



# Information Session

## Later Secondary School Start Time Fund Planning Grant

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Presented by:  
**Office of Teaching and Learning**

**March 4, 2026**

# AGENDA

Mission & Vision

Introduction

Grant Details

Process

Application

Submission Details

Evaluation & Award

Next Steps

Questions

# Maine DOE Mission & Vision



To promote the best learning opportunities for all Maine students by providing information, guidance, and support to our schools, educators, and leaders and by providing adequate and equitable school funding and resources



**Helping Educators,  
Students, & Schools Thrive**

# Introduction

## Later Secondary School Start Time Fund Planning Grant

**Maine DOE presenter:** Abigail Cram

Grant Manager

Office of Teaching and Learning

**Maine DOE contact:**

RFA Coordinator: Beth Lambert

Chief Education Officer

Office of Teaching and Learning

[beth.lambert@maine.gov](mailto:beth.lambert@maine.gov)

**Attendee Introduction:**

Name

Entity representing

### KEY ITEMS



- Meeting Recording
- Save Questions for End
- Questions to be Added to Q + A Summary to VSS
- (by March 20)



- Recording weblink
- Upcoming Priority Notice with reminder of due date + link

# Introduction

Later Secondary School Start Time Fund Planning Grant

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# Grant Details

Later Secondary School Start Time Fund Planning Grant



# Purpose & Scope

## Later Secondary School Start Time Fund Planning Grant

### One-time, Competitive Planning Grant:

- **Background:** S.P. 182, - L.D. 396 Resolve 2025, Chapter 110 Directing the Department of Education to Develop a Grant Program to Encourage Secondary Schools to Adopt Later Start Times.
- **Purpose:** Funds are awarded to support the costs of school administrative units (SAUs) that elect to develop plans to change secondary school start times to 8:30 a.m. or later pursuant to Resolves 2025, Chapter 110. The Department encourages SAUs to collaborate on late start planning initiatives.
- **Scope:** This rule provides specific instructions applicable to all school administrative units seeking to submit applications for the grants. The rule establishes the eligibility requirements, application process, award criteria, and review process, as well as reporting requirements.

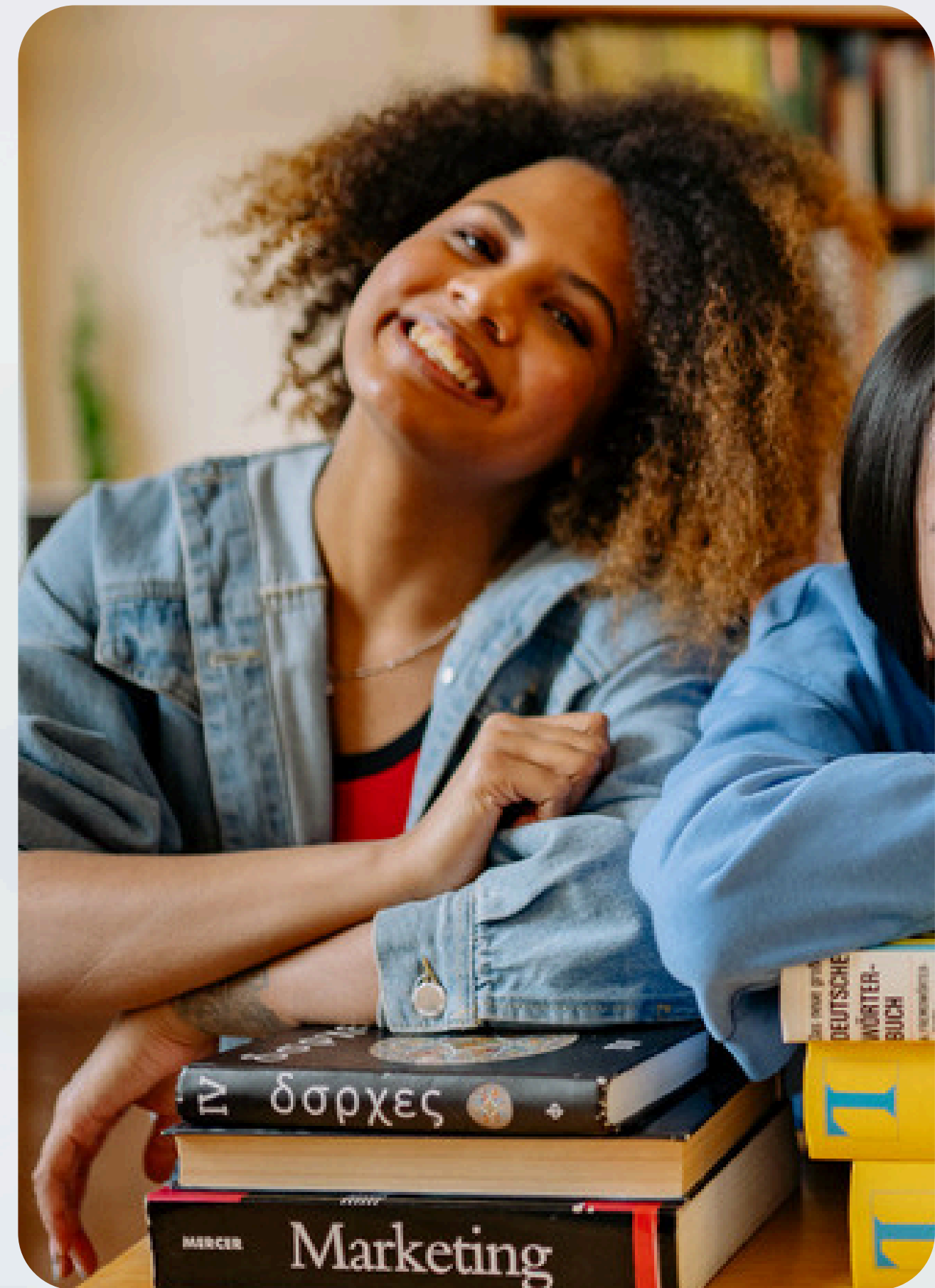


# Award Details

## Later Secondary School Start Time Fund Planning Grant

### One-time, Competitive Planning Grant:

- **Total budget available:** \$75,000. The Maine DOE anticipates making multiple awards as a result of this RFA process.
- **Awarding Grants:**
  - The number and size of awards will depend on the number of applications received and available funds. Awards may not match the application request fully.
  - Grant awards will be made to successful applicants according to a scoring matrix outlined in the Request for Application (RFA). Applications will be scored at the close of the application period.
  - The Department will administer the grants in accordance with State procurement procedures.
- **Priority for Awarding Grants:**
  - The Maine DOE will prioritize distribution across the state. This includes attention to:
    - Geographic distribution across the state
    - Variation in SAU size
    - Economically disadvantaged students (see definitions and scoring weights)



# Award Details

## Later Secondary School Start Time Fund Planning Grant

### One-time, Competitive Planning Grant:

- Anticipated Contract Period: **6/1/26 - 9/10/26**
- **Form of agreement for grant:** Awards will be made by means of a standardized State agreement subject to approval by the Department.
- The **final decision** regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
- Notification of **conditional award selection or non-selection** will be made in writing by the Department.
- The Department reserves the right to reject any and all applications or to make multiple awards.
- Issuance of the RFA in **no way constitutes a commitment** by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFA, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by an Applicant.



# Eligibility

## Later Secondary School Start Time Fund Planning Grant

### Entities:

- **School Administrative Units (SAUs)** that serve secondary students are eligible to apply for grant funds.
- Applications from multiple SAUs working in partnership are strongly encouraged.
- When partnering, there is to be a dedicated "Lead SAU" as indicated in the RFA Application.



# Eligibility

## Later Secondary School Start Time Fund Planning Grant

### Definition: SAU

Title 20-A, § 1(26) SAU is defined as follows:

