



MAINE DEPARTMENT
OF EDUCATION

RFP# 202512164

**21st Century Community Learning Centers Program
Informational Webinar**

Presented by: Travis Doughty



Important Update

- Office of State Procurement Services Vendor Self Service (VSS) website now being used for RFP question and proposal submissions:
<https://www.maine.gov/dafs/bbm/procurementservices/vendors/vendor-self-service-system>
- An active user ID and password to VSS website are required to submit questions and proposals; email submissions no longer accepted
- Organizations interested in submitting a proposal for this RFP are encouraged to obtain a VSS user ID and password as soon as possible

Accessing VSS Website

- Creating a VSS user account:
 - Training Video:
<https://www.maine.gov/dafs/bbm/procurementservices/sites/maine.gov.dafs.bbm.procurementservices/files/inline-files/VSS%20Videos%20Registration.mp4>
 - Registration & User Guide:
<https://mevss.hostams.com/LoginExternal/Forms/Vendor%20Registration%20&%20User%20Guide.pdf>
- Technical Support:
 - Assistance with obtaining a login, resetting a password, etc. can only be obtained by contacting the VSS Help Desk:
 - (207) 624-7889
 - VSS.helpdesk@maine.gov

RFP Coordinator and Maine DOE can not provide VSS support

Housekeeping

- RFP questions must be submitted through the Office of State Procurement Services Vendor Self Service (VSS) website:
<https://www.maine.gov/dafs/bbm/procurementservices/vendors/vendor-self-service-system>
- Questions submitted via email are no longer accepted
- Submitted questions are due in VSS by 4:00 p.m. EST on 2/4/26

Agenda



Background
& Purpose



RFP & Program
Requirements



Program
Quality & Goals



Completing
The Proposal



Peer Review
& Awards

21st Century Community Learning Centers Program

BACKGROUND & PURPOSE

Program Background



U.S. Department of
Education Program

Federal education program authorized under Title IV, Part B of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the Every Student Succeeds Act (ESSA) of 2015



Establish or expand
***“community
learning centers”***

- Also known as *“program centers”* or *“program sites”*
- Elementary or secondary school or similarly accessible community facility
- Physical location with defined hours of operation and consistent staff



Program Purpose

1. Provide opportunities for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet challenging State academic standards;

Program Purpose

2. Offer students a broad array of additional services, programs, and activities, such as:
Youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, arts, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, mathematics, science, career and technical programs, internship or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students; and



Program Purpose



3. Offer families of students served by community learning centers opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development

Focused Services in Maine



A student who attends the 21st CCLC program for 30 days or more during the summer, fall, and/or spring terms in a given program year



A student who, based on standardized assessment results, is considered to perform below grade level expectations



A student who is low-performing and who regularly attends a 21st CCLC program

Maine's 21st CCLC Landscape

- Currently Funded Programs (2025-2026):
 - 35 Total Grants
 - 57 Total Program Sites
 - \$6,095,802.10 in funding currently awarded
- Current Grantees (2025-2026):
 - 49% are school organizations
 - 51% are non-school organizations
- Projected Funding Available (2026-2027):
 - Estimated \$1.75M for new, expansion, and companion proposals

Competition Timeline

Key Dates & Deadlines

January 6, 2026	RFP Issued
January 21, 2026	Informational Webinar
February 4, 2026	Written Questions Deadline
February 11, 2026	Questions and Answers Posted
February 25, 2026	Intent to Apply Form Deadline
April 7, 2026	Application Deadline
April 2026	Eligibility and Peer Review
May 2026	Awards Announced (tentative)
July 1, 2026	Anticipated Start Date
July 2026	Summer Program Begins

21st Century Community Learning Centers Program

 **RFP & PROGRAM REQUIREMENTS**

Who Can Apply?

