



MAINE GOVERNOR'S
Energy Office

Clean Energy Partnership RFA #202506092

Informational Session
August 4, 2025

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Welcome

- **RFA #202506092 – Clean Energy Partnership: Residential Energy Efficiency Workforce Training Grants**
- The purpose of the Informational Session is to answer and/or field questions, clarify for Applicants any aspect of the RFA that may be necessary, and provide supplemental information to assist potential Applicants in submitting responses to the RFA.



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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.
- Applicants and other interested parties should use **Appendix A** (Submitted Questions Form) for submission of questions.
- Questions must be submitted, by e-mail, and received by the RFA Coordinator as soon as possible but **no later than 11:59 pm local time on August 8, 2025.**
- **Submitted Questions must include the RFA Number and Title in the subject line of the e-mail.** The Department assumes no liability for assuring accurate/complete/on-time e-mail transmission and receipt.



Question & Answer Summary

- **Attendees may also post questions to the Webinar Q&A.** Questions received during the webinar will be recorded and answered in the Question & Answer Summary.
- Responses to all questions, whether submitted on-time via e-mail or during the informational session, will be compiled in writing and posted on the State's Office of State Procurement Services Grant RFPs and RFAs website -
<https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants>.
- It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary.
- Only those answers issued in writing on this website will be considered binding.

Purpose and Background

The services/programs resulting from this RFA will:

- 1) Increase the number of new energy efficiency workers in Maine
- 2) Provide upskilling opportunities for incumbent energy efficiency workers
- 3) Prepare contractors for business growth and/or delivery of home energy efficiency and electrification rebates and programs, and
- 4) Increase the number and availability of energy efficiency workers and contractors statewide.



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Eligibility to Submit Applications

- Qualified entities are encouraged to submit applications to provide training for potential/new workers, incumbent/existing workers, and/or contractor firms.
- In order to be considered for Grant funding under this application process, Applicants must:
 - Be organized, chartered, or incorporated (or otherwise formed) under the laws of a particular state or territory of the United States.
 - Be capable of providing the proposed services sought by this RFA at a location within the State of Maine.



Number of Awards

- The GEO anticipates making multiple awards as a result of this RFA process, including partial awards.
- The total estimated grants funds available is \$1,220,000 with an anticipated award size range of \$100,000 - \$450,000.
- The number and size of awards will depend on the number of proposals received, the quality of the proposals, participants served, and available funds.
- The GEO reserves the right to eliminate the lowest scoring applications and/or make awards at amounts less than that requested, whichever is in the best interest of the State.



Contract Term

The estimated dates of the contract period are in the table below. Actual contract dates will be established by a completed and approved contract.

Period	Start Date	End Date
Initial Period of Performance	11/01/2025	10/31/2026
Renewal Period	11/01/2026	10/31/2027



Scope of Services



The following types of services and activities may be included as a part of the project design, but is not an exclusive list:

- Short term training programs such as paid on-the-job training, pre-apprenticeships, and internships
- Offsetting the cost of industry-recognized certifications or credentials
- Workshops and/or technical assistance programs to support business development and growth for contractors
- Programs that prepare contractors to qualify for new and existing energy efficiency rebate and incentive programs



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Priority Occupations

- HVAC Technicians
- Insulation workers, floor, ceiling, and wall (includes weatherization technicians)
- Plumbers, Pipefitters, Steamfitters
- Carpenters
- Electricians
- Home Performance Contractors
- HVAC Contractors



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Application Information and Requirements



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Application Requirements

- Qualified individuals and entities are encouraged to submit proposals to attract, train, certify, place, and retain current and potential energy efficiency workers and residential energy contractors.
- Proposals that prepare energy efficiency workers and residential energy contractors to deliver energy efficiency rebates and weatherization programs are encouraged to apply, including but not limited to, the following:
 - Efficiency Maine Residential Incentives (low, moderate, and any income)
 - Maine State Housing Authority Weatherization Assistance Program
 - Maine State Housing Authority Heat Pump Program
 - Inflation Reduction Act-funded Home Energy Rebate programs (Sections 50121 and 50122) covered under Home Efficiency Rebates and the Home Electrification and Appliance Rebates



Application Requirements

- Proposed projects must address the items below, and be described in the Application Form in Part V of the RFA:
 - Identify the number of participants
 - Identify the category of participants
 - Identify whether the project serves priority occupations and groups
 - Identify the types of activities proposed
 - Lead to quantifiable participant outcomes
 - Consider sustainability
 - Ensure equitable access
- The Application Form may be obtained by double-clicking on the document embedded within the RFA.