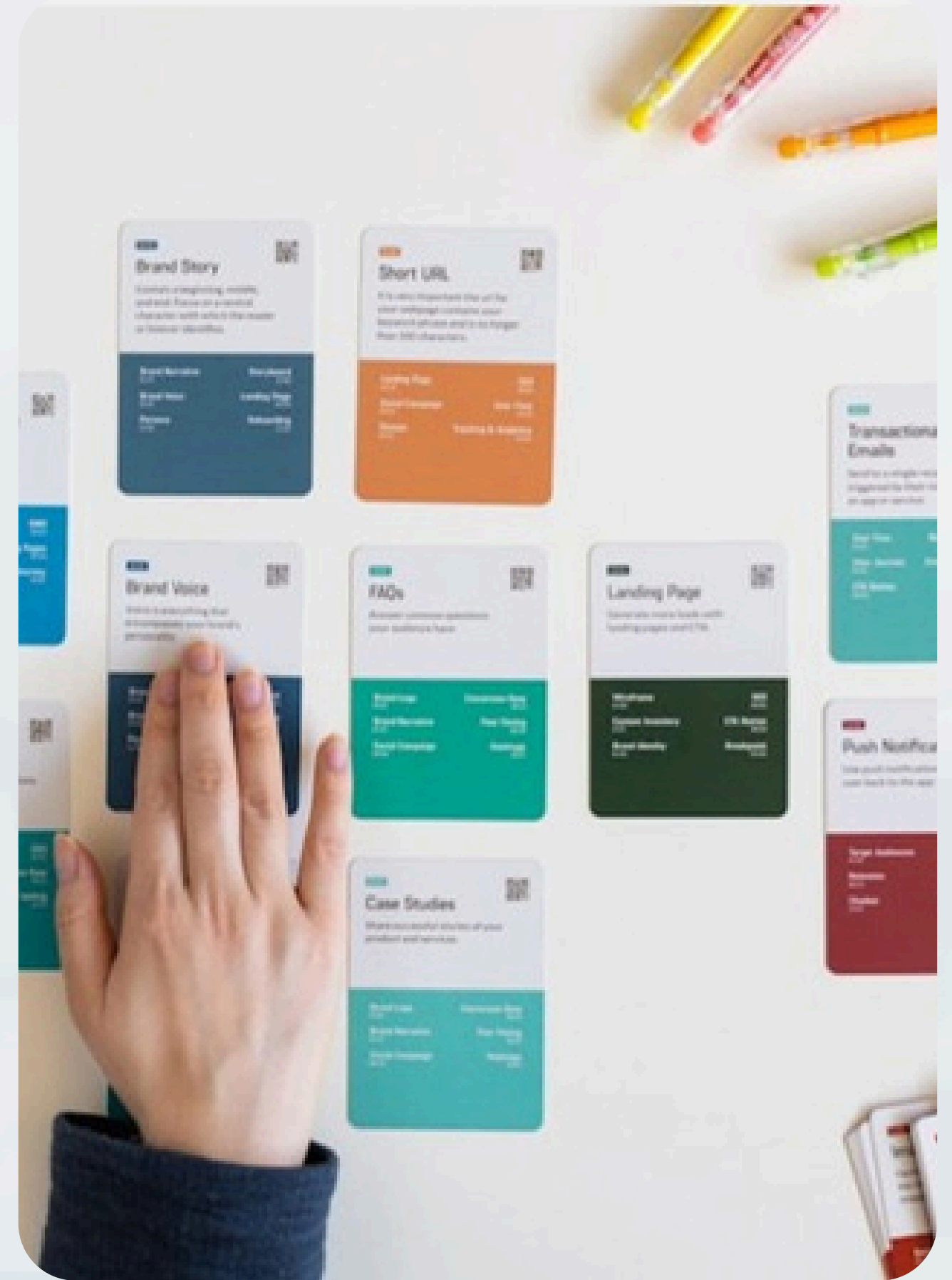
- School administrative unit. "School administrative unit" means the state-approved unit of school administration and includes a municipal school unit, school administrative district, community school district, regional school unit or any other municipal or quasi-municipal corporation responsible for operating or constructing public schools, except that it does not include a career and technical education region. Beginning July 1, 2009, "school administrative unit" means the state-approved unit of school administration and includes only the following:
  - A. A municipal school unit; [PL 2007, c. 668, §1 (NEW).]
  - B. A regional school unit formed pursuant to chapter 103-A; [PL 2007, c. 668, §1 (NEW).]
  - C. An alternative organizational structure as approved by the commissioner and approved by the voters; [PL 2009, c. 580, §1 (AMD).]
  - D. A school administrative district that does not provide public education for the entire span of kindergarten to grade 12 that has not reorganized as a regional school unit pursuant to chapter 103-A; [PL 2007, c. 668, §1 (NEW).]
  - E. A community school district that has not reorganized as a regional school unit pursuant to chapter 103-A; [PL 2007, c. 668, §1 (NEW).]
  - F. A municipal or quasi-municipal district responsible for operating public schools that has not reorganized as a regional school unit pursuant to chapter 103-A; [PL 2011, c. 414, §2 (AMD).]
  - G. A municipal school unit, school administrative district, community school district, regional school unit or any other quasi-municipal district responsible for operating public schools that forms a part of an alternative organizational structure approved by the commissioner; and [PL 2011, c. 414, §3 (AMD).]
  - H. A public charter school authorized under chapter 112 by an entity other than a local school board.
- Includes Unorganized Territory

# Allowable Use

## Later Secondary School Start Time Fund Planning Grant

### One-time, Competitive Planning Grant:

- Grant funding must be used for the development of a plan in accordance with Maine DOE's **Rule 05-071, Chapter 54**. Grants are intended to assist in the financing of local initiatives.
- Allowable activities related to the development of a plan **might include**:
  - i. Development of community engagement opportunities
    - stakeholder surveys, community forums, focus groups, guest speakers, etc.
  - ii. Transportation studies
    - Map current routes, times, and overall system
    - Model new routing scenarios with 8:30am+ start
    - Calculate cost implications (additional buses, drivers, fuel)
    - Analyze impact on elementary/middle school schedules if multi-tiered
    - Evaluate staggered dismissals, route optimization, and partnerships
  - iii. Staff collaboration or professional development related to later school start times
    - Academic & operational Impact assessment, planning committee, research & data, scheduling analysis, financial analysis
  - iv. Coordination between SAUs



# Requirements

## Later Secondary School Start Time Fund Planning Grant

### REQUIRED ACTIVITIES

- Implement and document the planning process as submitted with this Request for Application.
- Demonstrate, and document, collaborative planning process with SAUs (if multiple SAUs are working in partnership), community and/or stakeholder engagement.
- Adhere to budget submitted with this Request for Application.

### REPORTING REQUIREMENTS

Awarded Applicant(s) must provide a report on or before **November 1, 2026**.

**The report must provide the information below:**

- Total project costs and use of funds
- A description of the collaborative planning process used, and community or stakeholder engagement activities
- An analysis of findings and potential courses of action

### KEY ITEMS



Required Activities

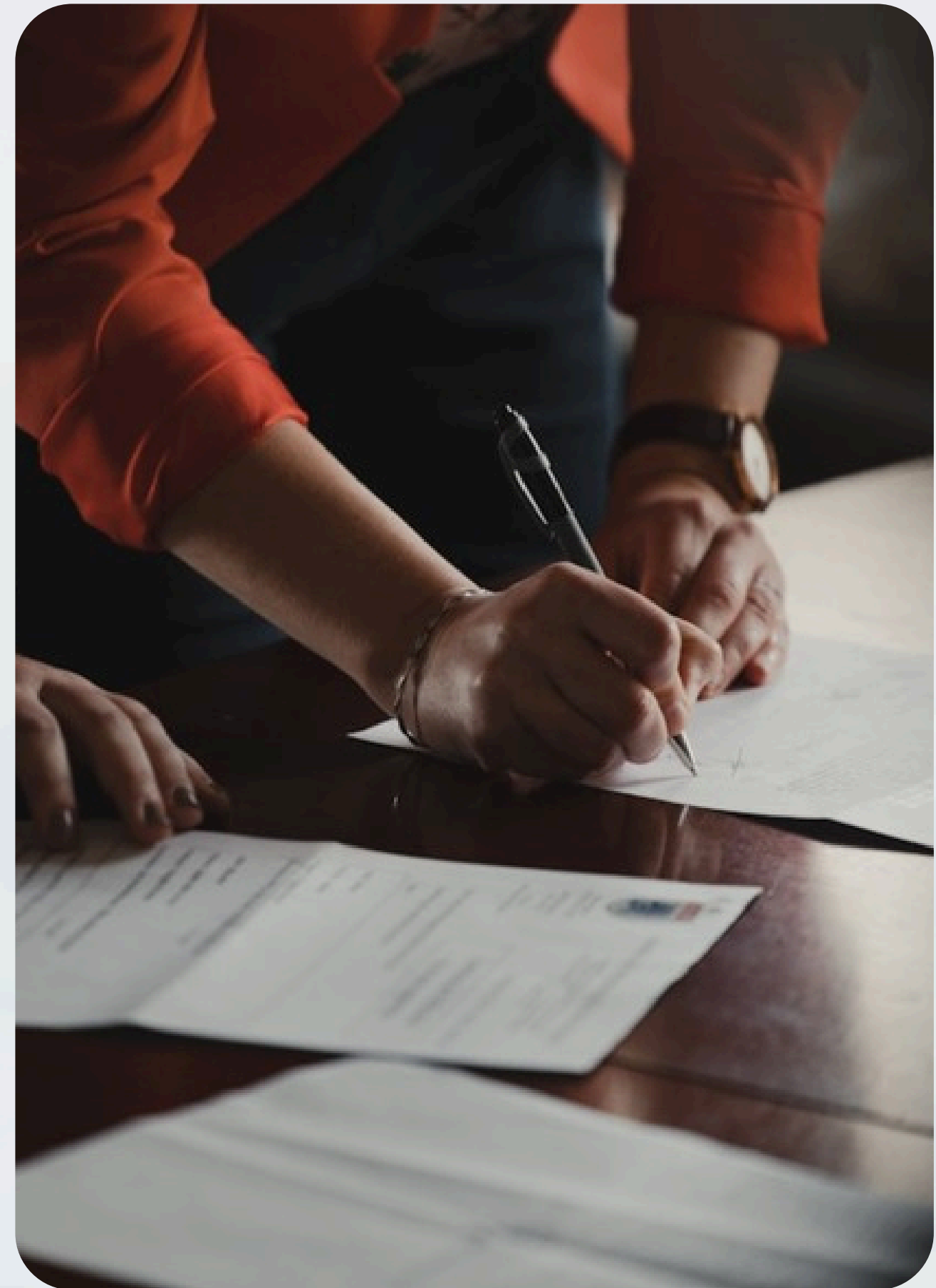


Required Reporting  
**DUE November 1, 2026**

# Requirements

## Later Secondary School Start Time Fund Planning Grant

- Applications for grant must be filed in accordance with the rules and instructions provided by the Department in the RFA.
- A grant application must be **filed via VSS by an eligible entity.**
- If multiple SAUs are working in **partnership:**
  - **Each SAU and its authorizing official shall sign the application.**
  - **The grant will have an assigned, designated in the application, “Lead SAU” to whom the grant award will be distributed.**
  - **It will be up to the partnering SAUs to determine how the funding is to be shared and distributed to meet the requirements of the grant.**
- All contact with the State regarding this RFA must be made through the **VSS portal**, except for Final Reporting Requirements.
- **RFA Coordinator for this grant:** Beth Lambert, Chief Education Officer, Office of Teaching and Learning. Beth.Lambert@Maine.Gov.