- School organizations;
- Non-profit agencies;
- Local government agencies;
- Faith-based organizations;
- Institutions of higher education;
- Indian Tribes or tribal organizations; and
- For-profit companies



Either the school or non-school organization may be the lead applicant and fiscal agent for the proposed program

Program Eligibility

- Proposed programs must target students who attend schools that:
 - a. are eligible for Title I schoolwide programs; or
 - b. have a high (40% or more) percentage of students receiving free and reduced-price lunch

At least 2/3 of the students an applicant proposes to serve must attend a school that meets the above criteria

School Eligibility

- To determine if a school is eligible for 21st Century program funding:
 - Consult Appendix I of the RFP document
 - Review the Department's "October Survey (ED534 Report)" for FY26:
 - <https://www.maine.gov/doe/schools/nutrition/CNDataareports>

Proposal Eligibility

- The RFP also states that all proposals **must**:
 - Be submitted jointly by at least one lead applicant organization and one lead partner organization;
 - Meet the definition of a new, expansion, or companion proposal, as defined in the RFP;
 - Include an assurance from the school organization included within the proposal that it will contribute a minimum of 35% of the overall transportation cost for the program annually; and
 - Meet all proposal requirements and deadlines, such as obtaining required signatures

Proposal Eligibility

- **Active** partnership between the school organization and non-school organization is **required**
- Proposal Type
 - **New** - new providers starting new program site(s)
 - **Expansion** - current providers starting new program site(s)
 - **Companion** - current providers reapplying for current program site(s)
- School Org Transportation Contribution Example:
 - \$20,000 (transportation cost) * .35 = \$7,000 (School org share)
 - \$20,000 - \$7,000 = \$13,000 (21st Century share)

21st CCLC Program Services

- Establish or expand “*community learning centers*” in local communities
- Offer before school, after school, and summer educational programs for students and families
- Provide comprehensive educational programming that is targeted to the needs of participating students and their families

Authorized Activities

- Academic enrichment, mentoring, remedial education, and tutoring programs
- Well-rounded education activities, including those that allow for credit recovery or attainment
- Literacy, including financial and environmental
- Programs to support healthy, active lifestyle, including nutrition education and physical activity programs
- Services for individuals with disabilities

Authorized Activities

- Programming that supports language acquisition and academic achievement for multi-lingual learners (MLs)
- Cultural programs that build competencies and awareness
- Telecommunications and technology programs
- Expanded library service hours
- Parenting skills programs that promote family involvement and family literacy

Authorized Activities

- Programming that provides assistance to students that have been truant, suspended, or expelled
- Drug, violence prevention, and counseling programs
- STEM (Science, Technology, Engineering, and Math)
- Partnerships with in-demand fields of the local workforce
- Career competencies and readiness

Contract Term

- New, Expansion, and Companion Awards
 - An initial one (1) year contract, followed by up to three (3) one (1) year renewal periods
- Anticipated start date of all awards is **July 1, 2026**

Continued funding is subject to the availability of federal funds and satisfactory performance of the grantee

Size of Grants

- Single-site Programs
 - Award Amounts range from \$75,000 to \$175,000
 - Must operate only one (1) program site
- Multi-site Programs
 - Award Amounts range from \$75,000 to \$175,000 for the first site and up to \$75,000 for each additional site
 - Must operate at least two (2) and no more than three (3) program sites

Cost Per RLP Student

- Annual funding requests can not exceed:
 - \$3,000 per RLP student served in a single site program
 - \$2,700 per RLP student served in a multi-site program
- To determine Cost Per RLP Student
 - Divide total request amount by number of RLP students served annually

☑ Right Way

\$320,000 / 160 RLP Students = \$2,000

\$225,000 / 90 RLP Students = \$2,500

\$135,000 / 50 RLP students = \$2,700

☒ Wrong Way

\$315,000 / 100 RLP Students = \$3,150

\$240,000 / 75 RLP Students = \$3,200

\$160,000 / 40 RLP Students = \$4,000

Funding Reduction Model

- 21st Century grant awards made under this RFP will operate on an incremental funding reduction model, in which the total award is reduced by 3% annually:

Year 1	Year 2	Year 3	Year 4
100%*	97%*	94%*	91%*

**Amount based upon the first-year funding request included within the proposal*

Competitive Priority

- Up to seven (7) possible priority points, based upon:



New or Expanded
Services
(Up to 1 Point)



School & Community
Partnership
(Up to 2 Points)



ESEA Accountability
Status
(Up to 2 Points)



Other Need
(Up to 2 Points)

DISCLAIMER

Agencies applying for multiple grants as well as those that already receive 21st CCLC program funding will be limited to a maximum annual funding amount of \$1.25M across all current and newly submitted applications

