**STATE OF MAINE REQUEST FOR APPLICATIONS**

**RFP AMENDMENT # 3**

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| **RFA NUMBER AND TITLE:** | RFA # 202407139 – Maine AmeriCorps Planning Grants  |
| **RFA ISSUED BY:** | Maine Commission for Community Service/Department of Education  |
| **AMENDMENT DATE:** | August 26, 2024 |
| **APPLICATION DUE DATE:** | September 3, 2024, no later than 11:59 p.m. local time **(as amended)** |
| **APPLICATIONS DUE TO:** | Proposals@maine.gov |
| **DESCRIPTION OF CHANGES IN RFP (if any):*** The Application Due Date is amended.
* Application instructions revised/added.
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| **The Application Due Date is amended:**All references to the Application Due Date of August 29, 2024 no later than 11:59 p.m. local time are amended to **September 3, 2024 no later than 11:59 p.m. local time.** **Part III, D of the RFA is clarified:*** Complete applications must be received no later than 11:59 p.m. local time, on the date listed on the cover page of this RFA (or as amended). Applications received after the 11:59 p.m. deadline will be rejected without exception.
* “Complete” means the application is submitted in eGrants (https://egrants.cns.gov/espan/main/login.jsp) **and** all required additional documents listed below are submitted by **email** to Proposals@maine.gov.
* Only proposals received through eGrants **and** email will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
	+ Application submission e-mails that are successfully received by the proposals@maine.gov inbox will receive an automatic reply stating as such.

 **Part III, D, 3.a. and b. of the RFA are replaced with:**Application submissions must include:* File #1 – Application ID# (from eGrants) *PDF format preferred:*
* Proposal Cover Page only (SF424) printed from eGrants
* Organizational Chart
* AmeriCorps Readiness Survey
* Federal Negotiated Indirect Cost Rate (if applicable)
* Federal Financial Management Survey
* File #2 – Application ID# (from eGrants) *PDF format preferred*
* Audit PLUS Management Letters AND all findings
* Organization’s most recently filed Form 990 (not applicable to units of government)
* Explanation if delinquent on Federal Dept (if applicable)
* Documents
* If the documents you are required to provide in hard copy are part of the pre-filled list, change their status in eGrants from the default “Not Sent” to “Sent” or to “Not Applicable.”
* For documents that are not part of the standard list, select “Enter New,” name the new document (e.g., “Financial Management Survey”) and enter status “Sent.”
* **These documents must be submitted by email according to the submission instructions:**
	+ Attach a copy of the program’s SF424 face sheet to the document package. It can be obtained from eGrants which generates a PDF version of the page.
	+ A contents list enumerating the documents you have included. It should match the documents list in eGrants.
	+ Organizational chart for legal applicant showing where the proposed AmeriCorps program would reside.
	+ AmeriCorps Readiness Survey
	+ Audit (with management letters and all findings) of legal applicant for the last completed fiscal year.
	+ The organization’s most recently filed 990. (Not applicable to units of government.)
	+ A copy of the organization’s negotiated indirect cost rate. If the applicant does not have one, please include a statement to this effect and indicate if the applicant organization has a cost allocation plan.
	+ Volunteer Maine Financial Management Systems Survey (Attachment E, page 45)
	+ Explanation if delinquent on Federal Debt (if applicable). Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation which will be forwarded to AmeriCorps Office of Grants Management.
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