# Process

Later Secondary School Start Time Fund Planning Grant



# Process Overview

Later Secondary School Start Time Fund Planning Grant

Approx. February 27 to March 30, 2026

Grant Live in VSS

Questions DUE

Q + A Summary Posted

Applications DUE

Amendments Possible (posted to VSS)

# Process Overview

Later Secondary School Start Time Fund Planning Grant

Approx. March 31 to April 27, 2026

Pre-Evaluation

Individual Review

Team Evaluation +  
Scoring

Award  
Decision/Notification

# Process Overview

## Later Secondary School Start Time Fund Planning Grant



# Access

## Later Secondary School Start Time Fund Planning Grant

### Application:

#### Vendor Self-Service (VSS) System Portal

- **Creating a VSS Account:** Create a login to manage your account and access the features, such as tutorials and user guide.
- **Accessing VSS Without an Account:** Certain information on VSS can be accessed by anyone, without the need for a VSS login. This includes viewing solicitations (Requests for Quotes, Request for Proposals etc.), and viewing Purchasing History and Service Contract information that has been posted publicly by the State.
- Once registered, User ID and password to log into VSS

### KEY ITEMS



VSS Help Desk  
(207) 624-7889  
[VSS.helpdesk@maine.gov](mailto:VSS.helpdesk@maine.gov)

Questions about VSS or  
about a specific solicitation:  
Office of State Procurement  
Services at (207) 624-7340

# Access

## Later Secondary School Start Time Fund Planning Grant

### Application:

- RFA# 202602021
- PART VI of the RFA Application. As defined in Part III, D, 3 of the RFA, Applicants must complete the Application Form within the RFA and produce all required attachments.

The screenshot shows a web interface for a Request for Application (RFA). At the top, there are navigation tabs: Solicitations, My Watchlist, Purchase History, Bulletin Board, and Service Contract Search. A 'New Search' link is also present. The main header displays 'Solicitation: 202602021 Later Secondary School Start Time Fund Planning Grant' with a 'Current Status: Open' indicator. Below this, key details are provided: Issued: 2026, Last Amended: (blank), Closing Date: 3/30/26 4:00 PM EDT, Time Left: 33 Days, 07:54:17, Doc Dept: DEPT OF EDUCATION, Buyer Name: Beth Lambert, Category: Request for Application(RFA), and Type: Request for Application(RFA). A 'Response Options' box contains 'Respond Online' and 'Print for Mailing' buttons. Buyer information for Beth Lambert is listed, along with contact details. A note states 'Answer to all the questions will be available 7 days before proposal close date.' Below this is a 'Print Solicitation' link and a series of tabs: Lots/Lines, Attachments, Additional Information, Terms, Criteria, Events, Q & A List, Amendment History, and Bulletin Board. The 'Lots/Lines' tab is active, showing 'Lot 1: Default' with a table of items. The table has three columns: Description, Requested, and More Information. Item 1 is 'MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)' with specifications for Service Start (6/1/2026) and Service End (9/10/2026). The 'More Information' column contains links for 'View Purchase History', 'Expand All', 'Product Specs', 'Shipping Specs', and 'Line Item Preference'.

Description	Requested	More Information
1. MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)	Specifications : Service Start : 6/1/2026 Service End : 9/10/2026	<a href="#">View Purchase History</a> <a href="#">Expand All</a> <a href="#">Product Specs</a> <a href="#">Shipping Specs</a> <a href="#">Line Item Preference</a>

### KEY ITEMS



RFA# 202602021

# Questions

## Later Secondary School Start Time Fund Planning Grant

### Process:

**General Instructions:** It is the responsibility of all Applicants and other interested parties to examine the entire RFA and to seek clarification, in writing, if they do not understand any information or instructions.

- **Questions:** enter in VSS by **March 9, 2026 4. p.m., local time**
  - Questions should be clearly stated and reference the applicable section and/or page number of the RFA.
  - The Department assumes no liability for assuring accurate/complete/on time transmission and receipt.
- **Question & Answer Summary:** Responses to all questions will be compiled in writing and published in VSS *no later than seven (7) calendar days prior* to the Application Submission Deadline of **March 30, 2026 4.p.m., local time.**
- **It is the responsibility of all interested parties to go to VSS to obtain a copy of the Question & Answer Summary via VSS. Only those answers issued in writing in VSS will be considered binding.**

### KEY ITEMS



Questions DUE to VSS  
**March 9, 2026**  
by 4:00 p.m. , local time



Application DUE to VSS  
**March 30, 2026**  
by 4:00 p.m. , local time

# Amendments

## Later Secondary School Start Time Fund Planning Grant

### Process:

- All amendments released in regard to the RFA will be published in VSS.
- It is the responsibility of all interested parties to go to VSS to obtain amendments. Only those amendments published in VSS are considered binding.
- Amendments can be published up until one day prior to RFA due date.

### KEY ITEMS



Amendments posted  
**ANYTIME** between  
**February 27, 2026 and  
March 29, 2026**



