**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP AMENDMENT #2 AND**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

|  |  |
| --- | --- |
| **RFP NUMBER AND TITLE:** | RFA# 202407139 - Maine AmeriCorps Planning Grants |
| **RFP ISSUED BY:** | Volunteer Maine |
| **SUBMITTED QUESTIONS DUE DATE:** | August 19, 2024, no later than 11:59 p.m., local time |
| **LINK TO RECORDED INFORMATIONAL SESSION:** | [https://youtu.be/5hc9rU0R5O8](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fyoutu.be%2F5hc9rU0R5O8&data=05%7C02%7CSkye.Laidler%40maine.gov%7C855d6eda0cd1442a117508dcc20e67ea%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638598614345256846%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=SEuLxXMsUuRs8qndkiz9LNLSohdWgJpAgkdk9S9vwk0%3D&reserved=0) |
| **AMENDMENT AND QUESTION & ANSWER SUMMARY ISSUED:** | August 21, 2024 |
| **PROPOSAL DUE DATE:** | August 29, 2024, no later than 11:59 p.m., local time ***(As Amended)*** |
| **PROPOSALS DUE TO:** | [proposals@maine.gov](mailto:proposals@maine.gov) |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** | |
| **DESCRIPTION OF CHANGES IN RFP (if any):**   1. All references to the RFA Submission Deadline of August 28, 2024, no later than 11:59 p.m., local time, are amended to ***August 29, 2024, no later than 11:59 p.m., local time***. | |

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

|  |  |  |
| --- | --- | --- |
| **1** | **RFP Section & Page Number** | **Question** |
| Part II, p.24 | What is the Match [local share] that agencies must provide? |
| **Answer** | |
| Planning grants are cost reimbursement grants subject to the minimum local share described in the *Grantee Share Section* starting on page 24. Because planning grants are restricted to new applicants, the 30% rate is applicable to all eligible applicants  The 30% share represents 30% of the total program cost, not 30% of the maximum award available. So, a request for the maximum $60,000 in funding would need to be matched by $25,715 in local share [70% (60,000) + 30% (25,715) = 100% (85,715)]  Local share can be comprised of cash and/or in-kind resources and must be fully documented in the agency’s accounting system | |

|  |  |  |
| --- | --- | --- |
| **2** | **RFP Section & Page Number** | **Question** |
| N/A | What are the dates, the start and stop of these [planning grants]?  when would we hear back [about the award decision]? |
| **Answer** | |
| Planning grants are awarded for 10 months, and the application review process will be completed prior to the September Commission meeting so that votes on funding can be taken at that meeting. Awardees will know at them time if their application was successful.  The awards are then submitted to the AmeriCorps federal agency. Funding agreements will be issued when the federal awards are made, sometime in the mid to late fall. Therefore, the actual start date is undetermined. It could be as early as November or as late as January first.  Applicants should select a start date between Nov 1 and Jan 1, understanding that it is subject to change.  Any other start dates referenced in the RFA or attachments are not applicable to the planning grants. | |

|  |  |  |
| --- | --- | --- |
| **3** | **RFP Section & Page Number** | **Question** |
| Glossary & Part IV, p.32 | Are planning grants restricted to the Commission’s priorities? |
| **Answer** | |
| No. Any and all of the AmeriCorps areas of focus (see glossary) in addition to the Commission priorities are appropriate for Planning grants | |

|  |  |  |
| --- | --- | --- |
| **4** | **RFP Section & Page Number** | **Question** |
| Glossary, p. 5 | Is the Fixed Award option available for planning grants |
| **Answer** | |
| No. Fixed award grants can only be awarded for operating grants because they are funded based on a fixed rate for Member service hours. Because planning grants have no members, that rate structure is not available.  For this reason, the current “cost-per-member” noted on p.24 is not pertinent to planning grants | |