**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFA SUBMITTED QUESTIONS & ANSWERS SUMMARY and  
AMENDMENT # 1**

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| **RFP NUMBER AND TITLE:** | RFA 202403074 - Community Building Grant Funding Opportunity for Community Based Organizations |
| **RFP ISSUED BY:** | Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations |
| **AMENDMENT & Q&A SUMMARY ISSUED:** | May 24, 2024 |
| **APPLICATION DUE DATE:** | June 3, 2024 no later than 11: 59 p.m. local time |
| **APPLICATIONS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| **DESCRIPTION OF CHANGES IN RFP (if any):**  The Permanent Commission has increased the total volume of funding for this grant program by +$100,000 from $300,000 to $400,000. The Permanent Commission has made no changes to individual award volumes. Applicants may apply for a minimum of $25,000 and a maximum of $75,000 in funding to be used over their contract period. | |
| **REVISED LANGUAGE IN RFP (if any):**  **Part I.D. Awards – Change to first paragraph.**  The Permanent Commission anticipates making multiple awards as a result of this RFA process. The total grant funding for this program is ~~$300,000~~ $400,000. Applicants may apply for a minimum of $25,000 and a maximum of $75,000 in funding to be used over their contract period. The Department anticipates issuing awards for a contract period beginning as early as June 2024 and ending by December 2025. Contracts may not exceed 18 months or extend beyond December 2025. Contract periods may vary based on time required for the Permanent Commission to fully execute a contract with each awarded Applicant. All grants awarded are for one-time funding. Funds cannot be distributed before projects have begun. Selected providers will be asked to submit monthly or quarterly invoices on work completed and costs incurred. | |
| **All other provisions and clauses of the RFP remain unchanged.** | |

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

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| **1** | **RFA Section & Page Number** | **Question** |
| Part II.B.  Page 9 | Are park or city permit fees/site insurance allowable expenses? |
| **Answer** | |
| Fees for space reservation and insurance are considered eligible expenses under the Part II.B.5: “Material costs associated with the proposed project, such as space rentals, speaker or facilitator costs, and activity costs.” A park permit/ site insurance are costs associated with the proposed project. | |

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| **2** | **RFA Section & Page Number** | **Question** |
| Part II, Section B; page 8 | Uses not allowed includes this statement: “Duplicating or supplanting funding received from other federal or State resources;”  Our question is: We will be seeking a congressionally directed spending allocation for the building phase of our renovation and expansion project. We are considering a request to you for the planning phase of design and development for the project. Is this allowable? |
| **Answer** | |
| Bidders are not allowed to submit an application to this RFA for activities which they have already requested funding for by other federal or state resources. In this scenario, the Permanent Commission would be funding unique activities (Planning Phase) not funded by other state and federal sources. Please note, however, that this RFA is intended to “support CBOs in the development and implementation of a program or initiative that intentionally addresses at least one SDOH and builds stronger community connections in the process” (RFA Part I.A.). If additional, non-confirmed state or federal funding is integral to the proposed project’s ability to address a SDOH and build stronger community, then the project may lose points on the “Proposed Activities” application section as activities are less likely to achieve the RFA goal. | |

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| **3** | **RFA Section & Page Number** | **Question** |
|  | Can you confirm that funding is provided on a reimbursement basis, based on submitted invoices? |
| **Answer** | |
| The State of Maine only pays for work completed and services rendered based on submitted invoices. The State of Maine does not issue funding in advance. | |

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| **4** | **RFA Section & Page Number** | **Question** |
| Part I.A.  Page 4 | Does an application need to be for a new program, or can organizations apply for funding a program that they already run? |
| **Answer** | |
| Organizations can apply for funding for a program that already exists through this RFA. | |

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| **5** | **RFA Section & Page Number** | **Question** |
| Part II.B.  Page 9 | Can the grant funds be spent on physical infrastructure (for example, towards the purchase of a building for a community health center)? |
| **Answer** | |
| Physical infrastructure may be considered an eligible expense under the Part II.B.5: “Material costs associated with the proposed project.” The infrastructure must support your project plan by directly addressing a Social Determinant of Health and building stronger community connections. Final determination will be made upon evaluation of the submitted application. | |

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| **6** | **RFA Section & Page Number** | **Question** |
|  | Do we send the certificate of insurance or just type in that we have one? |
| **Answer** | |
| The Certificate of Insurance may be included in the section provided on page 3 of the Application Form. The Certificate of Insurance may alternatively be attached to the end of the Application form and appropriately labeled. To attach separately, we recommend adding a page at the end of the application form which includes your proof of insurance. We recommend inserting an image or using the pdf merge function to attach your proof of insurance to the application document. Do not include your certificate of insurance as a hyperlink to a separate webpage or document. | |

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| **7** | **RFA Section & Page Number** | **Question** |
| Section IV, Page 16 | Can we include an indirect fee in the budget? |
| **Answer** | |
| Yes. Pages 8 to 9 of the Application Form includes a budget template. This budget template has a line where you can include an indirect fee. | |

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| **8** | **RFA Section & Page Number** | **Question** |
| Terms/ Acronyms  Page 3 | Physical presence: does that mean a physical location or something else? |
| **Answer** | |
| The definition of a Community Based Organization includes the statement “A CBO has a physical presence in the community it serves.” In this context, the Permanent Commission understands a “physical presence” to mean an organization that: (a) has a building in the community it serves, such as an office space or other physical structure where people can gather, and/or (b) has employees/ volunteers/ other agents who operate within the community served, whereby organizations agents are physically among the community served on a regular basis. | |

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| **9** | **RFA Section & Page Number** | **Question** |
| Section IV, Page 16 | Regarding budget: Are we not using the state spreadsheet this time? |
| **Answer** | |
| The Permanent Commission has provided a budget template on pages 8 and 9 of the Application Form. We ask all organizations to use the provided budget template when providing budgetary information regarding their project. | |

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| **10** | **RFA Section & Page Number** | **Question** |
| Part 1.D.  Page 7 | Where can folks find and surface connections between organizations? Context: new person in the community trying to find connections to collaborate with. |
| **Answer** | |
| The Permanent Commission has not provided any additional materials to support organizations in identifying connections. | |

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| **11** | **RFA Section & Page Number** | **Question** |
|  | When will decisions be made? |
| **Answer** | |
| Notification of conditional award selection or non-selection will be made in writing by the Permanent Commission. There is no provided date upon which awards will be made, though the Permanent Commission will review all awards promptly after the end of the application period on June 3, 2024. | |

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| **13** | **RFA Section & Page Number** | **Question** |
| Part 1, C. Pg. 6 | Does the definition of a CBO include for-profit entities that serve the community they are based in or are CBO’s only to include non-profit organizations? |
| **Answer** | |
| The definition of a CBO does not specify any organizational status. All bidding organizations must display that they meet the definition of a CBO as provided in the Terms/ Acronyms section on page 3 of the RFA, which is as follows: “An organization driven by and accountable to the community and/or population that it serves. A CBO has a physical presence in the community it serves and has clear processes to include community perspectives in determining the priority issues it addresses and the solutions pursued.” | |

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| **14** | **RFA Section & Page Number** | **Question** |
|  | If for-profits are ineligible to apply on their own, can they apply with a non-profit fiscal sponsor? |
| **Answer** | |
| Applicants may apply as:  1. One (1) organization representing itself; or  2. One (1) organization, as the lead, with additional entities as partners that are subcontractors to the lead organization. | |