Amendments always  
posted to VSS



Check VSS **DAILY**  
for amendments

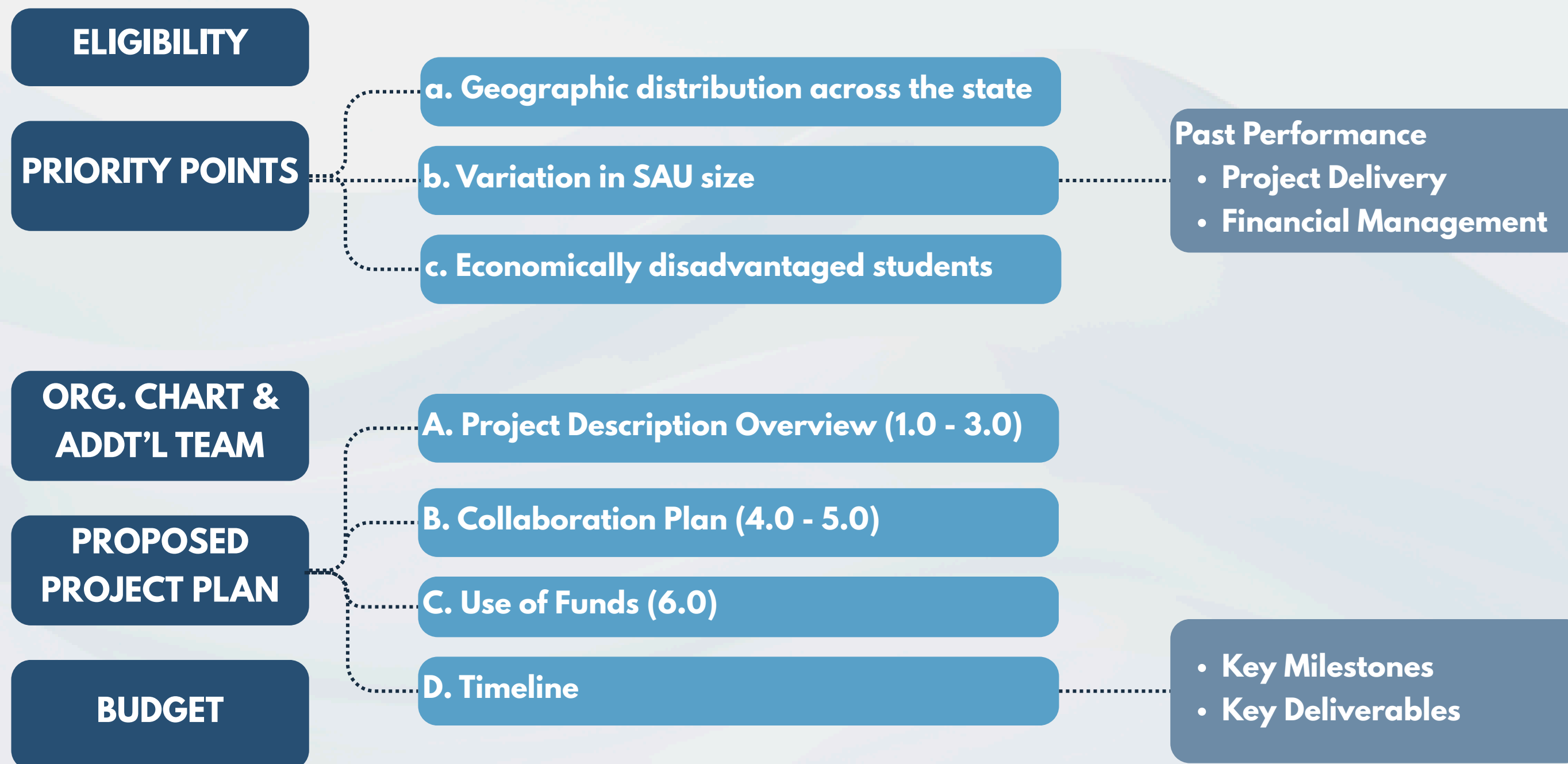
# Application

Later Secondary School Start Time Fund Planning Grant



# Application Overview

## Later Secondary School Start Time Fund Planning Grant



# Scoring

## Later Secondary School Start Time Fund Planning Grant

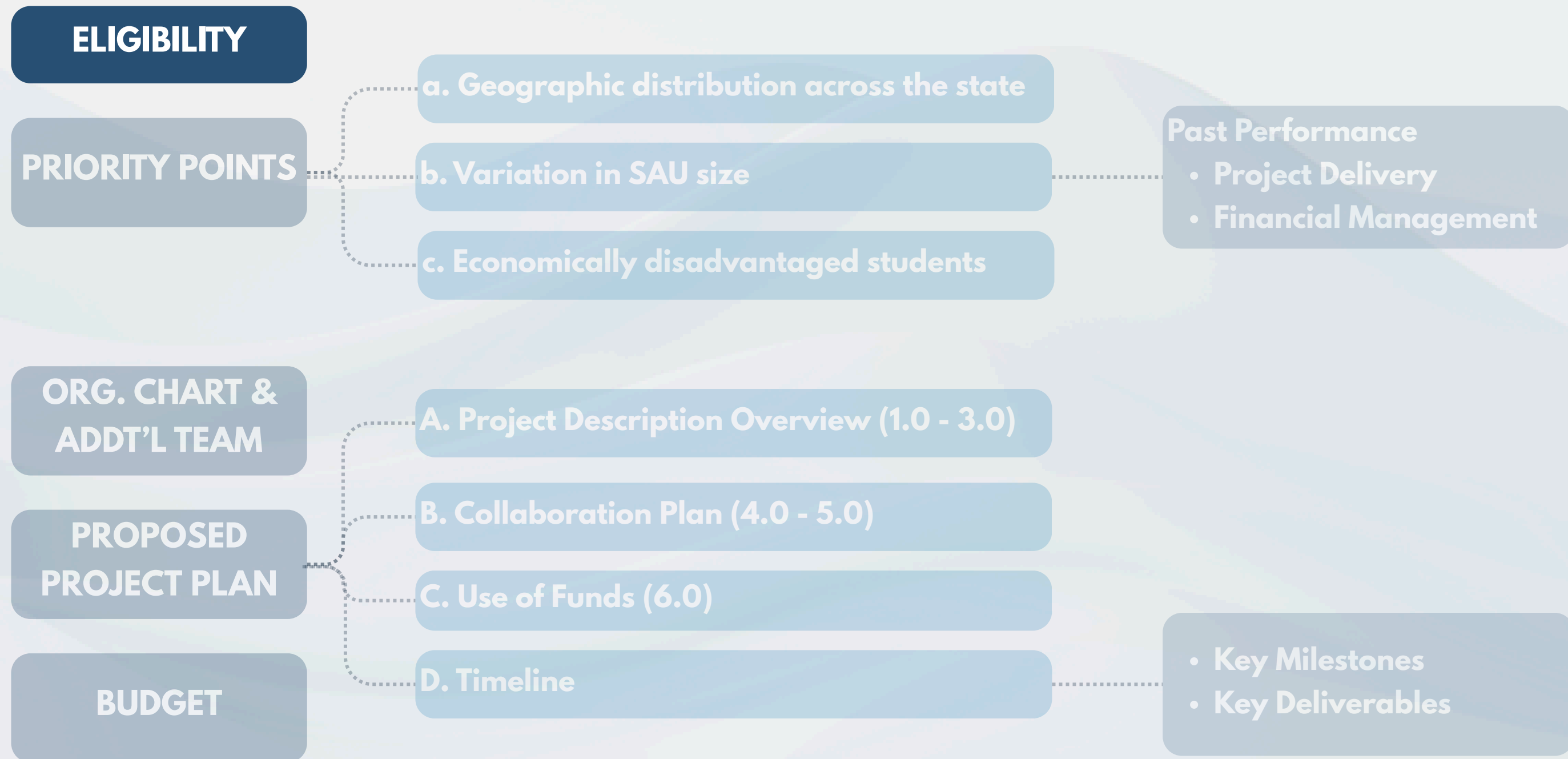
### Evaluation: SCORING MATRIX

**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. The information required in each section of the Application Form aligns with the Scoring Criteria defined below.

Eligibility Requirements	Pass/Fail
<b>Priority Points:</b>	<b>Points</b>
a. Geographic distribution across the state	10
b. Variation in SAU size	8
c. Economically disadvantaged students	6
Organizational Chart and Additional Team Members	5
Proposed Project Plan	46
Budget	25
<b>Total Points:</b>	<b>100</b>

# Scoring

## Later Secondary School Start Time Fund Planning Grant



# Scoring

## Later Secondary School Start Time Fund Planning Grant

### Evaluation: SCORING MATRIX

#### ELIGIBILITY - PASS/FAIL

#### Eligibility

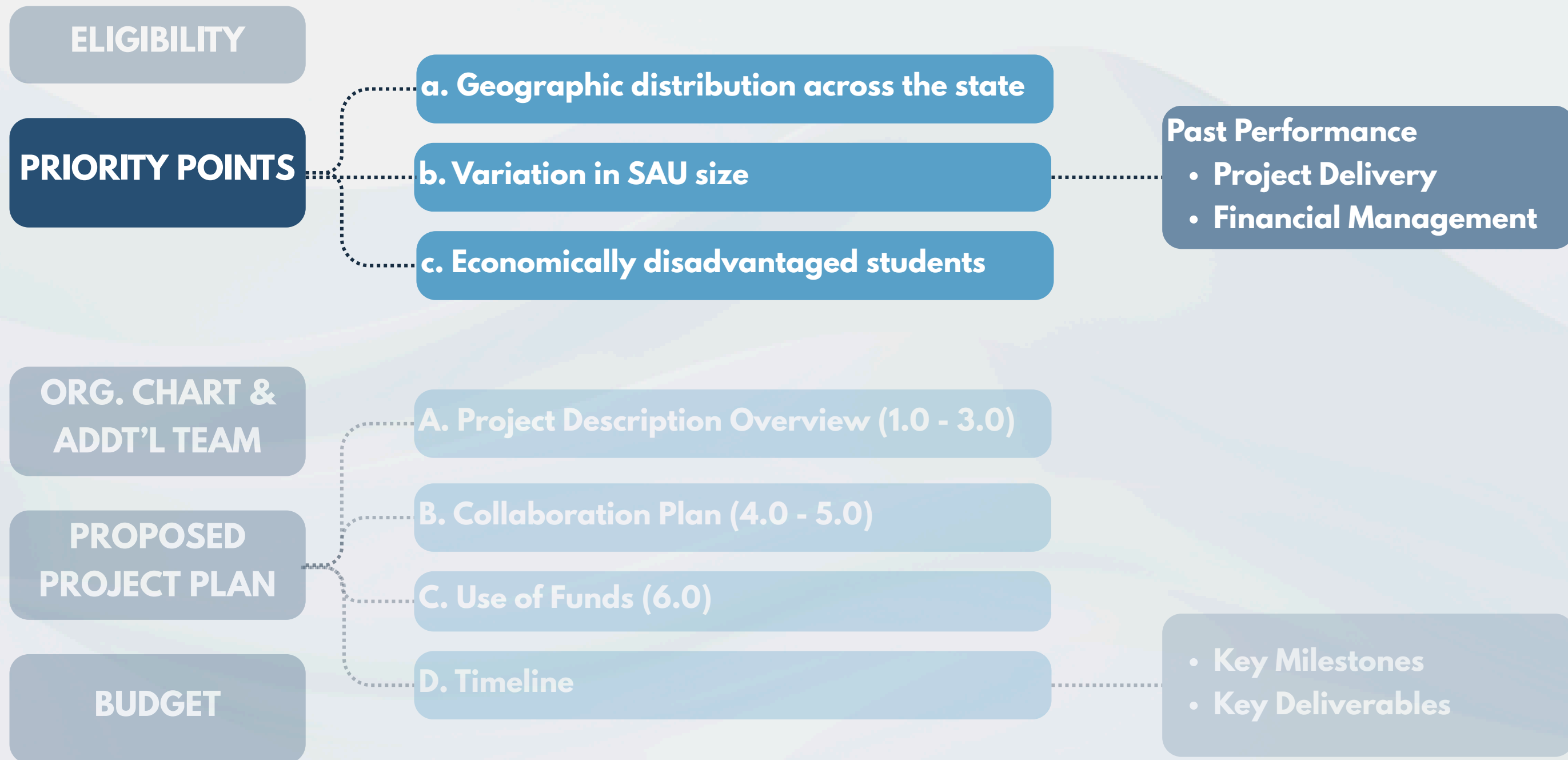
Applicants must provide documentation to demonstrate meeting the eligibility requirements stated in Part I of the RFA.

Are you applying on behalf of a Maine SAU as defined in 20-A MRP Section 1, 26: Title 20-A, §1: Definitions?