Basic Program Requirements

- Annual operational targets
 - School year and summer programming
- Annual youth service target
 - Number of RLP students served
- Employment requirements
 - Required positions
 - Staff-to-student ratios
- Program data collection and reporting

Annual Operational Requirements

Minimum Requirements		
Area	School Year Program	Summer Program
Program Days per Year	120	24
Program Hours per Year	240	90
Program Days per Week	4	4
Weeks per Year	30	6
Hours per Day	2	4

Annual Youth Service Target



- Programs must primary serve low-performing youth on a regular basis with the goal of students reaching RLP status
- Enrollment and attendance numbers must be maintained for the life of the grant, including years when federal funding is reduced
- 25 RLP student minimum per program site

Employment Requirements



Program Director

- Every program must have a **Director**, employed at:
 - 30 hours per week, year-round for single site
 - 40 hours per week, year-round for multiple sites



Site Coordinator

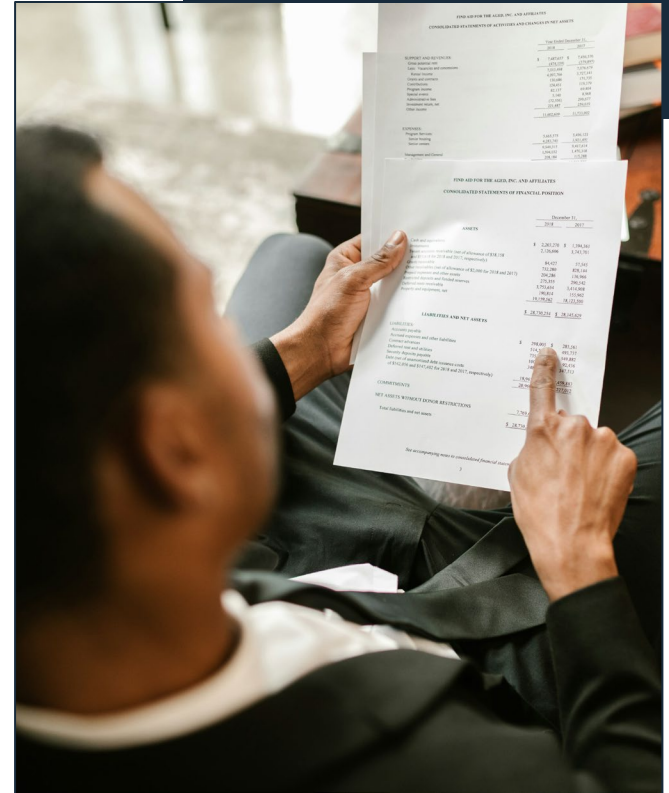
- Each program site must have an individual **Site Coordinator**, employed at:
 - 20 hours per week for each week that programming is provided for students and families

Program Data Requirements

- Collecting, reporting, and analyzing program data
 - Adhere to FERPA requirements
 - Seek parent approval during program enrollment
 - Ensure open, timely communication between partnering agencies related to student data
 - Data Sharing Agreement(s) are recommended

Fiscal Requirements

- Allowable Costs
 - Supplement, Not Supplant
 - Direct vs. Indirect Costs
- Payment for Services
 - Reimbursement Model
 - Federal Grant Reimbursement System



Supplement, Not Supplant

- 21st Century grant funds must be used in addition to, and not in place of, other federal, state, or local funding that would support related program expenses
- Ask yourself: ***“What would have been done without 21st Century grant funds?”***
 - If the expense would remain and would otherwise be paid for with other funding, the use of 21st Century funds would be supplanting

Direct Costs vs Indirect Costs

Direct Costs

Cost identified specifically with a particular cost objective

Examples:

- Program director salary
- Program staff salaries
- Program supplies
- Program transportation costs

Indirect Costs

Cost incurred for a common or joint purpose benefiting more than one cost objective

Examples:

- CEO salary
- Business office staff salaries
- Utilities/maintenance costs
- Insurance Costs

Restricted Indirect Cost Rate (ICR)

- Programs seeking reimbursement for indirect costs must have a Restricted Indirect Cost Rate Agreement
- Restricted rates are lower than traditional indirect cost rates, typically maxing out at 2% - 5% of the award

