**STATE OF MAINE**

**Department of Maine Judicial Branch**

*Administrative Office of the Courts*



**RFA# 202207117**

Development of Programs and Services for Parents Divorcing, Separating, or Living Apart

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| **RFA Coordinator** | *All communication regarding the RFA must be made through the RFA Coordinator identified below*.  **Name:** Joanna Davis, Esq. **Title:** Family Process Specialist  **Contact Information:** [joanna.davis@courts.maine.gov](mailto:joanna.davis@courts.maine.gov) |
| **Submitted Questions Due** | *All questions must be received by the RFA Coordinator identified above by:*  **Date:** August 4, 2022 no later than 4:00 p.m., local time |
| **Application Submission** | *Applications must be received by the Division of Procurement Services by:*  **Submission Deadline:** August 15, 2022, no later than 11:59 p.m., local time.  *Applications must be submitted electronically to the following address:*  **Electronic (e-mail) Submission Address:** [Proposals@maine.gov](mailto:Proposals@maine.gov) |

State of Maine

**State of Maine - Department of Maine Judicial Branch**

*Administrative Office of the Courts*

**RFA# 202207117**

**Development of Programs and Services for Parents Divorcing, Separating, or Living Apart**

**Part I. INTRODUCTION**

1. **Background and Purpose**

In Public Law 113-183(a)(1)&(2), the United States Congress found that “[t]he separation of a child from a parent does not end the financial or other responsibilities of the parent toward the child…” and “[i]ncreased parental access and visitation not only improve parent-child relationships, and outcomes for children, but also have been demonstrated to result in improved child support collections, which creates a double win for children – a more engaged parent and improved financial security.” In 1997, the United States Congress budgeted $10 million to be allocated annually across all the states and territories in furtherance of this finding. Since 1997, and each year thereafter, the State of Maine Department of Health and Human Services (DHHS) in conjunction with the Maine Judicial Branch has applied for, and has been awarded, federal grant funding under the Access and Visitation Grant program administered by the U.S. Department of Health and Human Services, Administration for Children and Families.

The federal Access and Visitation Grant allows for contracts to be awarded for, but is not limited to, the following services:

* Mediation;
* Co-parent education;
* Counseling;
* Visitation enforcement (including monitored and supervised visitation and neutral child exchanges);
* Development of parenting plans;
* Development of guidelines for visitation and alternative custody; and
* High conflict co-parenting services.

The goals of this Request for Application are to fund: (1) co-parent education, high-conflict co-parenting services, and supervised visitation, and (2) the development and delivery of a parallel parenting program for families affected by domestic violence.

## **General Provisions**

* 1. From the time the RFA is issued until award notification is made, all contact with the State regarding the RFA must be made through the RFA Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFA. Violation of this provision may lead to disqualification from the application process, at the State’s discretion.
  2. Issuance of the RFA does not commit the Department to issue an award or to pay expenses incurred by an applicant in the preparation of a response to the RFA. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
  3. All applications must adhere to the instructions and format requirements outlined in the RFA and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Applications are to follow the format and respond to all questions and instructions specified below in the “Application Submission Requirements” section of the RFA.
  4. Applicants will take careful note that in evaluating an application submitted in response to the RFA, the Department will consider materials provided in the application, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the applicant (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating an applicant’s experience and capabilities.
  5. The application must be signed by a person authorized to legally bind the applicant.
  6. The RFA and the awarded applicant’s application, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
  7. Following the announcement of an award decision, 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.).
  8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in applications received in response to the RFA.
  9. All applicable laws, whether or not herein contained, are included by this reference. It is the applicant’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## **Eligibility to Apply**

Non-profit agencies or non-profit entities are eligible to apply. All applicants must provide documentation of non-profit status. If an applicant does not provide this documentation, that applicant will be disqualified. Successful applicants will form a Board of Directors if one does not already exist.

## **Allowable Expenses**

Awarded applicants must use most, if not all, of the grant money awarded for scholarship money for parents who need financial assistance to participate in the program. The program may establish an income-based sliding scale to determine partial or full scholarship assistance. Awarded applicants may use grant money for administrative expenses with prior approval of the Department.

## **Awards**

The Department anticipates making multiple awards as a result of the RFA process. The Department expects to award a total of $95,000 split between successful applicants; the number and size of awards will depend on the number of applications received and available funds. Awards will be made to the highest scoring bidders (with the potential outcome of not making an award in some categories). Receipt of prior funding does not guarantee future awards.