YES    NO

# Scoring

## Later Secondary School Start Time Fund Planning Grant



# Scoring

## Later Secondary School Start Time Fund Planning Grant

### Evaluation: SCORING MATRIX

#### PRIORITY POINTS

- Competitive priority points will be awarded to successful applicants according to a scoring matrix outlined in this Request for Application. The Maine DOE will prioritize distribution across the state using the scoring matrix outlined below for attention to:
  - a. Geographic distribution across the state
  - b. Variation in SAU size
  - c. Economically disadvantaged students

# Scoring

## Later Secondary School Start Time Fund Planning Grant

### Evaluation: SCORING MATRIX

#### PRIORITY POINTS

a. Geographic distribution across the state - 10 points maximum

a. Geographic distribution across the state		
Category	Description	Points
Rurality/Population Density	<p>Points awarded for SAUs serving the least dense rural areas as measured by population density using the World Population Review chart provided:  <a href="https://worldpopulationreview.com/us-cities/maine">https://worldpopulationreview.com/us-cities/maine</a></p> <p>SAU(s) Population Density:</p> <ul style="list-style-type: none"> <li>0-10 = 5 Points</li> <li>11-25 = 4 Points</li> <li>26-50 = 3 Points</li> <li>51-100 = 2 Points</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>If multiple SAUs are partnering for the purposes of this grant, the calculation is to be the <i>combined average</i> area population (people) per square mile (MI<sup>2</sup>) of partnering SAUs</li> <li>Population: count of all residents of the given area at the time of the survey, excluding visitors</li> </ul>	5 Points (maximum)
Socially Vulnerable/Underserved areas	<p>Maine Social Vulnerability Index (MSVI). If proposed SAU(s) service area(s) <u>serve</u> communities categorized with Social Vulnerability, per the 2024 updated MSVI scoring, of:</p> <ul style="list-style-type: none"> <li>HIGH Indicator (3 Points)</li> <li>MEDIUM Indicator (2 Point)</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>If multiple SAUs are partnering for the purposes of this grant, they are to submit the MSVI with the highest awarded point value across partnering SAUs.</li> </ul> <p><a href="https://www.maine.gov/future/sites/maine.gov/future/files/inline-files/SVI%20Communities%20Map_List_2024.08.14_1.pdf">https://www.maine.gov/future/sites/maine.gov/future/files/inline-files/SVI%20Communities%20Map_List_2024.08.14_1.pdf</a></p>	3 Points (maximum)
Tribal Lands or Special Populations	<p>For tribal government applicants:</p> <ul style="list-style-type: none"> <li>if 75% of service area is on tribal lands (2 Points)</li> <li>Non-tribal entities: if 50% of service area is on tribal lands (1 Point)</li> </ul> <p>Note: If multiple SAUs are collaborating for the purposes of this grant, and there is a combination of service areas on tribal and non-tribal, SAUs are to submit the service area with the highest awarded point value.</p>	2 Points (maximum)

# Scoring

## Later Secondary School Start Time Fund Planning Grant

### Evaluation: SCORING MATRIX

#### PRIORITY POINTS

##### a. Geographic distribution across the state

##### o RURAL/POPULATION DENSITY - 5 points maximum

US Cities > Maine

### Maine Cities by Population 2026

486 cities

CITY	RANK	2026 POP. ↓	2025 POP.	ANNUAL CHANGE	DENSITY	AREA (MI <sup>2</sup> )	TYPE
Portland	1	69,970	69,769	0.29%	3,248	22	City
Lebanon	2	18,100	17,900	0.16%	1,139	34	City

#### EXAMPLE

CITY	RANK	2026 POP.	2025 POP.	ANNUAL CHANGE	DENSITY ↑	AREA (MI <sup>2</sup> )	TYPE
Dennistown	466	67	65	3.08%	2.0	39	Plantation
Webster	467	64	65	-1.54%	2.0	37	Plantation
Osborn	468	63	64	-1.56%	2.0	35	Town
Great Pond	470	62	62	0%	2.0	38	Town

Amendment:

...the calculation is to be the combined average population density, NOT Area, of partnering SAUs

a. Geographic distribution across the state		
Category	Description	Points
Rurality/Population Density	<p>Points awarded for SAUs serving the least dense rural areas as measured by population density using the World Population Review chart provided: <a href="https://worldpopulationreview.com/us-cities/maine">https://worldpopulationreview.com/us-cities/maine</a></p> <p>SAU(s) Population Density:</p> <ul style="list-style-type: none"> <li>0-10 = 5 Points</li> <li>11-25 = 4 Points</li> <li>26-50 = 3 Points</li> <li>51-100 = 2 Points</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>If multiple SAUs are partnering for the purposes of this grant, the calculation is to be the <i>combined average area population (people) per square mile (MI<sup>2</sup>) of partnering SAUs</i></li> <li>Population: count of all residents of the given area at the time of the survey, excluding visitors</li> </ul>	5 Points (maximum)

#### EXAMPLE

##### Single SAU:

Osborn: 2.0

Great Pond: 2.0

**Total: 4.0**

##### Partnering SAUs:

Osborn: 2.0 (SAU #1)

Great Pond: 2.0 (SAU #1)

Webster: 2.0 (SAU #2)

Total: 6.0

**Combined Average: 3.0**

(the # considered for a. Geographic distribution across the state/Rural/Population Density)

# Scoring

## Later Secondary School Start Time Fund Planning Grant

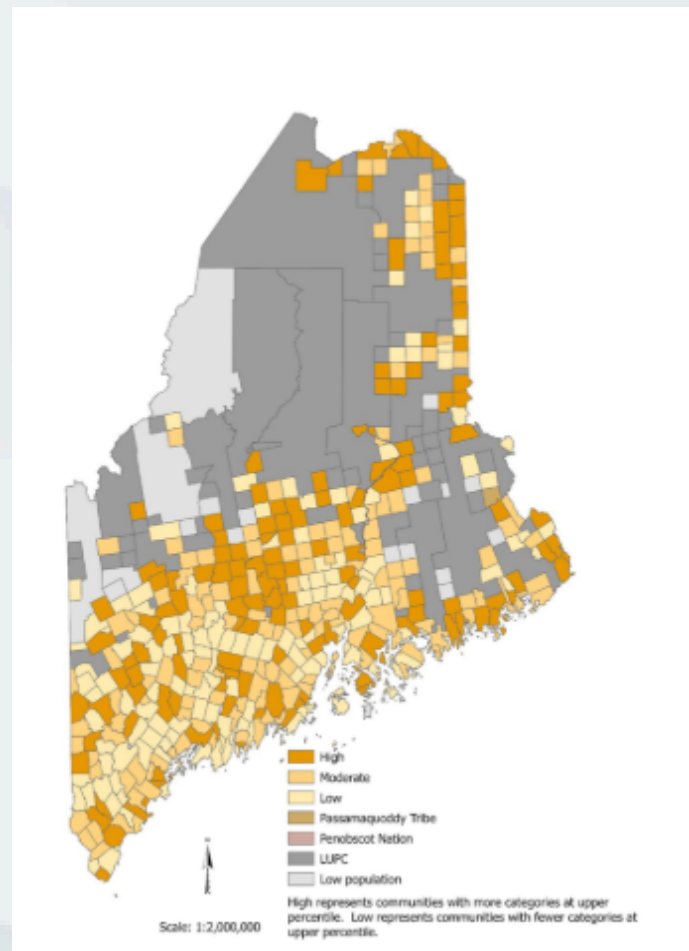
### Evaluation: SCORING MATRIX

#### PRIORITY POINTS

##### a. Geographic distribution across the state

- o SOCIALLY VULNERABLE/UNDERSERVED AREAS - 3 points maximum

a. Geographic distribution across the state		
Category	Description	Points
Socially Vulnerable/Underserved areas	<p>Maine Social Vulnerability Index (MSVI). If proposed SAU(s) service area(s) <u>serve</u> communities categorized with Social Vulnerability, per the 2024 updated MSVI scoring, of:</p> <ul style="list-style-type: none"> <li>• HIGH Indicator (3 Points)</li> <li>• MEDIUM Indicator (2 Point)</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>• If multiple SAUs are partnering for the purposes of this grant, they are to submit the MSVI with the highest awarded point value across partnering SAUs.</li> </ul> <p><a href="https://www.maine.gov/future/sites/maine.gov/future/files/inline-files/SVI%20Communities%20Map_List_2024.08.14_1.pdf">https://www.maine.gov/future/sites/maine.gov/future/files/inline-files/SVI%20Communities%20Map_List_2024.08.14_1.pdf</a></p>	3 Points (maximum)



**Community Resilience Partnership**

Program Contact: Ashley Krulik  
ashley.krulik@maine.gov  
<https://www.maine.gov/future/climate/community-resilience-partnership>

**Social Vulnerability Index for Maine Communities**

Socially Vulnerable Populations include those who have specific socioeconomic circumstances that may increase their vulnerability in the event of an emergency, such as, but not limited to, poverty, minority status, people without vehicles, people with disabilities, older adults, and people with limited English proficiency.

#### EXAMPLE

HIGH Indicators of Social Vulnerability		
Addison	Detroit	Madison
Alfred	Dexter	Mars Hill
Allagash	Dixfield	Mattawamkeag
MEDIUM Indicators of Social Vulnerability		
Albion	Easton	Machiasport
Alexander	Ellsworth city	Mapleton
Alna	Emden	Mariaville
Alton	Exeter	Maxfield

#### EXAMPLE

Sample:

- Addison (high)
- Albion (Medium)
- Alna (Medium)

Addison (High)

(a. Geographic distribution across the state  
Socially Vulnerable/Underserved areas)

# Scoring

## Later Secondary School Start Time Fund Planning Grant

### Evaluation: SCORING MATRIX

#### PRIORITY POINTS

##### a. Geographic distribution across the state

- o **TRIBAL LANDS OR SPECIAL POPULATIONS - 2 points maximum**
  - SAU Map of Maine
  - Map of Federally Recognized Indian Lands of Maine

a. Geographic distribution across the state		
Category	Description	Points
Tribal Lands or Special Populations	For tribal government applicants: <ul style="list-style-type: none"><li>• if 75% of service area is on tribal lands (2 Points)</li><li>• Non-tribal entities: if 50% of service area is on tribal lands (1 Point)</li></ul> Note: If multiple SAUs are collaborating for the purposes of this grant, and there is a combination of service areas on tribal and non-tribal, SAUs are to submit the service area with the highest awarded point value.	2 Points (maximum)

# Scoring

## Later Secondary School Start Time Fund Planning Grant

### Evaluation: SCORING MATRIX

#### PRIORITY POINTS

##### b. Variation in SAU size - 8 points maximum

- **Past Performance:** Scoring based on review of information submitted with Application
  - **Project Delivery:** Demonstrated ability to deliver the submitted project within the requirements of the grant per submitted projects in Application Form
  - **Financial Management:** Demonstrated ability to deliver projects on time and on, or under, proposed budget per submitted projects in Application Form

b. Variation in SAU size		
Organizational capacity will be evaluated relative to each SAU's size, context, and proposed scope of work, rather than in comparison to other applicants.		
Category	Description	Points
Past Performance:	Project Delivery	4 Points (maximum)
	Financial Management	4 Points (maximum)
<b>Total:</b>		<b>8 Points (maximum)</b>

# Scoring

## Later Secondary School Start Time Fund Planning Grant

### Evaluation: SCORING MATRIX

#### PRIORITY POINTS

c. Economically disadvantaged students - 6 points maximum

#### c. Economically disadvantaged students

Competitive priority points will be awarded to applications seeking to serve Maine school(s) who serve economically disadvantage students. Economically disadvantaged students means students who are included in the Department's count of students who are eligible for free or reduced-price meals or free milk or both as indicated by the [Department's Free and Reduced School Lunch Report for FY 2025](#).

