**STATE OF MAINE REQUEST FOR APPLICATIONS**

**RFA AMENDMENT # 1 AND
RFA SUBMITTED QUESTIONS & ANSWERS SUMMARY**

|  |  |
| --- | --- |
| **RFA NUMBER AND TITLE:** | 202212207 Coastal Science & Marine Trades |
| **RFA ISSUED BY:** | Department of Education |
| **SUBMITTED QUESTIONS DUE DATE:** | January 27, 2023 at 11:59 p.m. local time |
| **AMENDMENT AND QUESTION & ANSWER SUMMARY ISSUED:** | February 2, 2023 |
| **APPLICATION DUE DATE:** | February 17, 2023 at 11:59 p.m. local time |
| **APPLICATIONS DUE TO:** | Proposals@maine.gov |
| **Unless specifically addressed below, all other provisions and clauses of the RFA remain unchanged.** |
| **DESCRIPTION OF CHANGES IN RFA (if any):** Language is to be added at the end of Section B “Expectations of the Organization” on page two.  Language is also added within “Program Requirements” on page five.  Language is also to be added to “Program Requirements” section on page nine.   |
| **REVISED LANGUAGE IN RFA (if any):** All personnel of the nonprofit organization who are in contact with students are required to have  completed a background check. The nonprofit organization shall have a written policy in place  regarding required background checks. Copies of all pertinent records are to be kept on file with the  nonprofit organization.  |

**Provided below are submitted written questions received and the Department’s answer.**

|  |  |  |
| --- | --- | --- |
| **1** | **RFA Section & Page Number** | **Question** |
| Section A, pg. 1 Section C, pg. 2 | May a school apply? May we collaborate with an environmental nonprofit or must they apply? |
| **Answer** |
| As outlined in the eligibility requirements, to be eligible, “the applicant’s organization must be a nonprofit organization specializing in coastal ecology, marine science and/or marine career experiences for youth.” However, the nonprofit organization may partner and collaborate with an additional community nonprofit and/or school. |

|  |  |  |
| --- | --- | --- |
| **2** | **RFA Section & Page Number** | **Question** |
| Section A, pg. 1 | Is funding strictly limited to the summer of 2023? Will we know grant awards before April?  |
| **Answer** |
| The DOE Grant Review Team anticipates issuing Award Notification Letters as soon as possible. A reminder that an Award Notification Letter does not authorize the Sub-awardee to start using the funding*.* Programs initiating services prior to receipt of a signed Subaward Agreement may be liable for expenses incurred. For this reason, the DOE urges those nonprofit organizations collaborating with an LEA/local school partner to seek alternative federal COVID-19 relief funds available through the LEA. For those that aren’t collaborating with a school, the [Uniform Guidance at 2CFR SS200, 458](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1) specifies that “pre-award costs, i.e. those costs incurred prior to the effective date of the Federal award or subaward, are only allowable with prior written approval*..*.” The DOE will take the timing of the proposed programs into consideration when reviewing and drafting the Subaward Agreements. The DOE will contact the Sub-awardee’s, as needed. |

|  |  |  |
| --- | --- | --- |
| **3** | **RFA Section & Page Number** | **Question** |
| Section B, pg. 1 Application, pg. 10 | Can a guardian/parent/caregiver transporting the student(s) be reimbursed for mileage to and from the program? |
| **Answer** |
| As outlined in Section B, grant awardees are expected to use the [GEER](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Foese.ed.gov%2Ffiles%2F2022%2F12%2FESSER-and-GEER-Use-of-Funds-FAQs-December-7-2022-Update.pdf&data=05%7C01%7CNatalie.Owens%40maine.gov%7C38b92250de3f4d18d17208dae285f0f7%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638071362500044597%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=NoRNHVjsKYBrxBAq8lX3pxC6sZ76QM2XjBz3CYR1S9U%3D&reserved=0) program funds for purposes that are reasonable, necessary, and prudent. Awardees may reimburse a guardian/parent/caregiver for the mileage incurred from transporting the student(s) if:-it is the most cost-effective means of ensuring they can attend the program;-reimbursement is limited to the round-trip mileage incurred from the student(s) primary residence to the program’s location and only on the days the student(s) attendance is funded by this grant;-the nonprofit organization has a written travel policy in place that includes these circumstances and a copy of that policy has been provided to the guardian/parent/caregiver; and-the nonprofit organization has the guardian/parent/caregiver complete and sign a formal (internal) Travel Reimbursement Request Form. The form should include the name of the person to be reimbursed, the dates of the trips, quantity of miles incurred, and rate of reimbursement used. The Subaward Agreement will provide invoice directions and documentation expectations. Note that the State’s current rate of reimbursement is $0.46/mile. ([Mileage & Other Info | Office of the State Controller (maine.gov)](https://www.maine.gov/osc/travel/mileage-other-info) |

