

STATE OF MAINE
Governor's Office of Policy Innovation and the Future



RFA# 202111178

**Community Resilience Partnership
Community Action Grant**

RFA Coordinator	<p>All communication regarding the RFA <u>must</u> be made through the RFA Coordinator identified below.</p> <p>Name: Brian Ambrette Title: Senior Climate Resilience Coordinator Contact Information: brian.ambrette@maine.gov</p>
Informational Meeting	<p>Date: Tuesday, December 14, 2021 Time: 11:00 a.m., local time Location: https://mainestate.zoom.us/meeting/register/tZYrfuurrTorEtbzvPaPRPpPZJW9fKyWRZYK</p>
Submitted Questions	<p>All questions must be submitted, by e-mail, to the RFA Coordinator no later than January 18, 2022 at 11:59 pm and must include “RFA# 202111178 Questions” in the subject line of the e-mail.</p>
Application Submission Period	<p><i>Applications <u>must</u> be received by the Division of Procurement Services by:</i> Initial Submission Deadline: March 22, 2022, no later than 11:59 p.m., local time. Applications must be submitted electronically to the Division of Procurement Services at proposals@maine.gov and must include “RFA# 202111178 Application Submission” in the subject line of the e-mail.</p>

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RFA TERMS/ACRONYMS with DEFINITIONS

The following terms and acronyms, as referenced in the RFA, shall have the meanings indicated below:

Term/Acronym	Definition
Department	Governor’s Office of Policy Innovation and the Future
RFA	Request for Application
State	State of Maine
Service Provider Grant	Grant to a service provider to provide assistance to a group of communities in Maine to prepare for and enroll in the Community Resilience Partnership and then to apply for grant funds to implement priority climate and energy projects. Please see RFA 202111181 – Service Provider Grants for more information.
Group	Two (2) to five (5) communities submitting an application for grant funding together.
Community Action Grant	Upon enrollment in the Community Resilience Partnership, Municipalities and Tribal Governments are eligible for Community Action Grants for projects that reduce energy use and costs, transition to clean energy, and make communities in Maine more resilient to climate change.

Community Resilience Partnership Community Action Grant

Details and Instructions

A. Application Purpose and Background

The Governor's Office of Policy Innovation and the Future (Department) is seeking applications for Community Action Grants as defined in this Request for Application (RFA) document. This document provides the Application to be used for submittal, instructions for submitting applications, the procedure and criteria by which the awarded Applicants will be selected.

The Community Resilience Partnership provides grants and assistance to municipalities and Tribal Governments for projects that reduce energy use and costs, transition to clean energy, and make communities in Maine more resilient to climate change.

Municipalities and Tribal Governments – those that have already taken significant climate action as well as those considering their early steps – are eligible for Community Action Grants upon completion of [program enrollment](#).

There are two types of Community Action Grants:

- 1) No-match grants to support implementation of one or more activities listed in the List of Community Actions available [here](#) that are aligned with the state climate action plan, [Maine Won't Wait](#).
- 2) Grants to support other community-defined climate and energy implementation priorities.

Communities that would like assistance completing enrollment activities and applying for Community Action Grants are encouraged to partner with [Service Provider Organizations](#). [RFA 202111181 – Service Provider Grants](#) is available to support this assistance to communities.

B. General Provisions

1. From the time this RFA is issued until award notification is made, all contact with the State regarding this RFA must be made through the RFA Coordinator identified on the cover page of this RFA. No other person/State employee is empowered to make binding statements regarding this RFA. Violation of this provision may lead to disqualification from the application process, at the State's discretion.
 2. The Applicant shall take careful note that in evaluating its application submitted in response to this RFA the Department will consider materials provided in the application and internal Departmental information of previous contract history, if any, with the Applicant. The Department also reserves the right to consider other reliable references and publicly available information in evaluating the Applicant's experience and capabilities.
 3. All submissions in response to this RFA will be public records, available for public
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inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](#) et seq.).

4. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Applicant's responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Eligibility to Submit Applications

There are two eligible groups of applicants for the Community Action Grant:

- 1) All Maine municipalities and federally recognized Tribal Governments who are enrolled in the [Community Resilience Partnership](#). Applicants may apply to the Community Partnership simultaneously with submitting their grant application.
- 2) Enrolled municipalities and federally recognized Tribal Governments may apply in groups of two (2) to five (5) communities.
 - a. Service Providers may apply on behalf of community groups only for actions listed in the List of Community Actions available [here](#); letters of support must be provided from each community in the proposed group.

D. Number of Awards

The Department anticipates making multiple awards as a result of the RFA process.

Funding for this program is provided in the state biennial budget. For this round of Community Action Grant applications, up to \$1,050,000 has been allocated.

Individual Maine municipalities and federally recognized Tribal Governments are eligible for a minimum award of \$5,000 and a maximum award of \$50,000. Groups of communities are eligible for awards of up to \$100,000.

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 15 calendar days of receipt of notification of conditional contract award.

E. Contract Terms

Contract terms will be up to two (2) years, as determined by the Applicant's proposal.

F. Biannual Application Submittals

This RFA offers a biannual application submittal process, pending available funds. A new application will be released and available to applicants twice each year at [Division of Procurement Services Grants RFPs and RFAs website](#). Applications will be accepted from any and all applicants per the details provided on the RFA cover page each year this RFA is active.

Community Resilience Partnership Community Action Grant

Activities and Requirements

A. Types of grants

There are two types of Community Action Grants:

- 1) No-match grants to support implementation of one or more activities in the List of Community Actions available [here](#) that are aligned with the state’s climate action plan, [Maine Won’t Wait](#).
- 2) Grants to support other community-defined climate and energy implementation priorities.