Note: If multiple SAUs are collaborating for the purposes of this grant, the SAUs are to submit the *combined average percentage* of partnering SAUs.

Percentage of SAU student population eligible for Free and Reduced Lunch	Less than 45%	Between 45% and 59%	Between 60% and 75%	Greater than 75%
Priority points	0 Points	1 Point	3 Points	6 Points

## Child Nutrition Data Reports

As more reports are available, they will be listed here.

### Child and Adult Care Food Program

### National School Lunch Program

- [October Survey \(ED534 Report\) \(FY26\)](#)
- [October Survey \(ED534 Report\) \(FY25\)](#)
- [October Survey \(ED534 Report\) \(FY24\)](#)
- [October Survey \(ED534 Report\) \(FY23\)](#)
- [October Survey \(ED534 Report\) \(FY22\)](#)

- [FY26 Annual Participation Program Summary](#)
- [FY25 Annual Participation Program Summary](#)

From Maine Department of Education

### School Free and Reduced Participation Report - Lunch

Filter Criteria:

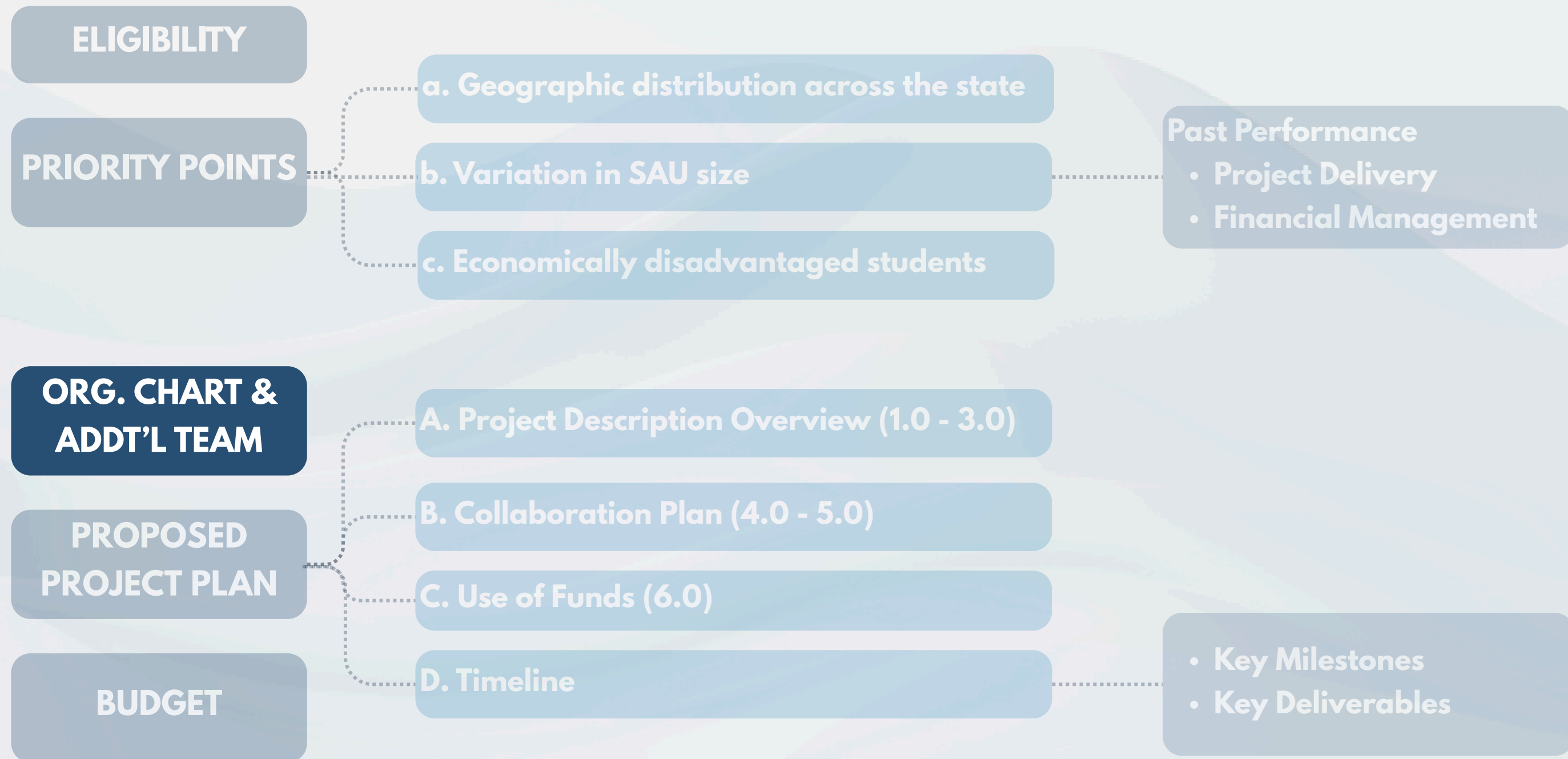
Program Year	District	School	Month	As of
2025	All	All	All	11/26/2025 11:00:13 AM

Month	District	School	Eligible for Free Lunch	Free Lunch Claimed	Free Participation %	Eligible for Reduced Lunch	Reduced Lunch Claimed	Reduced Participation %	Total Free and Reduced Lunch Claimed	% of Free and Reduced Eligible Participation
Jun - 2025	Acton Public Schools (2)	Acton Elementary School (3)	63	428	84.92%	6	48	100.00%	54	86.23%
Jun - 2025	Airline CSD (1038)	Airline Community School (1039)	13	64	61.54%	6	33	68.75%	27	63.82%
Jun - 2025	Alexander Public Schools (4)	Alexander Elementary School (5)	14	144	102.86%	0	0	0.00%	144	102.86%
Jun - 2025	Andover Public Schools (1778)	Andover Elementary School (1779)	20	77	77.00%	3	14	93.33%	31	79.13%

NOTE: **Economically Disadvantaged Students:** Economically disadvantaged students means students who are included in the department's count of students who are eligible for free or reduced-price meals or free milk or both.