If the applicant is requesting funding for more than one type of the eligible programs outlined in Part II of this RFA, the applicant must submit a separate application for each program.

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 M.R.S. §§ 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.

1. **Contract Terms**

Applicants awarded through this RFA process will be conditionally awarded a contract for an initial one-year period of performance from October 1, 2022 – September 30, 2023, with an option to extend for one more year at the Department’s discretion.

After two years, the state intends to reissue an RFA. Applicants awarded funding as a result of this RFA will be required to apply for additional funding through the subsequent RFA.

**Part II. SCOPE OF SERVICES TO BE PROVIDED**

* + - 1. **Organizational Requirements**

1. Applicants awarded grant funds must have scholarship assistance available for any parent who cannot afford to pay the full program fee. This information is to be clearly stated in program materials and the assistance must be easily attained. While applicants are allowed to utilize awarded funds for administrative costs at the discretion of the Department, priority will be given to applications that primarily allocate the contract award for program participant scholarship assistance.
2. Awarded applicants are required to maintain statewide standards and be trained on domestic abuse and violence dynamics and issues. Awarded applicants may be required to attend training or programs recommended by the Access and Visitation Advisory Committee of the Maine Judicial Branch. Awarded applicants are required to have and demonstrate an initial screening process for issues of domestic abuse and violence. When parent education or other services are not appropriate given personal safety concerns, awarded applicants are expected to make referrals to more appropriate services in the community.
3. Awarded applicants must have access to timely and reliable electronic communication which includes, but is not limited to, Microsoft Office, Adobe Acrobat, and electronic mail.
4. Awarded applicants must be in contact with the Department at least once a month.
5. A site visit by the grant coordinator or any other member of the Access and Visitation Advisory Committee may be required before a contract is issued.
   * + 1. **Program Requirements**
6. **Requirements for Co-Parenting Education Programs**
   * 1. The program will be presented by a minimum of two trainers with gender diversity;
     2. Trainers must have prior training and/or experience with parents separated, divorced, or living apart, and must have had training on the dynamics and effects of domestic abuse and violence;
     3. The program must have a screening process for domestic abuse and violence;
     4. The program must be a minimum of four hours in duration and must meet at least monthly, unless otherwise specified in the contract; and
     5. The program will ideally be offered in person and remotely to maximize geographical availability. Applicants should include information on the availability of the program in each format.
7. **Requirements for Supervised Visitation Programs** 
   * 1. The program must provide trainings to all staff members on the dynamics and issues of domestic abuse and violence;
     2. All employees, volunteers, and interns who work directly with children and families, including intake services, must be required to submit to and pass a criminal background check and DHHS Maine Child Protective Services Central Case Records Research check before any interaction with children and families. The Department reserves the right to request copies of those records;
     3. The program must use a visitation facility or facilities that has/have a physical arrangement that prevents contact between parties before and after parent-child visits, such as separate entrances and exits; and
     4. If appropriate, the program will use secure video conferencing tools to provide monitored video contact between geographically separated non-custodial parents and their children.
8. **Requirements for High-Conflict Programs**
   * 1. The program will be presented by a minimum of two trainers with gender diversity. A mental health professional must serve either as a trainer or advisor to the program;
     2. The program must have a screening process for domestic abuse and violence;
     3. The program will be specifically tailored to build co-parenting skills for parents who are in a high-conflict situation and consist of multiple sessions; and
     4. The program will offer sessions at least quarterly, unless otherwise contracted. The Department will prioritize a program with various times of delivery and alternate methods of delivery, including video-conferencing, to ensure access to all families, regardless of work schedule or geographic location.
9. **Requirements for Development and Delivery of a Parallel Parenting Program** 
   * 1. The program will be presented by a minimum of two trainers with gender diversity;
     2. The program must provide trainings to all staff members on the dynamics and issues of domestic abuse and violence;
     3. The program must be specifically tailored to teach the parallel parenting model, as opposed to the co-parenting model, and must address parenting skills for parents who have been abused and for offending parents; and
     4. The program must consult/collaborate with the statewide coalition of domestic violence resource centers.
        1. **Invoicing and Reporting Requirements**
10. Applicants awarded grant funds must expend their grant funds in the time period specified by the awarding contract. To obtain compensation for services rendered, awarded applicants must submit monthly invoices to the Department that include a detailed description of the funds used, including the amounts billed to scholarship assistance and administrative costs. Invoices are due by the 15th day of the month following the service month. Failure to adhere to this requirement may result in a termination of the awarding contract.
11. Awarded applicants are also required to submit monthly reports to the Department that document client information, including “Required Outcome” data regarding increased non-custodial parenting time with children because of the services rendered. These forms are due by the 15th day of the month following the service month. Failure to adhere to this requirement may result in a termination of the awarding contract.