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Payment for Services

- **Reimbursement Model**

- Successful applicants spend local funds first, then seek reimbursement from the Department

- **Federal Grant Reimbursement System**

- Reimbursement requests are submitted, at a minimum, quarterly (but monthly is preferred)
- Requests typically completed by accountant or business manager, but can be done by program director
- Requests can take up to 30 days from the date of submission to be processed

21st Century Community Learning Centers Program



PROGRAM QUALITY & GOALS

Quality 21st CCLC Programs

- Meet the needs of students and their families
- Build and maintain effective partnerships
- Engage participating families in a meaningful way
- Foster positive youth development
- Develop quality objectives and outcomes
- Evaluate program effectiveness and make changes for continuous improvement



Needs of Students & Families

- Describe the community where students and their families live and go to school
- Provide specific local data
 - Poverty (free and reduced lunch rates)
 - Literacy/education levels
 - Needs of the community
- Provide services and opportunities that:
 - Are currently unavailable
 - Emphasize family engagement
 - Support family education

Effective Partnerships

- School organization and non-school org partners
 - History of working together
 - Collaborate in program planning and design
 - Significant involvement in delivery of services, management, and oversight of proposed program
 - Sharing of records and data
- 21st Century and school day partners
 - Program activities are built upon regular school day education and intervention programs

Family Engagement

- Both students and families must have meaningful involvement in:

- Planning
- Design
- Implementation
- Evaluation



- Seek student and family input through formal and informal means to gain support and encourage regular participation in the program

Positive Youth Development



- Opportunities for autonomy, choice, and leadership
- Blend academic and non-academic skill-building programs and activities
- Academic Support
 - Enrichment, tutoring, remediation, etc.
- Character Development
 - Social-emotional learning (SEL), developmental assets, etc.

21st CCLC Program Goals

Goal 1:
Academic
Improvement

Goal 2:
Health and
Wellness

Goal 3:
Educational
Enrichment

Goal 4:
Family Engagement
and Education

Goal 5:
Sustainability and
Collaboration

Goal 6:
Professional and
Staff Development

Proposal Goals

- Develop **SMART** outcomes that are based on established performance measures and indicators
 - Outcomes are **S**pecific and tied to performance measures
 - Proposed outcomes can be easily **M**easured
 - Ensure that proposed outcomes are **A**ttainable
 - Set outcomes that are **R**ealistic
 - Outcomes include **T**imelines for implementation and progress
- **Strike a balance between rigor and reality in proposing goals** -

Sample Program Goal

Program Goals and Outcomes

Provide the requested information below, as directed, for each of the six (6) program goals listed. Be sure to outline the proposed strategies and activities as well as quantifiable outcomes for each year of the proposed program for each different performance measure. Bidders should be aware that most performance measures below are defined, but some also provide flexibility and choice. Bidders are **strongly** encouraged to set *realistic* and *attainable* outcomes when completing this section of the proposal.

1. Academic Improvement

Address **ALL** of the items below by completing the strategies and activities and proposed outcomes that correspond with each performance measure and indicator.

Performance Measure	Strategies and Activities	Indicator Used	Proposed Outcomes			
			Year 1	Year 2	Year 3	Year 4
Percentage of RLP attendees whose math scores will improve from fall to spring		Local Standardized Assessment Results				
Percentage of RLP attendees whose reading/language arts scores will improve from fall to spring		Local Standardized Assessment Results				

Developing a Quality Program

- Measures of Effectiveness
 - Assessment of objective data to identify need;
 - Performance indicators aimed at ensuring high-quality academic enrichment programs;
 - Research-based program activities that help students meet state and local academic standards;
 - Measures of student success that align with the academic program of the school, the needs of participating students, and performance indicators determined by the state; and
 - Collection of the necessary data elements to inform program quality improvement efforts

Ongoing Assessment & Evaluation

- Use Maine's 21st CCLC Database to record and track pertinent program data
 - Parental consent is needed to access student data
- Conduct periodic evaluation of program progress and effectiveness
 - Use evaluation data to determine needs and inform continuous improvement efforts
 - Make evaluation results available to the public upon request