|  |  |  |
| --- | --- | --- |
| **4** | **RFA Section & Page Number** | **Question** |
| Application, pg. 10 | What is the bus mileage reimbursement rate per mile? |
| **Answer** |
| The State’s current rate of reimbursement is $0.46/mile. ([Mileage & Other Info | Office of the State Controller (maine.gov)](https://www.maine.gov/osc/travel/mileage-other-info) |

|  |  |  |
| --- | --- | --- |
| **5** | **RFA Section & Page Number** | **Question** |
| Section B, pg. 1 Application, pg. 10 | May we submit a food budget? |
| **Answer** |
| Meal costs may be reimbursed under the Subaward Agreement if meals are critical for the student(s) participation and learning success. As outlined in Section B, grant awardees are expected to use the [GEER](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Foese.ed.gov%2Ffiles%2F2022%2F12%2FESSER-and-GEER-Use-of-Funds-FAQs-December-7-2022-Update.pdf&data=05%7C01%7CNatalie.Owens%40maine.gov%7C38b92250de3f4d18d17208dae285f0f7%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638071362500044597%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=NoRNHVjsKYBrxBAq8lX3pxC6sZ76QM2XjBz3CYR1S9U%3D&reserved=0)program funds for purposes that are reasonable, necessary, and prudent. Generally, there is a very high burden of proof on Federal Grant Awardees to be reimbursed for food. The Subaward Agreement will provide invoice directions and documentation expectations. The State’s current rates of reimbursement for this grant can be found here: [Per Diem Rates | GSA](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results/?fiscal_year=2023&state=ME&perdiemSearchVO_city=&action=perdiems_report&zip=&op=Find+Rates&form_build_id=form-RlXBy-t66MZ9_ZKWOY8lw4o6Vgj9ITsax4cGqUtTOMk&form_id=perdiem_form) The meal reimbursement budget may be entered under “Non-instructional materials and supplies” section of the RFA budget. The DOE urges those nonprofit organizations collaborating with an LEA/local school partner to seek alternative federal COVID-19 relief funds available through the LEA. |

|  |  |  |
| --- | --- | --- |
| **6** | **RFA Section & Page Number** | **Question** |
| Application, pg. 10 | May we pay high school students for paid meaningful work as assistant instructors in our summer program? |
| **Answer** |
| Reimbursement costs for paying high school students may be entered under the “Personnel” section of the RFA budget.  |

|  |  |  |
| --- | --- | --- |
| **7** | **RFA Section & Page Number** | **Question** |
| N/A | How many hours may a high school student work in the program? |
| **Answer** |
| Per Maine Department of Labor laws, minors under 16 years old must obtain a work permit and may work 40 hours in a week with no school. 16- and 17-year-olds may work 10 hours any day when the minor’s school is not in session.FMI: [Maine Department of Labor: Maine Laws Governing the Employment of Minors](https://www.maine.gov/labor/labor_laws/publications/employeerightsguide.html) |

|  |  |  |
| --- | --- | --- |
| **8** | **RFA Section & Page Number** | **Question** |
| Section D, pg. 2 | If all the available funds are not obligated, will there be additional funding awarded? |
| **Answer** |
| The DOE anticipates allocating the full amount of available funds to this RFA. Organizations may apply for more than one award, as long as they are for different programs. At this time, the DOE does not anticipate issuing another RFA if there are funds remaining.  |

|  |  |  |
| --- | --- | --- |
| **9** | **RFA Section & Page Number** | **Question** |
| Section B, pg. 1 Section D, pg. 2 | Will these funds be available for the 2023-24 school year? |
| **Answer** |
| Programming under this RFA must be completed by September 1, 2023. Any future RFAs issued can be found on the [Grant RFPs and RFAs webpage](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants).  |