# Scoring

## Later Secondary School Start Time Fund Planning Grant



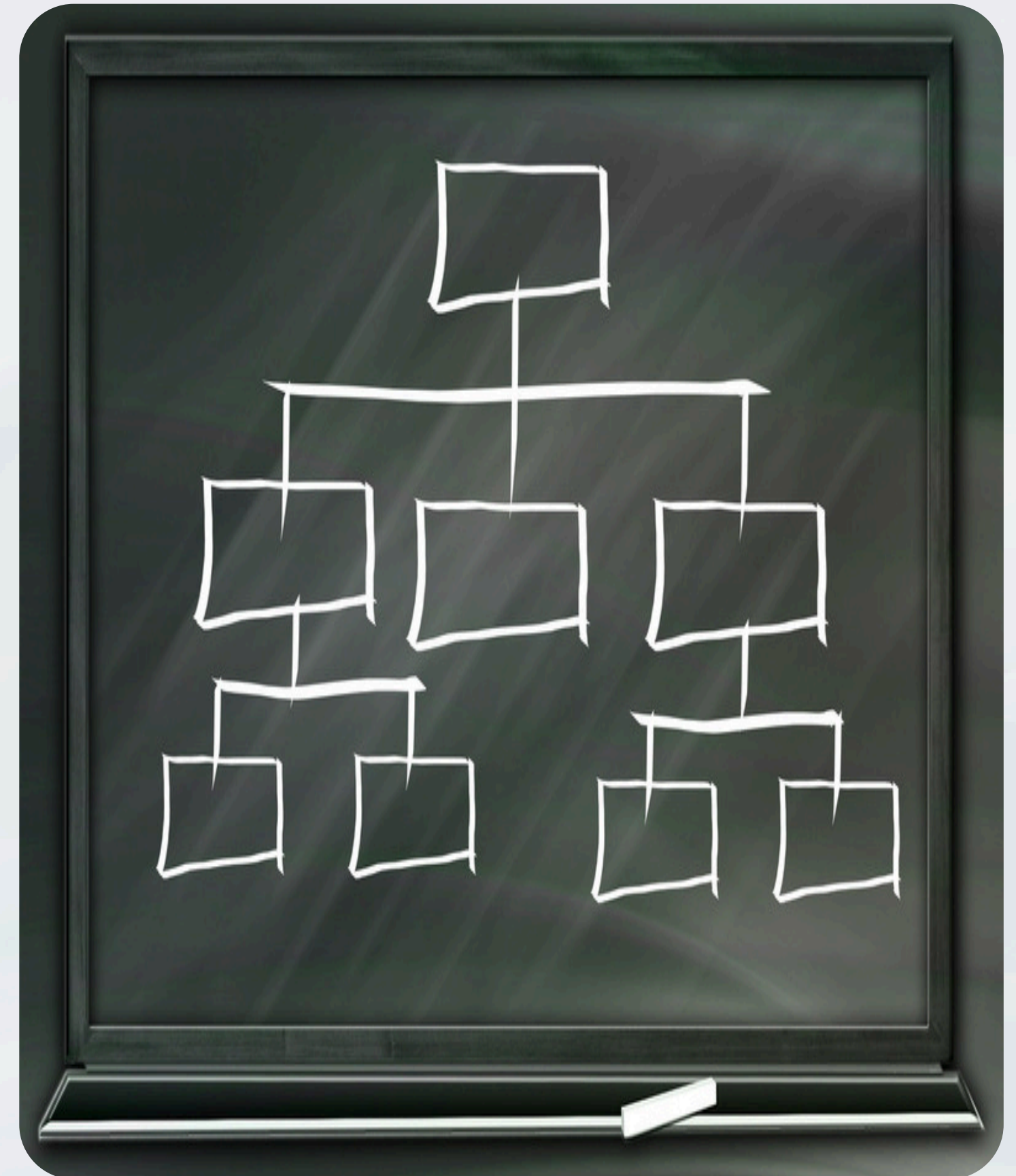
# Scoring

## Later Secondary School Start Time Fund Planning Grant

### Evaluation: SCORING MATRIX

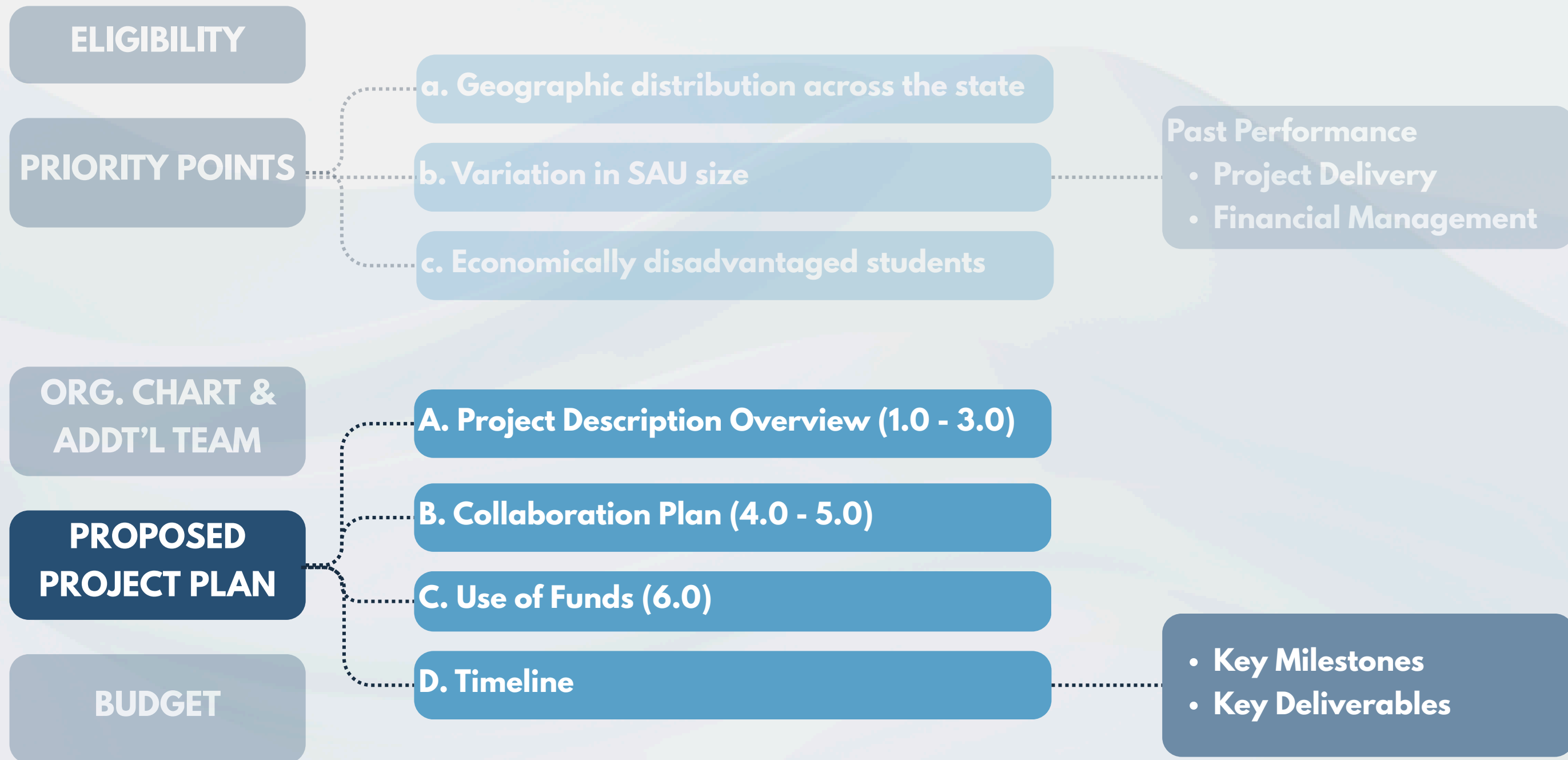
#### ADDITIONAL SCORING MATRIX ITEMS

- **Organizational Chart and Additional Team Members** - 5 points maximum
  - Applicants must provide an organizational chart. Include the name, position/title and anticipated role in the project and any experience relevant to this grant, if applicable.
  - Please include a minimum of three team members in the organizational chart.
  - If partnering SAUs, the Lead Project Contact, Lead SAU's Superintendent, and Partnering SAU's Superintendent information must be included.
  - The organizational chart may be included below or may be attached to the application separately and appropriately labeled.



# Scoring

## Later Secondary School Start Time Fund Planning Grant



# Scoring

## Later Secondary School Start Time Fund Planning Grant

### Evaluation: SCORING MATRIX

#### ADDITIONAL SCORING MATRIX ITEMS

- **Proposed Project Plan** - 46 points maximum

##### a. **Project Description/Overview**

**1.0**

Describe your SAU's interest in exploring a later start time for secondary students.

Include the specific, measurable goals and objectives aligned with this grant.

(\*Why is this important for your community now?\*) (500 words maximum)

**2.0**

What challenges do you anticipate in shifting to a later start time?

(\*e.g., transportation, scheduling, extracurriculars, childcare\*) (250 words maximum)

**3.0**

What specific outcomes do you hope to achieve through this planning grant and how they will align with your specific, measurable goals and objectives outlined in 1.0 of this application? What are the proposed tools to be utilized for measuring success and meeting the requirements of the grant? (250 words maximum)

# Scoring

## Later Secondary School Start Time Fund Planning Grant

### Evaluation: SCORING MATRIX

#### ADDITIONAL SCORING MATRIX ITEMS

- Proposed Project Plan - 46 points maximum

#### b. Collaboration Plan

4.0

Will this application involve collaboration with other SAUs? If yes, please describe the nature and structure of the partnership. (300 words maximum)

5.0

How will you engage key stakeholders (internal and external) and the community in your planning process? (300 words maximum)

# Scoring

## Later Secondary School Start Time Fund Planning Grant

### Evaluation: SCORING MATRIX

#### ADDITIONAL SCORING MATRIX ITEMS

- Proposed Project Plan - 46 points maximum

#### c. Use of Funds

6.0

6.0	What specific activities will this grant support? <i>(Check all that apply)</i> <input type="checkbox"/> Transportation analysis/studies <input type="checkbox"/> Community engagement opportunities (i.e. events or surveys) <input type="checkbox"/> Staff collaboration or professional development <input type="checkbox"/> Partnership facilitation/coordination between SAUs <input type="checkbox"/> Consultant or facilitation services <input type="checkbox"/> Other <i>(please describe below)</i> :
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# Scoring

