RFA 202205075

Experiential Maine! - Summer Coastal Ecology - Expansion

Application

# Application Details and Instructions

1. **Overview of Grant Opportunity**

Through this application, the State of Maine, Department of Education (Department) intends to provide funding to educational organizations that specialize in coastal ecology and marine experiences for youth as part of Experiential Maine! – a statewide initiative to increase student access to hands-on, outdoor learning experiences. The funding must be used to expand existing programs to offer increased opportunities for middle and high school students to participate during the summer of 2022. Programming must provide opportunities for students to engage in authentic, interdisciplinary marine/coastal ecology experiences with a focus on innovative design processes, leadership and career development.

The Department is pursuing a whole student framework, to broaden nature-based, experiential opportunities and mitigating the impact of learning loss due to disruptions caused by the COVID-19 pandemic. The Department requests that funding be used to increase involvement from students from low-income families that don’t typically have access to marine/coastal ecology experiences due to financial barriers and/or geographic barriers.

All communication regarding this Request for Applications must be made via email to the grant coordinator identified on the [Grant RFPs and RFAs webpage](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants).

The Department will prioritize programs that:

1. prioritize students from low-income families
2. prioritize students based on geographic distance from the coast

Award funding may be used:

1. to increase the number of staff (salaries and benefits)
2. for activities and materials necessary for daily programming during student sessions
3. to support transportation needs
4. for room and board (for overnight programming)
5. **Assurances/Allowable use of funding**
6. Sign a set of assurances that meets the requirements of section 427 and 442 of the General Education Provisions Act (GEPA) ([20 U.S.C. 1232e](https://www.govinfo.gov/app/details/USCODE-2011-title20/USCODE-2011-title20-chap31-subchapIII-part3-sec1232e)) that will be kept on file at the Department.
7. Use the Governor’s Emergency Education Relief (GEER) programming funds for only the activities identified in any agreement with the Department and be able to provide a written documentation of expenses while assuring that all Uniformed Grant Guidance (UGG) protocols for procurement have been followed.
8. Cooperate with any Maine Department of Education monitoring policies and/or procedures with regards to the allowability of expenditures.
9. Comply with all reporting requirements at such time, in such manner, and containing such information as the Maine Department of Education, the U.S. Department of Education, Inspector General and/or any other agency, commission, or department may reasonably require.
10. Use the GEER program funds for purposes that are reasonable, necessary, and allowable under the CRRSA and ARP Act.  Additional information about the allowability of the CRRSA and ARP funds is available on the [U.S. Department of Education’s Use of Fund FAQ](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Foese.ed.gov%2Ffiles%2F2021%2F05%2FESSER.GEER_.FAQs_5.26.21_745AM_FINALb0cd6833f6f46e03ba2d97d30aff953260028045f9ef3b18ea602db4b32b1d99.pdf&data=04%7C01%7CPage.Nichols%40maine.gov%7C88a29e73834d4bc3417108da141fd32f%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637844424156575152%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=DpNOQRvQswm0DDNM1ixxF04F0WHw4JkLzFuxYFeFQRE%3D&reserved=0).
11. Maintain and produce records pertaining to the GEER funds under [2 C.F.R. § 200.334](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR4acc10e7e3b676f/section-200.334) and [34 C.F.R. § 76.730](https://www.ecfr.gov/current/title-34/subtitle-A/part-76/subpart-G/subject-group-ECFRceeb2ab4f048d91/section-76.730), including financial records related to use of grant funds, will be retained separately from other grant funds.

## **Eligibility to Submit Bids**

To be eligible, an applicant must:

1. Have submitted an intent to apply form by May 16, 2022.
	1. The intent to apply form can be accessed through the following link:
		* 1. <https://forms.office.com/g/7YdVB2wAw0>
	2. If an applicant has already submitted their intent to apply you do not need to re-apply.
2. The program must include the following requirements:
	1. provide educational programming in a nature-based, marine/coastal ecology
	2. provide programming for students in grades 6-12
	3. provide programming that happens outdoors all (or most) of the time
	4. provide transportation for students to and from program sites
	5. increase/expand current capacity

## **Awards**

The Department anticipates making multiple awards as a result of this Request for Applications process, including partial awards, based on program eligibility (as outlined in this RFA). The total award funds available through this RFA is $2,000,000.00 and individual award amounts will be based on the application score and the number of programs submitted for approval. The Department may have more than one (1) round of funding distribution for this RFA and an eligible entity may submit one (1) application during each reiteration of this RFA, provided the application requests are clearly distinct. Scoring for future reiterations of this RFA will take account of an applicant’s previous performance. The Department reserves the right to eliminate the lowest scoring proposal (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 this Request for Applications may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: [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 contract award.