Application Form

- The Application Form includes the following sections:
 - Application Cover Page
 - Responsible Applicant Certification
 - Eligibility Information
 - Organization Qualifications and Experience
 - Proposed Project
 - Proposed Outcomes
 - Implementation – Work Plan
 - Budget and Budget Narrative
 - Partnerships Table



Application Form – Organization Qualifications & Experience

- Applicants must describe their qualifications and skills to provide the requested services in the RFA. This includes:
 - Project Experience (3 examples)
 - Subcontractors (if used)
 - Organizational Chart
 - Litigation
 - Financial Capability
 - Certificate of Insurance
- Contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the applicant.



Application Form – Proposed Project

- Applicants must include project information necessary to evaluate how the Applicant proposes to meeting the grant requirements and objectives. Sections include:
 - Project Information
 - Project Overview
 - Statement of Need
 - Project Partners, Facilities, and Resources
 - Program Structure, Outcomes, and Objectives
 - Sustainability Plan



Application Form – Proposed Outcomes

- Sections include:
 - Methodology
 - Performance Metrics
 - Number of individuals and/or businesses enrolled in the training program
 - Number of individuals and/or businesses that complete the training program
 - Number of individuals that received a certification
 - Number of workers newly employed, promoted within current employment, or placed in a registered apprenticeship as a result of training
 - Estimated cost of training per participant
 - Details of industry-recognized skills and/or certifications obtained and estimated number of people expected to obtain each one



Application Form – Implementation – Work Plan

- Applicants must complete the table within the Application Form to concisely describe the proposed work.

Strategies/ Activities	Timeline	Responsible Actors	Expected Outcomes
<i>Include a concise description of the tasks that the organization/ partners will perform to reach the proposed project goals</i>	<i>Begin/ End Date</i>	<i>Include the office, individuals, and/or partners responsible for carrying out strategies/ activities</i>	<i>State outcomes of strategies/ activities, including metrics, milestones, and deliverables</i>

Application Form – Budget and Budget Narrative

- The Budget Worksheet may be obtained by double-clicking on the document embedded within the Application Form.
- Sections include:
 - Budget Cover Sheet
 - Budget – CEP
 - Travel
 - Equipment
 - Supplies
 - Contractual
 - Personnel and Fringe
 - Other Direct
 - Administrative



Application Form – Partnerships Table

- Applicants must provide a description of proposed partners and their contributions to the project.
- Partners include, but are not limited to, businesses, unions, training and education providers, industry associations, community-based organizations, and workforce development organizations.
- Signed letters of support from proposed partner organizations are encouraged.
- If partnering with an organization to support financial management of the grant or sub-granting to a partner organization, letters of support are **required**.
- Letters of support are not included in the page limitation.



Submitting the Application

- Applications must be received no later than 11:59 p.m. local time on **September 17, 2025**.
- Applications must be submitted electronically to the State of Maine Office of State Procurement Services at proposals@maine.gov.
- Application submissions must include the Applicant's completed **Application Form** (found in Part V of the RFA) and all required information and attachments as stated in the form.
- **A full list of application details and instructions can be found in the RFA.**

Application Evaluation and Selection

- An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFA.
- The evaluation team will use a consensus approach to evaluate and score all sections listed below:

Scoring Criteria	Points Available
Eligibility	Pass/Fail
Organization Qualifications and Experience	25
Proposed Project	35
Proposed Outcomes	15
Implementation – Work Plan	10
Budget	10
Partnerships Table	5
Total Points	100





Selection and Award

- Notification of conditional award selection or non-selection will be made in writing by the GEO.
- Issuance of this RFA in no way constitutes a commitment by the State 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 the Applicant.
- The GEO reserves the right to reject any and all applications or to make multiple awards.



Contract Administration & Conditions

- The awarded Applicants will be required to execute a State of Maine Service Contract with the appropriate riders as determined by the GEO.
- 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. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered.
- Following the award, a Contract Administrator from the GEO will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. GEO staff will be available after the award to consult with the awarded Applicants in the finalization of the contract.
- In providing services and performing under the contract, the awarded Applicant must act as an independent contractor and not as an agent of the State of Maine.





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Thank You

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