**STATE OF MAINE REQUEST FOR PROPOSALS**



**RFA SUBMITTED QUESTIONS & ANSWERS SUMMARY**

|  |  |
| --- | --- |
| **RFA NUMBER AND TITLE:** | RFA# 202410178 Maine AmeriCorps Competitive Grants |
| **RFA ISSUED BY:** | Maine Commission for Community Services |
| **SUBMITTED QUESTIONS DUE DATE:** | November 1, 2024 |
| **QUESTION & ANSWER SUMMARY ISSUED:** | November 4, 2024 |
| **PROPOSAL DUE DATE:** | November 14, 2024, no later than 11:59 p.m., local time |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |

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

|  |  |  |
| --- | --- | --- |
| **1** | **RFA Section & Page Number** | **Question** |
| III. C., pg 46 | In the list for File #1 documents, should Program Evaluation be Program Evaluation Plan? The instructions ask for PDF but the federal agency wants this form in word. Shall we assume applications to be forwarded for federal review will submit alternate formats at a later date? |
| **Answer** | |
| The reference is to the Program Evaluation Plan, Attachment K (pg 101). If a proposal is forwarded, the applicant will be required to cut/paste the text from Attachment K into the federal Microsoft Form. That form is not visible to the Commission after applicants submit. | |

|  |  |  |
| --- | --- | --- |
| **2** | **RFA Section & Page Number** | **Question** |
| Attachment H, pg 91 | We understand is the Operational and Financial Management Survey (Attachment H, page 91**.**) is ultimately submitted as a Microsoft Forms survey. The Program Evaluation Plan is submitted as a Word document, and therefore would be better placed under File #3 |
| **Answer** | |
| The instructions for submitting documents are deliberate. Please follow them. Selected proposals that will be forwarded to the federal agency will need to format information to fit the federal requirements but those systems cannot be accessed by states. | |

|  |  |  |
| --- | --- | --- |
| **3** | **RFA Section & Page Number** | **Question** |
| III.C., pg 46 | RE: “Independent or Internal Program Evaluation (if applicable).” Same question as above – AmeriCorps requests Program Evaluation Reports in Word.  Shall we assume applications to be forwarded for federal review will submit alternate formats at a later date? |
| **Answer** | |
| The instructions for submitting documents are deliberate. Please follow them. Selected proposals that will be forwarded to the federal agency will need to format information to fit the federal requirements, but those systems cannot be accessed by states. | |

|  |  |  |
| --- | --- | --- |
| **4** | **RFA Section & Page Number** | **Question** |
| III.C., pg 46 | What about Evidence Documents? See the first sentence on page 57 of RFA “To qualify for the Preliminary, Moderate, or Strong evidence tier, applicants may submit up to two evidence documents, plus the evaluation report from their last three-year grant cycle, if applicable.” |
| **Answer** | |
| Evidence documents that are not evaluation reports should be submitted as part of File #1. | |

|  |  |  |
| --- | --- | --- |
| **5** | **RFA Section & Page Number** | **Question** |
| III.C., pg 46 | RE:Labor Union Concurrence– Is an email copied into Word an acceptable form of submission? |
| **Answer** | |
| You may submit this as a PDF of the original email document | |

|  |  |  |
| --- | --- | --- |
| **6** | **RFA Section & Page Number** | **Question** |
| I.C., pg 31 | I'm [the] owner of Senior Transportation Solution and vendor for the State of Maine. I've read the aforementioned RFA and am curious if small businesses in the transportation sector can apply. |
| **Answer** | |
| Eligible applicants for this program are listed on page 31. The text is quoted here:  *Maine public or private non-profits, State/county/local units of government, including school districts, higher education institutions, faith-based organizations, labor organizations, federally recognized Tribes, and national or regional organizations intending to operate an AmeriCorps program entirely within Maine may apply.*  The federal law does explicitly prohibit for profit grantees | |