21st Century Community Learning Centers Program

COMPLETING THE PROPOSAL

Submission of Proposals

- Complete, certify, and print proposal through the Department's Grants4ME site: <https://maine.egrantsmanagement.com/>
- Official submission to Office of State Procurement Services via VSS: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/vendor-self-service-system>
 - Must follow file formatting and naming requirements outlined in RFP
 - Must be received by no later than 4:00 p.m. EST on **4/7/26**

Intent to Apply Form

- **Appendix G** of the RFP Document
 - High-level information needed for eligibility review as well as account and user creation
 - Required in order to access the online grant application
- Due to the RFP Coordinator by **February 25, 2026**
 - Those who do not meet eligibility requirements upon initial submission will have an opportunity to revise and resubmit by ***March 12, 2026***

Grant Application Website

The screenshot shows the top portion of the Grants4ME website. At the top left is the Maine Department of Education logo, and at the top right is the Maine.gov logo. Below these is a dark blue navigation bar. On the left side of this bar is a vertical menu with the following items: Grants4ME Home, Search, MDOE Resources, Help for Current Page (with a small blue square containing the number 1), and Contact MDOE. In the center of the navigation bar, the text 'Grants4ME Home' is displayed. To its right, a yellow circle containing the number '1' has a yellow arrow pointing to a dark blue button labeled 'Grants4ME Sign-In'. This button is highlighted with a yellow rectangular border.

Grant Application Website

Grants4ME Home
Search
MDOE Resources
Help for Current Page
Contact MDOE

Grants4ME Sign-In

Grants4ME Sign-In

Sign-In

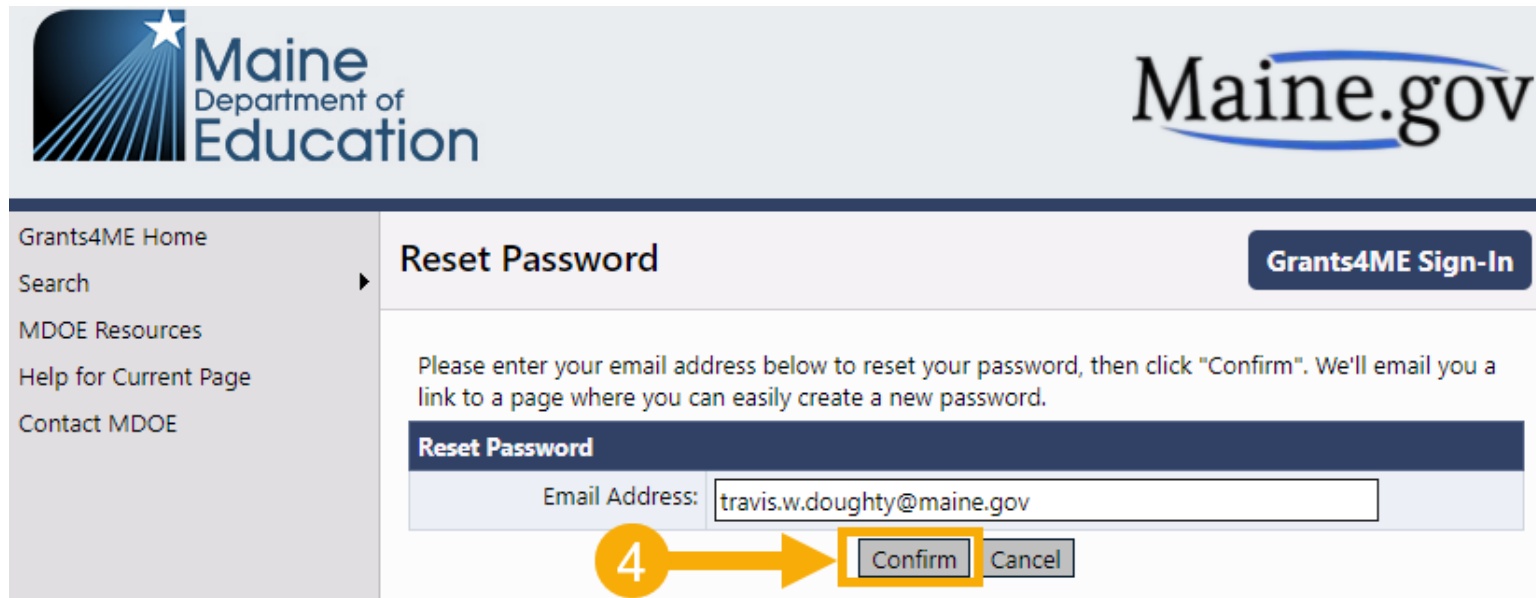
Email Address:

Password:

[Forgot your password?](#)

Submit

Grant Application Website



The screenshot shows the Grants4ME website interface. At the top left is the Maine Department of Education logo, and at the top right is the Maine.gov logo. A navigation menu on the left includes links for Grants4ME Home, Search, MDOE Resources, Help for Current Page, and Contact MDOE. The main content area is titled "Reset Password" and features a "Grants4ME Sign-In" button. Below the title, a message instructs the user to enter their email address and click "Confirm". An email address field contains "travis.w.doughty@maine.gov". A yellow circle with the number "4" and an arrow points to the "Confirm" button.

Grants4ME Home
Search
MDOE Resources
Help for Current Page
Contact MDOE

Reset Password [Grants4ME Sign-In](#)

Please enter your email address below to reset your password, then click "Confirm". We'll email you a link to a page where you can easily create a new password.

Reset Password

Email Address:

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Grant Application Website

Maine Department of Education

Maine.gov

Grants4ME Home

Search

Inbox

Monitoring

Application Supplement

Funding

Invoices

Project Summary

S&I Document Library

Grants4ME Home TD **Session Timeout: 59:18** ([Hide Timer](#))

Pine Valley Community Center (1234-21st CCLC-Test) 21st Century District Applicant

This is the Grants4ME TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jan 5 2026 11:41AM.

Associated Organizations

Organization Number	Organization Name
1234-21st CCLC-Test	Pine Valley Community Center

Grant Application Website

Maine Department of Education Maine.gov

Grants4ME Home
Administer
Search
Reports
Inbox
Monitoring
Application Supplement
Funding
Invoices
Project Summary
SAU Document Library
Address Book
MDOE Resources
Help for Current Page
Contact MDOE
Create Help Desk Ticket

Funding Applications

Pine Valley Community Center (1234-21st CCLC-Test) 21st Century District Applicant - FY 2027

TD Session Timeout: 59:34 ([Hide Timer](#))

This is the Grants4ME TEST site. Please be sure to complete your work in the LIVE site. The database refreshed Jan 5 2026 11:41AM.

2027 All Active Applications

Entitlement Funding Application	Revision	Status	Status Date
There are no matching Entitlement applications for this fiscal year.			

Competitive Funding Application	Revision	Status	Status Date
<u>21st Century Community Learning Centers Program</u>	0	Not Started	1/7/2026

Grant Application Website

Grants4ME Home

Administer

Search

Reports

Inbox

Monitoring

Application Supplement

Funding

Invoices

Project Summary

SAU Document Library

Address Book

MDOE Resources

Help for Current Page

Contact MDOE

Create Help Desk Ticket

Sections TD **Session Timeout: 59:40** ([Hide Timer](#))

Pine Valley Community Center (1234-21st CCLC-Test) 21st Century District Applicant - FY 2027 - 21st Century Community Learning Centers Program - Rev 0

This is the Grants4ME TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jan 5 2026 11:41AM.

Application Status: Not Started

Change Status To: Draft Started

[View MDOE History Log](#)

[View Change Log](#)

[Delete This Application Revision](#)

Description (View Sections Only View All Pages)	Validation	Print Select Items
All		Print
History Log		Print
History Log		
Create Comment		
Certify & Submit the 21st CCLC Proposal		Print
Certify & Submit the 21st CCLC Proposal		Print
21st Century Community Learning Centers (July 1, 2026 - June 30, 2027)		Print
Appendix A: Proposal Cover Page		Print
Appendix B: Responsible Bidder Certification		Print

Grant Application Website

Maine Department of Education Maine.gov

Grants4ME Home TD Session Timeout: 57:40 (Hide Timer)

Appendix A: Proposal Cover Page

Pine Valley Community Center (1234-21st CCLC-Test) 21st Century District Applicant - FY 2027 - 21st Century Community Learning Centers Program - Rev 0 - 21st Century Community Learning Centers (July 1, 2026 - June 30, 2027)

This is the Grants4ME TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jan 5 2026 11:41AM.