The source of funding for these grants is the state budget so applicants are strongly encouraged to utilize Community Action Grants as match to leverage federal grant funds. Community Action Grants may also be used to close project funding gaps for other state funding programs.

There is no local cost share for Climate Action Grants that implement activities from the List of Community Actions available [here](#).

A cost share will apply for Climate Action Grants that implement other community climate and energy priorities (i.e., activities not listed in the List of Community Actions). The cost-share is structured in a tiered approach.

Tier	Description	Cost-share for activities <u>not</u> listed in the Community Action Inventory
Tier 1	Communities with populations less than 4,000	10%
Tier 2	Communities with EITHER populations between 4,000 and 10,000 OR tax assessment less than \$25 million (according to State Revenue Sharing data).	10%
Tier 3	Communities with populations greater than 10,000 AND tax assessment greater than \$25 million (according to State Revenue Sharing data)	20%

All funded projects will be required to provide quarterly updates until the project is completed, as well as project deliverables and a brief project case study that communicates lessons learned.

B. Application Components

A complete and scoreable application for funding will include the following components. Specific descriptions of each component are included in the application.

1. General Information

Applicants must complete the following documents as part of their application.

- Application Cover Page & General Assurances
- Debarment, Performance and Non-Collusion Certification
- **Eligibility**

There are two eligible groups of Applicants for the Community Action Grant:

- 1) All Maine municipalities and federally recognized Tribal Governments who are enrolled in the Community Resilience Partnership. Applicants may apply to the Partnership simultaneously with submitting their grant application.
- 2) Enrolled municipalities and federally recognized Tribal Governments may apply in groups of two (2) to five (5) communities.
 - a. Service Providers may apply on behalf of community groups only for actions listed in the inventory; letters of support must be provided from each community in the proposed group.

2. Maine Won't Wait Strategy and Action(s)

For no-match implementation grants from the List of Community Actions (available [here](#)), the Applicant must identify the [Maine Won't Wait](#) strategy and action(s) that the project seeks to implement.

For grants to support other community-defined climate priorities, Applicants must describe the project and how it meets the goals of [Maine Won't Wait](#), and must complete the cost-share table in the budget worksheet.

3. Scope of Work

- Project Description
- Need for the Project
- Approach to community engagement
- Equity considerations

Maine's climate response must ensure shared benefits across diverse populations of Maine people. Applicants should include robust community engagement in their action grant proposals, for example inclusive planning processes so that diverse community voices are able to participate. Climate change impacts will create the greatest hardships for already marginalized communities, and Maine must identify and promote solutions to help the people most vulnerable to climate impacts. Applicants should consider the potential benefits of their proposed climate action

projects and, if applicable describe how the project distributes those benefits equitably.

4. Budget Proposal

Applicants shall provide a Budget Narrative and Budget Form detailing the cost of the grant and where specific funds will be allocated.

For grants to support other community-defined climate priorities not listed in the List of Community Actions (available [here](#)), Applicants must complete the cost-share table in the budget worksheet.

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Key Process Events

A. Informational Meetings

The Department will sponsor an Informational Meeting concerning the RFA via Zoom on December 14, 2021 from 11:00 am -12:00 p.m. You can join the meeting by clicking the following link: <https://mainestate.zoom.us/meeting/register/tZYrfuurrTorEtbzvPaPRPpPZJW9fKyWRZYK>

The purpose of the Informational Meeting is to answer and/or field questions, clarify for potential Applicants any aspect of the RFA requirements that may be necessary and provide supplemental information to assist potential Applicants in submitting responses to the RFA. Although attendance at the Informational Meeting is not mandatory, it is strongly encouraged that interested Applicants attend.

B. Submitting Questions about the Request for Applications

Any questions must be submitted by e-mail and received by the RFA Coordinator identified on the cover page of this RFA, as soon as possible but no later than the date and time specified on the RFA cover page. Submitted Questions must include the subject line: "RFA# 202111178 Questions". The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

Question & Answer Summary: Responses to all questions will be compiled in writing and posted on the Division of Procurement Services [Grant RFPs and RFAs](#) website. 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.

C. Amendments to the Request for Applications

All amendments (if any) released in regard to this Request for Applications will be posted on the Division of Procurement Services [Grant RFPs and RFAs](#) website. It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

D. Submitting an Application

- 1. Applications Due:** Applications must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFA. E-mails containing original application submissions, or any additional or revised application files, received after the 11:59 p.m. deadline will be rejected without exception.

If the need arises, the Department may reopen this RFA.

- 2. Submission Instructions:** Applications are to be submitted electronically to the RFA # 202111178

State of Maine Division of Procurement services, via e-mail, to proposals@maine.gov.

- a. Only applications received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
- b. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail applications that have the actual requested files attached will be accepted.
- c. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organizations Information Technology team to ensure your security settings will not encrypt your proposal submission.
- d. File size limits are 25MB per e-mail. Applicants may submit files across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
- e. Applicants are to insert the following into the subject line of their e-mail submission: **“RFA# 202111178 Application Submission – [Applicant’s Name]”**.
- f. Applications are to be submitted as a single, typed, PDF or Word file and contain the completed application form and all relevant attachments.

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Application Evaluation and Selection

Scoring Weights and Process

Scoring Criteria	Points Available
Criteria 1: General Information/Eligibility	Pass/Fail
Criteria 2: Maine Won't Wait Strategy and action	20 points
Criteria 4: Scope of Work <ul style="list-style-type: none">• Project Description• Need for the Project• Approach to Community Engagement• Equity considerations	60 points (15 points each)
Criteria 5: Budget Proposal	20 points
Total Points	100 points