| --- |
| 1. How will grant funding result in a long-term relationship/partnership between educational institutions, employers, and the workforce system that will provide sustainable solutions in your area? (200 word limit)
 |
|  |
| 1. How will the project be sustained beyond the grant period? (200 word limit)
 |
|  |
| 1. What are the risks that might hinder your ability to achieve your stated goals? What supports will you need to mitigate the potential risks? (200 word limit)
 |
|  |

**Part 4 – Budget and Budget Narrative**

|  |
| --- |
| 1. Complete the **Grant Funds Requested Table** below (Refer to **Appendix D** of the RFA document for award amounts and requirements).
 |
| **Budget Categories** | **8/31/2022 - 8/31/2023** | **8/31/2023 - 8/31/2024** | **TOTALS** |
|  Personnel costs |  |  |  |
| Training costs (not including training by DOE or JMG) |  |  |  |
| Supportive services, including transportation and online support options |  |  |  |
| Travel and associated costs |  |  |  |
| Administrative costs (computers, phone, and materials)  |  |  |  |
| Stipends or wages for students |  |  |  |
| **TOTAL REQUEST** |  |  |  |
| 1. Please provide a detailed **budget narrative** which explains the planned expenditures of grant funds.
	1. The budget narrative must provide a description of the costs associated with each of the line items in the Grant Funds Requested table.
	2. Personnel Costs – list all staff positions by title including the roles and responsibilities. Indicate the percentage of each person’s time devoted to the project, the amount of each person’s salary and benefits funded by the grant, and the total personnel costs for the period of performance.
	3. Travel – specify the purpose of travel, mileage, and per diem rates.
	4. Stipends – separate purpose, details, and costs of each stipend planned
 |
|  |

**Part 5 – Target Populations**

|  |
| --- |
| 1. How will you ensure this programming reaches students who may not typically choose ELO experiences?
 |
|   |
| 1. What are the disadvantaged student populations that you will target and how?
 |
|  |

**Part 6 – Summer Programming**

|  |
| --- |
| 1. Points will be awarded to grantees planning to implement summer programming either during the Summer of 2022 or 2023. Which of the following do you plan to utilize funding to support and expand summer programming?

*Check all that apply.* [ ] Paid work experiences[ ] Credit-bearing ELOs[ ] Other (Describe):  |
| 1. Please explain:
 |
|  |

**Part 7 – Regional Approach**

|  |
| --- |
| 1. Points will be awarded to proposals seeking to incorporate a regional approach to serve more than one high school in a region. DOE hopes that this will encourage SAUs with smaller numbers of high school students to come together and expand ELO programming by sharing an ELO Coordinator and combining resources.
 |
| 1. Please explain how this effort will successfully implement a regional approach to support high school students to access ELO programming.
 |
|  |

## APPENDIX D

**STATE OF MAINE**

**Department of Education**

**Maine ELO Program PERFORMANCE METRICS**

**RFA# 202204057**

**Maine ELO Program**

**FY 2022 Grant Funding**

It is not necessary for all requests to include numbers in all of the categories detailed in the Performance Metrics Table. For activities that your proposed ELO grant-funded project will not include, please indicate by putting a zero beside the activity.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Activity** | **Summer One** | **Year One Semester One** | **Year One Semester Two** | **Summer Two** | **Year Two Semester One** | **Year Two Semester Two** | **Totals** |
| Core credits awarded through ELOs |  |  |  |  |  |  |  |
| Elective credits awarded through ELOs |  |  |  |  |  |  |  |
| Total participants in the ELO program |  |  |  |  |  |  |  |
| Paid work experiences completed without credit attainment attached |  |  |  |  |  |  |  |
| Paid work experiences completed for credit through ELO |  |  |  |  |  |  |  |
| Number of disadvantaged youth (ages 16-21) served |  |  |  |  |  |  |  |
| Number of new partnerships created (business or community) |  |  |  |  |  |  |  |
| Number of partnership engagements in or out of school (job shadows / guest speakers / field trips) |  |  |  |  |  |  |  |

## APPENDIX E

**STATE OF MAINE**

**Department of Education**

**ELO SPONSOR DUTIES AND RESPONSIBILITIES**

**RFA#202204057**

**Statewide Expansion of Extended Learning Opportunity (ELO) Programming**

**Grant Funding**

**FY 2022 Application**

**SECTION IA SPONSOR DUTIES - Program Administration**

* 1. Establish the minimum standards of education and experience required of students.
	2. Ensure that all ELO participants have signed agreements. Provide each participant with a copy of these duties and standards, along with any applicable written rules and policies. Require the participant to sign an acknowledgment receipt of the same. Follow this procedure whenever revisions or modifications are made to the rules and policies.
	3. Ensure maintenance of a record of each participant’s application, education, experience, and progress.
	4. Exercise continuous precaution for the health and safety of participants in the workplace, job shadows, and other opportunities.
	5. Provide a positive learning environment.
	6. Provide fair and equitable treatment for all participants.
	7. Assure that participants learn under proper supervision.
	8. Determine the quality and quantity of hands-on experience that participants should have and make every effort toward obtaining it.
	9. When notified that a participant’s hands-on progress is found to be unsatisfactory, the Sponsor through deliberation and examination of evidence will determine whether the participant should continue in a probationary status. Should it be found in the course of this determination that the participant does not have the ability or desire to continue the course, the Sponsor will, after the participant has been given adequate assistance and opportunity for corrective action, terminate the ELO agreement.

10. Hear and resolve all complaints of violations of ELO Agreements.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## APPENDIX F

**STATE OF MAINE**

**Department of Education**

**ADDITIONAL RESOURCES**

**RFA# 202204057**

**Statewide Expansion of Extended Learning Opportunity (ELO) Programming**

**Grant Funding**

**FY 2022 Application**

JMG

<https://jmg.org/models-strategic-initiatives/elos>

MAINE DEFINITIONS AND RESOURCES

<https://www.maine.gov/doe/learning/cte/resources>

MAINE ELO NETWORK

<https://www.mainec3.com/>

MAINE ELO PROGRAM GUIDE

<https://drive.google.com/file/d/1gjaqIhnI_rrulKUZaazQ-TePCYkRQqag/view?usp=sharing>

MEPRI ELO REPORT

<https://usm.maine.edu/sites/default/files/cepare/MEPRI_ELO_Report.final_June_2021.pdf>

MAINE LIFE AND CAREER READY STANDARDS

[https://www.maine.gov/doe/learning/content/career/standard](https://www.maine.gov/doe/learning/content/career/standards)

NEW HAMPSHIRE ELO NETWORK

<https://www.nhelonetwork.com/>

NEW HAMPSHIRE ELO RESOURCES

<https://beyondclassroom.org/>

NH ELO ONLINE COURSE

 <https://canvas.instructure.com/courses/1284461>