**PART III. KEY RFA 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 **August 4, 2022 at 11:59 p.m.** local time. Submitted Questions must include the subject line: “RFA# 202207117 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 **August 15, 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](mailto: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 application 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# 202207117 Application Submission – [Applicant’s Name]”**
   6. Applications are to be submitted as a single, typed, PDF or WORD file and must include pages 12, 13 and 14 of this RFA document.

**PART IV. APPLICATION SUBMISSION REQUIREMENTS**

* + - 1. **Overview**

This section contains instructions for applicants to use in preparing their applications. Handwritten applications will not be accepted.

It is the responsibility of the applicant to provide all information requested in the RFA package at the time of submission. Failure to provide information requested in this RFA may, at the discretion of the Department’s Review Team, result in a lower rating for the incomplete sections or disqualification.

The Department reserves the right to request updates to any information included in the application during the contract period or at the time of contract renewal.

If the applicant is requesting funding for more than one type of the eligible programs outlined in Part II of this RFA, the applicant must submit a separate application for each program.

* + - 1. **Required Application Components**

1. **Application Cover Page**
   1. The “Application Cover Page” (page 12 of this RFA) must be the first page of the application package. It is important that the cover page show the specific information requested, including applicant address(es) and other details listed. The Application Cover Page shall be dated and signed by a person authorized to enter into a contract on behalf of the applicant.
2. **Debarment, Performance and Non-Collusion Certification**
   1. The applicant must complete and submit the “Debarment, Performance and Non-Collusion Certificate Form” (page 13 of this RFA). Failure to provide this certification may result in the disqualification of the applicant’s application, at the discretion of the Department.
3. **Eligibility to Apply (Proof of Non-Profit Status)**
   1. The applicant must provide a copy of documentation showing proof of non-profit status as of the time of the application submission.
4. **Litigation** 
   1. The applicant must list all current litigation in which the applicant is a named party or otherwise involved;
   2. The applicant must include a list of all closed cases within the past five years in which the applicant was a named party or otherwise involved, and the outcome of those cases; or
   3. The applicant must indicate that there is no relevant litigation to report, if applicable.
5. **Qualifications and Experience**
   1. The applicant must submit a brief statement of qualifications, including the history of the applicant’s organization and three examples of the applicant’s relevant work.
6. **Program Requirements**
   1. Applications must include the following information to show compliance with the Program Requirements in Part II(B) of this RFA, as it relates to the program being proposed:
      1. **Co-Parenting Education Programs**
         * 1. The applicant must provide a description of its co-parenting education program;
           2. The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence;
           3. The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;
           4. The applicant must describe its screening process for domestic abuse and violence;
           5. The applicant must include information on the program’s Board of Directors; and
           6. To the extent the applicant has provided co-parent education programming in prior years, the applicant must provide the number of parents served and the number of courses offered broken down by year for federal fiscal years 2017-2021.
      2. **Supervised Visitation Programs**
7. The applicant must provide a roster of its supervisors to the Department and provide documentation on training provided to the supervisors;
8. The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;
9. The applicant must provide documentation of trainings to all staff members on the dynamics and issues of domestic abuse and violence;
10. The applicant must demonstrate that its visitation facility or facilities has/have a physical arrangement that prevents contact between parties before and after parent-child visits, such as separate entrances and exits;
11. The applicant must include information on the program’s Board of Directors; and
12. To the extent that the applicant has provided supervised visitation services in prior years, the applicant must include information on the number of visits provided broken down by year for federal fiscal years 2017-2021.
    * 1. **High-Conflict Programs**
13. The applicant must provide a description of its high-conflict program, including the curriculum;
14. The applicant must provide a roster of its trainers to the Department and document their prior training and/or experience with parents separated, divorced, or living apart, and must also document training on the dynamics and effects of domestic abuse and violence;
15. The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;
16. The applicant must describe its screening process for domestic abuse and violence;
17. The applicant must include information on the program’s Board of Directors; and
18. To the extent that the applicant has provided high-conflict programming in prior years, the applicant must provide the number of parents served and the number of courses offered broken down by year for federal fiscal years 2017-2021.
    * 1. **Development and Delivery of Parallel Parenting Program**
19. The applicant must provide a description of its parallel parenting program;
20. If trainers are identified at the time of this RFA, the program must provide a roster of its trainers to the Department and document their prior training and/or experience with parents divorced, separated, or living apart. The program must provide to the Department a roster of trainers not identified at the time of this RFA as soon as they become known;
21. The applicant must certify that it provides program scholarship assistance and must describe its screening process for doing so;
22. The program must provide information about trainings given to all staff members on the dynamics and issues of domestic abuse and violence;
23. If the application includes requests for funding to develop a curriculum for parallel parenting program, the application must include a detailed action plan for implementation of the program that includes target dates and a budget that details costs, (including the program’s development); and
24. The applicant must include information on the program’s Board of Directors.
25. **Cost Proposal and Budget Information** 
    1. The applicant must provide cost proposal and budget information for the federal fiscal year 2023 (October 1, 2022 – September 30, 2023) using the Cost Proposal Form and Budget Information template on page 15 of this RFA.

