

**State of Maine
 Permanent Commission on the Status of
 Racial, Indigenous, and tribal Populations
 RFA# 202403074
Community Building Grant Funding Opportunity
for Community Based Organizations**

APPLICATION COVER PAGE

Applicant's Organization Name:			
Chief Executive - Name/Title:			
Tel:		E-mail:	
Headquarters Street Address:			
Headquarters City/State/Zip:			
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Application - Name/Title:			
Tel:		E-mail:	
Street Address:			
City/State/Zip:			

- This Application and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant's Application.
- No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an Application.
- The above-named organization is the legal entity entering into the resulting contract with the Department should they be awarded the contract.
- The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

To the best of my knowledge, all information provided in the enclosed application, both programmatic and financial, is complete and accurate at the time of submission.

Name (Print):	Title:
Authorized Signature:	Date:

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DEBARMENT, PERFORMANCE, and NON-COLLUSION CERTIFICATION

Vendor's Organization Name:	
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By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this application:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the application for this contract been convicted of or had a civil judgment rendered against them for:

 - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
 - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.**
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
- d. Have not within a three (3) year period preceding this application had one or more federal, state, or local government transactions terminated for cause or default.*
- e. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this application is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

Name (Print):	Title:
Authorized Signature:	Date:

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Litigation

Applicants must include a list of all current litigation in which the Applicant is named and a list of all closed cases that have closed within the past five (5) years in which the Applicant paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome. If the Applicant has no relevant litigation information (as described above) to share, then please put "N/A".

Certificate of Insurance

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

The Certificate of Insurance may be included below or may be attached to the application separately and appropriately labeled.

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Section I - Eligibility	
<p>Instructions: Applicants must demonstrate that they meet the eligibility requirements stated in Part I of the RFA. To do so, please enter your responses to the following two prompts below. Responses should be in narrative format. Please do not exceed the designated word count at the bottom of each prompt. This section is graded Pass/ Fail.</p>	
Prompt:	Response:
<p>Describe the community the organization serves, with as much specificity as possible.</p> <p>Examples of relevant demographics include race, ethnicity, tribal membership, gender, geography by Maine county, and age range. Word Count: 150 words max.</p>	
<p>Describe how the organization meets the definition of a “community-based organization.”</p> <p>A Community Based Organization is defined as: “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.” Word Count: 250 words max.</p>	

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Section II - Proposed Activities	
<p>Instructions: Applicants must share their proposed activities with the Permanent Commission. To do so, please enter your responses to the following prompts below. Responses should be in narrative format and may include bulleted sections. Please do not exceed the designated word count at the bottom of each prompt. There are 40 points out of 100 allocated to this section.</p>	
Prompt:	Response:
<p>Provide an overall description of the project, including specific project goals, activities that will be undertaken to meet those goals, and a clear connection between the project and the Permanent Commission's mission.</p> <p>The Permanent Commission's mission is laid out in 5 MRSA §25001. Word Count: 500 words max.</p>	
<p>Provide an explanation of how the project goals and activities connect with at least one SDOH factor and support an increase in community connections.</p> <p>Word count: 250 words max.</p>	
<p>Provide an explanation of which communities will be targeted in outreach for inclusion in activities, including specific efforts that may be made to increase engagement by individuals who may experience additional barriers.</p> <p>Word count: 250 words max.</p>	

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<p>Provide an evaluation plan that demonstrates how the organization plans to measure and report on whether the planned activities met the goals.</p> <p>Word count: 300 words max.</p>	
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Section III - Applicant Experience

Instructions: Applicants must share with the Permanent Commission their experience relevant to the proposed activities. To do so, please enter your responses to the following prompts below. Responses should be in narrative format and may include bulleted sections. Please do not exceed the designated word count at the bottom of each prompt. There are 20 points out of 100 allocated to this section.

Prompt:	Response:
<p>Provide an explanation about how the organization is qualified and suited to undertake this project, including providing a brief summary of up to three examples of community building activities.</p> <p>Word count: 500 words max.</p>	
<p>List any partner organizations involved in this application. Explain the role and experience of any partner organizations.</p> <p>Word count: 200 words max per partner organization.</p>	

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Section IV - Project Plan	
<p>Instructions: Applicants must share with the Permanent Commission their project plan designed to achieve their proposed activities. To do so, please enter your responses to the following prompts below. Responses should be in narrative and/or bulleted format. Please do not exceed the designated word count at the bottom of each prompt. There are 20 points out of 100 allocated to this section.</p>	
Prompt:	Response:
<p>Provide a list of proposed activities with timelines (to the extent these can be estimated).</p> <p>Word Count: 400 words max.</p>	
<p>Identify any unknowns or dependencies in the project plan above.</p> <p>Word Count: 250 words max.</p>	
<p>Identify a core project team and describe their roles and responsibilities as it relates to the project. As part of this prompt, please also provide an organizational chart and indicate project team members in that chart. If new positions will be created for this project, please include them as well.</p> <p>An organizational chart may be attached to the application separately and appropriately labeled. Word Count: 200 words max.</p>	

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Section V - Budget		
<p>Instructions: Applicants must share with the Permanent Commission their project budget designed to achieve their proposed activities and project plan. To do so, please enter your budget into the chart below. You may edit the chart below as needed to share your budget completely. We are looking for a clear budget that meets the scoring criteria articulated in Part 3 Section C of the RFA document. Do not exceed 50 words per "explanation of expense." There are 20 points out of 100 allocated to this section.</p>		
Proposed Budget		
Budget Category	Amount Requested	Explanation of Expense <i>(Delete the notes below after reading and include the Applicant's response.)</i>
Personnel (salary and benefits)		NOTE: We recommend including estimated hours and hourly rates for personnel working on this project. Feel free to add additional lines here as needed to help you articulate personnel costs.
Professional Development, Project Related		NOTE: Include any personnel professional development costs related to planning and execution of this proposed project. Delete this line if you do not anticipate any professional development for personnel related to the project proposal.
Contracted services		NOTE: Include any costs associated with any contracted services. These can be estimates. Delete this line if you do not anticipate contracting related to your project proposal.
Project Communications		NOTE: Include any communications costs associated with your proposed project.
Targeted Community Member Engagement		NOTE: Include any costs associated with reducing barriers for community member participation in the proposed project.
Project materials and supplies		NOTE: Include material and supply costs associated with the proposed project. Provide as much detail as possible. Remember, for this and the sections above, you can add additional budget lines as needed to help you articulate costs.
Other (specify)		NOTE: Use this line to articulate additional budget categories. You may add additional lines as needed. Please delete unneeded/ blank lines.

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Indirect Costs (Can be listed as % of overall project cost)		
TOTAL REQUEST:		