Save And Go To (11)

- Current Page
- Next Page
- Previous Page
- Sections
- History Log
- Certify & Submit the 21st CCLC Proposal
- 21st Century Community Learning Centers (July 1, 2026 - June 30, 2027)

APPENDIX A

RFP# 202512164
21st Century Community Learning Centers

Bidder's Organization Name:

Proposal Type (New Proposal, Expansion Proposal, Companion Proposal):

Please provide the following information for the Bidding Organization:

Bidder Organization Name:	<input type="text"/>	Chief Executive Title:	<input type="text"/>
Chief Executive Name:	* <input type="text" value="Travis Doughty"/>	Chief Executive Email:	* <input type="text" value="travis.w.doughty@maine.gov"/>
Chief Executive Phone:	* <input type="text" value="207-624-6709"/>	Bidder Organization City/State/Zip:	* <input type="text" value="Augusta, ME 04330"/>
Bidder Organization Headquarters Street Address:	* <input type="text" value="23 State House Station"/>		

(10)

Grant Application Website

Grants4ME Home

Administer

Search

Reports

Inbox

Monitoring

Application Supplement

Funding

Invoices

Project Summary

SAU Document Library

Address Book

MDOE Resources

Help for Current Page

Contact MDOE

Create Help Desk Ticket

Sections

Pine Valley Community Center (1234-21st CCLC-Test) 21st Century District Applicant - FY 2027 - 21st Century Community Learning Centers Program - Rev 0

This is the Grants4ME TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jan 5 2026 11:41AM.

Application Status: **Draft Started**

Change Status To: **Draft Completed** ← 13

[View MDOE History Log](#)

[View Change Log](#)

[Delete This Application Revision](#)

Description (View Sections Only View All Does)	Validation	Print Select Items
All	Messages	Print
History Log		Print
History Log		
Create Comment		
Certify & Submit the 21st CCLC Proposal		Print
Certify & Submit the 21st CCLC Proposal		Print
21st Century Community Learning Centers (July 1, 2026 - June 30, 2027)	Messages	Print
Appendix A: Proposal Cover Page	Messages	Print
Appendix B: Responsible Bidder Certification		Print
Appendix C: Section I: General Information	Messages	Print
Appendix C: Section II: Specifications of Work to be Performed-Planning & Need for Program	Messages	Print
Appendix C: Section II: Specifications of Work to be Performed-Program Design	Messages	Print
Appendix C: Section II: Specifications of Work to be Performed-Program Management & Evaluation	Messages	Print
Appendix C: Section III: Budget Proposal-Budget Narratives	Messages	Print
Appendix C: Section III: Budget Proposal-Budget Form Instructions		Print
Appendix C: Section III: Budget Proposal-Budget Forms		Print
Appendix C: Section III: Budget Proposal-Capacity for Success and Sustainability	Messages	Print
Appendix D: Program Goals & Outcomes		Print
Appendix D: Goal 1: Academic Improvement	Messages	Print
Appendix D: Goal 2: Health and Wellness	Messages	Print
Appendix D: Goal 3: Educational Enrichment	Messages	Print

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Grant Application Website

Maine Department of Education Maine.gov

Grants4ME Home TD Session Timeout: 59:05 (Hide Timer)

Administer ▶
Search ▶
Reports
Inbox ▶
Monitoring ▶
Application Supplement ▶
Funding ▶
Invoices ▶
Project Summary
SAU Document Library
Address Book
MDOE Resources
Help for Current Page
Contact MDOE
Create Help Desk Ticket

Print Request

Pine Valley Community Center (1234-21st CCLC-Test) 21st Century District Applicant - FY 2027

This is the Grants4ME TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jan 5 2026 11:41AM.

Printing requires that pop-ups are permitted for this site in your browser.

If the print job is created within 30 seconds, it will display as a PDF file. If it takes longer to create, you will receive an email in your inbox when it is finished and the PDF file will be placed in a section at the top of the MDOE Resources page.

Please enter a name for the Print Request and your email address. You will be notified via email when it is finished. Check your email application or the Inbox on the main menu to the left. You can also check the MDOE Resources page periodically to see if the job is complete.