**PART V. 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.

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| **Scoring Criteria** | **Maximum Points Available** |
| **Eligibility to Apply (Proof of Non-Profit Status)** | Pass/Fail |
| The application is complete and adheres to the format outlined in the RFA. | 10 points |
| **Litigation** *Part IV(B)(3) of the RFA* | 10 points |
| **Qualifications and Experience** *Part IV(B)(5) of the RFA* | 15 points |
| **Program Requirements** *Part IV(B)(6) of the RFA* | 40 points |
| **Cost Proposal and Budget Information** *Amount of Request Designated for Scholarship Funding* | 15 points |
| **Cost Proposal and Budget Information** *Anticipated Income for FFY 2023* | 5 points |
| **Cost Proposal and Budget Information** *Anticipated Expenses for FFY 2023* | 5 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 meet as a team to arrive at a consensus for the assignment of points for each of these sections.

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**Development of Programs and Services for Parents Divorcing, Separating, or Living Apart**

**APPLICATION COVER PAGE**

**Handwritten Applications Will Not Be Accepted**

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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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**Development of Programs and Services for Parents Divorcing, Separating, or Living Apart**

**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 proposal:*

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 proposal for this contract been convicted of or had a civil judgment rendered against them for:*
3. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
4. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
5. *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.*
6. *Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default*.
7. *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 proposal 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.**

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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. |

**State of Maine – Department of Maine Judicial Branch**

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**Development of Programs and Services for Parents Divorcing, Separating, or Living Apart**

**COST PROPOSAL FORM AND BUDGET INFORMATION**

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| --- | --- |
| **AMOUNT OF REQUEST DESIGNATED FOR SCHOLARSHIP FUNDING** | |
| **Access & Visitation Grant Request Amount:** | **$** |
| **Amount of Request Designated for Participant Scholarship Funding: $** | |
| *If not 100% of amount requested is being designated for participant scholarship funding, explain for what purpose the money would be allocated:*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | |

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| **ANTICIPATED INCOME INFORMATION FFY 2023 (October 1, 2022 – September 30, 2023) (This information will be used to assess diversity of funds and program sustainability.)** | |
| **List all income sources anticipated for FFY 2023:** | **Amount:** |
| Participant/Course Fees |  |
| Donations |  |
| Fundraising |  |
| Grants (including A&V) |  |
| Other *(please specify*): |  |
| Other *(please specify)*: |  |
| Other *(please specify)*: |  |

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| **ANTICIPATED EXPENSE INFORMATION FFY 2023 (October 1, 2022 – September 30, 2023) (This information will be used to assess program viability.)** | |
| **List all expenses anticipated for FFY 2023:** | **Amount:** |
| Personnel Positions *(including salary and benefits)* |  |
| Facilities Rent or Lease *(if applicable)* |  |
| Administrative Expenses *(phone, internet, supplies, etc.)* |  |
| Insurance |  |
| Other *(please specify*): |  |
| Other *(please specify)*: |  |
| Other *(please specify)*: |  |

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| Organization Name: |  |

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| **RFA Section & Page Number** | **Question** |
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*\* If a question is not related to any section of the RFA, state “N/A” under “RFA Section & Page Number”.*

*\*\* Add additional rows, if necessary.*