



**STATE OF MAINE REQUEST FOR PROPOSALS
RFA SUBMITTED QUESTIONS & ANSWERS SUMMARY**

RFA NUMBER AND TITLE:	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
PROPOSALS DUE TO:	Proposals@maine.gov

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

	RFA Section & Page Number	Question
1	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.	

	RFA Section & Page Number	Question
2	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.	

	RFA Section & Page Number	Question
3	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.	

	RFA Section & Page Number	Question
4	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.	

	RFA Section & Page Number	Question
5	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	

	RFA Section & Page Number	Question
6	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: <i>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.</i> The federal law does explicitly prohibit for profit grantees	