Document Name: ← 15

Email Address:

Print Scale: Note: some pages may not support the selected print scale setting based on the amount of content on that page. For example, a wide page will be scaled down automatically to fit onto the page, ignoring a larger print scale setting.

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Grant Application Website

The screenshot displays the Grants4ME website interface. At the top left is the Maine Department of Education logo, and at the top right is the Maine.gov logo. A navigation menu on the left lists various options, with 'MDOE Resources' highlighted in yellow. An orange arrow points from a yellow circle containing the number '17' to the 'MDOE Resources' link. The main content area shows a 'Print Request' confirmation for 'Pine Valley Community Center (1234-21st CCLC-Test) 21st Century District Applicant - FY 2027'. A red warning message states: 'This is the Grants4ME TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jan 5 2026 11:41AM.' Below this, a confirmation message reads: 'The Print Request has been completed.' and a link to 'Return to Funding Application' is provided. In the top right corner of the main area, there is a 'TW' icon and a 'Session Timeout: 59:57' indicator.

Grant Application Website

The screenshot shows the Grants4ME website interface. At the top left is the Maine Department of Education logo, and at the top right is the Maine.gov logo. A left-hand navigation menu lists various options such as 'Grants4ME Home', 'Administer', 'Search', 'Reports', 'Inbox', 'Monitoring', 'Application Supplement', 'Funding', 'Invoices', 'Project Summary', 'SAU Document Library', 'Address Book', 'MDOE Resources', 'Help for Current Page', 'Contact MDOE', and 'Create Help Desk Ticket'. The main content area is titled 'MDOE Resources' and includes a 'TD' (Timer Display) showing a session timeout of 59:29. A red warning message states: 'This is the Grants4ME TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jan 5 2026 11:41AM.' Below this, a section titled 'Below is your list of Print Requests.' contains a table with the following data:

Print Request Name	Request Date	Expiration Date	
RFP 202512164 - Pine Valley Community Center	1/7/2026 4:05:53 PM	1/12/2026 4:05:52 PM	Delete

A yellow arrow with the number '18' in a circle points to the first row of the table. Below the table is an 'MDOE Resources Search' section with a dropdown menu for 'Choose Keyword' and a text input field for 'Or Enter Text:'. A 'Search' button is located at the bottom of the search section.

Proposal Submission

- Changing a proposal to a status of “Draft Complete” does **not** constitute official submission to the State
- All proposals are to be submitted electronically to the State of Maine Office of State Procurement Services via the Vendor Self Service website: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/vendor-self-service-system>
- Proposals must be received in VSS no later than 4:00 p.m. local time on **April 7, 2026**

Proposal Submission

- Instructions for submitting a proposal via VSS:
<https://www.youtube.com/watch?v=N19EkipRAMs>
- VSS User Guide:
<https://mevss.hostams.com/LoginExternal/Forms/Vendor%20Registration%20&%20User%20Guide.pdf>
- For technical support with VSS proposal submissions, please contact the Office of State Procurement Services:
 - (207) 624-7340

21st Century Community Learning Centers Program

 **PEER REVIEW & AWARDS**

Peer Review Process

- State prescreening of applications
- Independent peer review of applications
- At least three reviewers per application
- Team consensus scoring at the Maine Department of Education

DISCLAIMERS

- Department staff do not review applications
- External peer reviewers with a diversity of backgrounds review applications
 - Educators, Administrators, Community Leaders and/or Representatives, Parents, University Faculty, etc.
- Department trains reviewers and provides instruction on the overall review process and requirements

Grant Awards & State Contracts

- What happens after the peer review process is completed?
 - The Department issues award notices to all applications;
 - Successful applicant signs and returns the prepared contract to the Department
 - Both Maine's Education Commissioner and the State of Maine's Purchases Review Committee must approve
 - Department initiates grant awards in the state's Procurement and Grant Reimbursement Systems

RFP Questions

- Questions about the RFP must be submitted, in writing, through the Office of State Procurement Services Vendor Self Service (VSS) website: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/vendor-self-service-system>
- Questions must be received by 4:00 p.m. on **February 4, 2026**
- Q & A will be posted in VSS by **February 11, 2026**



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