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# KEY PROCESS EVENTS

## **Submitting Questions about the Request for Applications**

Any questions must be submitted by e-mail to the Grant Coordinator identified on the [Grant RFPs and RFAs webpage](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) by May 19, 2022, at 11:59 p.m. local time. Submitted Questions must include the subject line: “RFA# 202205075 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 following website: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). 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 in regard to this Request for Applications will be posted on the following website: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). 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 your Application**

1. **Applications Due:** Applications must be received by May 26, 2022, at 11:59 p.m. local time. Applications received after the 11:59 p.m. deadline will be ineligible for award consideration for that annual application enrollment period.
2. **Submission Instructions:** Applications are to be submitted to the State of Maine Division of Procurement Services, via email, 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 that your security settings will not encrypt your proposal submission.
	4. File size limits are 25MB per e-mail. Applicants may submit files separately 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.
	5. Applicants are to insert the following into the subject line of their email submission: **“RFA# 202205075 Application Submission – [Applicant’s Name]”**
	6. Applications are to be submitted as a single, typed, PDF or WORD file and must include pages 8 - 12 of this RFA document.

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# APPLICATION EVALUATION AND SELECTION

## **Scoring Weights and Process**

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.

|  |  |
| --- | --- |
| **Scoring Criteria** | **Maximum Points Available** |
| Eligibility and Program Requirements:* submitted an intent to apply form
* provide educational programming in nature-based, marine/coastal ecology
* provide programming for students in grades 6-12
* provide programming that happens outdoors all (or most) of the time
* provide transportation for students to and from program sites
* increase/expand current capacity
 | Pass/Fail |
| Proposal * overview of program
* identification of need
* program description

Note: priority will be given to programs that provide opportunities for students from low-income families and student who do not have easy access to the coast. | 50 points |
| Program Outcomes | 25 points |
| Budget* Program Budget
* Budget Narrative
 | 25 points |
| **Total Points** | * + 1. **points**
 |

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 assignment of points for each of those sections.

Regarding the proposed funds requested and the proposed work, the Grant Review Team will consider the degree to which the program represents a good return for the investment (money, time) as well as whether the program work and cost estimates (tasks and budget) are reasonable for the expected outcomes, along with the amount and quality of proposed matching funds or services.

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APPLICATION COVER PAGE

**Handwritten Applications Will Not Be Accepted**

|  |  |
| --- | --- |
| **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.

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

|  |  |
| --- | --- |
| **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 Applicant’s application, at the discretion of the Department.**

|  |  |
| --- | --- |
| **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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APPLICATION

The Applicant is asked to be brief and concise in providing written information required in the application.

|  |
| --- |
| **Program Title** Provide a descriptive program title in 15 words or less |
| Click or tap here to enter text. |
| **Duration of Program** |
| Start Date: Start Date | End Date: End Date |
| **Program Eligibility** |
| *Check the boxes to attest the proposed program(s) meets the requirements*[ ] provides educational programming in nature-based, marine/coastal ecology and experiences [ ] provides programming for students in grades 6-12[ ] provides programming that happens outdoors all (or most) of the time[ ] provides transportation for students to and from program sites[ ] increases or expands current capacity |
| **Overview of the Program**  |
| *Use this space to describe the general overview of the program. over homeless program eligibility and best interest placement decisions.* |
| Click or tap here to enter text. |  |
| **Demographic Prioritization** |
| *How do you plan to prioritize students from low-income families and students with less frequent access to the coast based on geographic location.*Click or tap here to enter text. |
| **Identification of Need** |
| *The proposal should include a description of the needs of the applicant related to the program. The applicant should explain how the needs have been identified and will be re-evaluated.* |
| Click or tap here to enter text. |
| **Program Description**  |
| Please provide a summary of the program you are proposing in order to address these needs. This section must include student outcomes.Click or tap here to enter text. |
| **Program Outcomes** |
| *List the expected student outcomes of the program*Click or tap here to enter text. |
| **Program Budget**  |

*This budget should include your overall projected expenses for your homeless education program. The first (shaded) column is for expenses for your proposed program that will be*

|  |  |  |
| --- | --- | --- |
| **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. |
| Transportation | Click or tap here to enter text. | Click or tap here to enter text. |
| AmeriCorps (if applicable)\* | 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. |  |
|  |  |  |

\*Maine Conservation Corps (MCC) has a limited number of 300 hour AmeriCorps positions available to applicants for a fee for service.  AmeriCorps members bring energy, innovation, and capacity to meet the needs of your organization.  MCC facilitates recruitment and provides access to AmeriCorps benefits, payroll, liability coverage, worker’s compensation, and ongoing support to you and your members.  Your agency, as an AmeriCorps Host Site, would receive training on supporting AmeriCorps members; provide day-to-day supervision, supplies, and resources required for your program; approve weekly timesheets, and submit final reports.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| AmeriCorps Term in Hours | MCC Position Title | Initial Member Orientation with MCC | AmeriCorps ServicePeriod | Start/End Dates | Fee for Service (per member) | # of Positions Requested |   |
| 300 | Environmental Steward | 3 days | 8 weeks | 6/27/2022-8/19/2022 | **$3,700** |  |   |
|  |  |  |  |  |  |  |  |  |   |
|  |  |  |  |  |  |  |  |  |  |

Also consider budgeting for other program-related costs, such as member transportation, supplies, IT needs, tools, equipment, lodging, etc.

You may direct any questions related to AmeriCorps or Maine Conservation Corps to Deidrah.Stanchfield@maine.gov and Sara.Knowles@maine.gov

|  |
| --- |
| **Budget Narrative (one page maximum)** |
| In the space below, please provide a detailed explanation of your anticipated grant-supported expenses in each of the above budget categories. Click or tap here to enter text. |