## Later Secondary School Start Time Fund Planning Grant

### Evaluation: SCORING MATRIX

#### ADDITIONAL SCORING MATRIX ITEMS

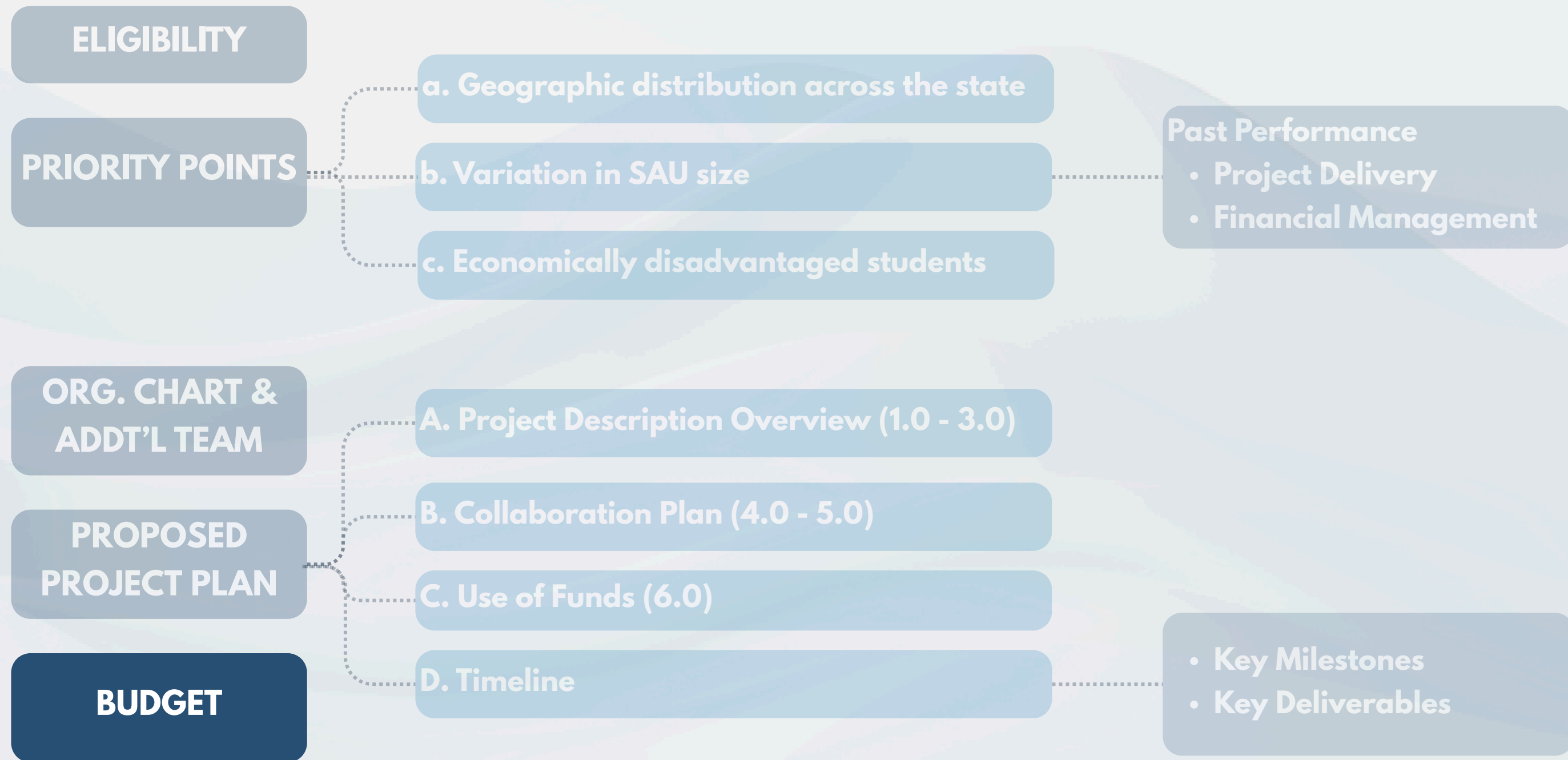
- Proposed Project Plan - 46 points maximum

d. **Timeline:** Include an overview that describes the anticipated timeline for plan development and completion.

Key Milestones (list)	Description	Date
<i>(examples, but not limited to)</i> <ul style="list-style-type: none"><li>- Stakeholder Meetings</li><li>- Community Forums</li><li>- Focus Groups</li><li>- Transportation Meetings</li><li>- Budget Meetings</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>	
Key Deliverables (list)	Description	Date

# Scoring

## Later Secondary School Start Time Fund Planning Grant



# Scoring

## Later Secondary School Start Time Fund Planning Grant

### Evaluation: SCORING MATRIX

#### ADDITIONAL SCORING MATRIX ITEMS

- Budget - 25 points maximum

Budget		
Budget Category	Amount Requested	Explanation of expense
4099-Personnel/ Facilitation		
6000-General Supplies		
4270-Transportation Study		
4099-Community Engagement		
4275-Materials/Printing		
4099-Other (specify)		
<b>TOTAL REQUEST</b>		

# Submission Details

Later Secondary School Start Time Fund Planning Grant



# Submission

## Later Secondary School Start Time Fund Planning Grant

### Application:

- **Applications Due**
  - **March 30, 2026, 4:00 p.m., local time**
    - Any application submissions or any additional or revised application files received after the Application Submission Deadline will be rejected without exception.
- **Delivery Instructions**
  - Application submissions must be **submitted to Office of State Procurement Services via VSS**.
  - **Only application submissions received via VSS will be considered.** The Department assumes no liability for assuring accurate/complete receipt.
  - Submissions containing links to file sharing sites or online file repositories will not be accepted as submissions. Only application submissions that have the actual requested files attached will be accepted.
  - Encrypted submissions received which require opening attachments and logging into a proprietary system will not be accepted. Applicants should work with their Information Technology team to ensure that the application submission will not be encrypted due to any security settings.

### KEY ITEMS



Applications DUE  
**March 30, 2026 by  
4:00 p.m. , local time**

# Submission

## Later Secondary School Start Time Fund Planning Grant

### Application:

- **Submission Format**

- Applicants must submit at least one (1) file, labeled and including the required information as defined below:
  - File Name: **RFA# 202602021 Application Submission – [Applicant's Name]**
  - If partnering SAUs, Applicant's Name = Lead SAU
    - Must contain: Applicant's completed Application Form and all required information and attachments as stated in the form.
    - The Application Form must be submitted as a single, typed file. If including attachments in the same file presents a file size issue, Applicants may submit those attachments as a separate, clearly labeled file.
    - Applicants must include any forms provided in the RFA (such as the Application Form) or reproduce those forms as closely as possible.
    - Applicants are not to provide additional attachments beyond those specified in the RFA or Application Form for the purpose of extending their response. Materials not requested will not be considered part of the application and will not be evaluated.

### KEY ITEMS



RFA# 202602021

# Evaluation & Award

Later Secondary School Start Time Fund Planning Grant



# Evaluation

## Later Secondary School Start Time Fund Planning Grant

### General:

- An evaluation team, composed of qualified reviewers, will judge the merits of the applications received in accordance with the criteria defined in the RFA.
- Ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications.
- The Department reserves the right to communicate and/or schedule interviews/presentations with Applicants, if needed, to obtain clarification of information contained in the applications received.
- Changes to applications **will not be permitted after submission date**. Applicants must submit applications that present the requested information as clearly and completely as possible.
- Failure to respond to all questions and instructions throughout the RFA may result in the application being disqualified as non-responsive or receiving a reduced score.

# Selection & Award

## Later Secondary School Start Time Fund Planning Grant

### General:

#### A. Selection and Award

1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
2. Notification of conditional award selection or non-selection will be made in writing by the Department.
3. Issuance of the RFA in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFA, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by an Applicant.
4. The Department reserves the right to reject any and all applications or to make multiple awards.

# Appeal

## Later Secondary School Start Time Fund Planning Grant

### **Award:**

#### **B. Appeal of Contract Awards**

- Any person aggrieved by the award decision that results from the RFA may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 M.R.S.A. § 1825-E and 18-554 Code of Maine Rules 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 fifteen (15) calendar days of receipt of notification of conditional contract award.

# Allocation

## Later Secondary School Start Time Fund Planning Grant

### **Award:**

1. The awarded Applicant(s) will be required to execute a State of Maine Service Contract with appropriate riders as determined by the issuing department.
2. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee.
3. The State recognizes that the actual contract effective date depends upon completion of the RFA process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee.
4. In providing services and performing under the contract, the awarded Applicant(s) must act as an independent contractor and not as an agent of the State of Maine.

# Contract

## Later Secondary School Start Time Fund Planning Grant

### State Contract Provisions:

#### 1. Contract Administration

- Following the award, a **Contract Administrator** from the Department will be appointed.

#### 2. Payments and Other Provisions

- The State anticipates paying the awarded Applicants on the basis of **net 30 payment terms**, upon the receipt of an accurate and acceptable reimbursement request (invoice).
- Awarded Applicants must submit invoices for approved expenses via email to the Maine DOE RFA coordinator.
- An invoice will be considered accurate and acceptable if it contains correct pricing information relative to the contract, provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFA.
- The awarded Applicants shall not submit more than one invoice per month. Ideally, a total of two invoices will be submitted per contract for this grant; one per fiscal year.

# Next Steps

## ANTICIPATED TIMELINE

February 27, 2026	RFA opens via Vendor Self Service <u>VSS</u>
March 4, 2026	Virtual Information Session
<b>March 9, 2026</b>	<b>Deadline to submit questions via VSS</b>
March 20, 2026 (no later than)	Q + A Summary Posted
<b>March 30, 2026</b>	<b>Applications DUE (4:00 pm., local time)</b>
March 31 to April 27, 2026	Formal review period
April 27, 2026	Grant Award Notifications
Appeal Period (duration: 15 calendar days after Award Notification)	
June 1, 2026	Grant Award Contract Start Date
September 10, 2026	Grant Contract End Date



### VSS Portal

- Get a VSS account if you do not already have one.
- Log in to VSS and review the RFA closely.



### Questions/Amendments

- Submit all questions in-writing via VSS portal no later than **March 9, 2026 4:00 p.m., local time**
- Check back at VSS portal for Q + A Summary.
- Check daily for Amendments until March 29, 2026.



### Do not miss the Deadline

- Be organized and strategic.
- Start pulling together materials for submission NOW.
- DUE DATE **March 30, 2026 4:00 p.m. local time**



### State Contact

RFA Coordinator: Beth Lambert  
Beth.Lambert@maine.gov

# Questions

VSS Portal

x

# Thank You!



**@MaineDepartmentofEducation1**



**Maine Department of Education**



**@mainedepted**



**@MaineDOEComm**

Maine DOE  
Office of Teaching and Learning  
Abigail Cram  
Abigail.Cram@Maine.Gov

