

Q/A from the Maine Transition Network RFP on 8/29/09

1. **Are you putting the power point on line?** Yes, if it is not already up it will be there by the end of today
2. **Do you need to have been at the bidder's conference in order to submit your application?** No, initially we thought that this would need to be a requirement however each of the regional coordinators from across the state were there, and if you work collaboratively with them, then we will accept your application as long as it is in on or before October 16 the traditional deadline.
3. **Collaborating and sharing with other school systems, is that a possibility?** Yes, especially for rural schools where sharing is essential to meet the minimum amount of students to be involved in the project. Sharing and collaborating can be done in several ways. When submitting your application please make sure it is clear how you are planning on working together. Each school system, if under the direction of different superintendant and school committee should submit their own application.
 - a. *You may choose to hire one full time half year member and have that member split their time between schools. Remember additional mileage for between school travel should be noted and paid for by the districts. In the case where the member has two sites and does not have to travel during the day from one site to another, and is assigned two offices, then the member does not need to receive mileage for this. However it is a recommendation to at minimum give a gas stipend to assist with this expense. (in this case Maine State Labor Law will be followed)*
 - b. *You may each hire your own AmeriCorps member for a reduced amount of time. For example each school would have a member work 450 hours vs. the 900. The length of the day would need to be shortened, because important things are needed to be done in May. You also need to realize that if you do it this way, the AmeriCorps members will not qualify for the same amount of education award, health insurance, or living stipend and this may make it more difficult to recruit a good solid candidate.*
 - c. *I would not recommend splitting the AmeriCorps member between more than two sites*
4. **What will the AmeriCorps member be doing throughout July?** The AmeriCorps member has to put in 900 hours in order to receive the full AmeriCorps award. We have giving the member 6 months to complete

- this, but we estimate that most members will conclude their 900 hours by the end of June. If a member needs additional time during July we suggest that they work with the local special education director about summer school programming or the local Vocational Rehabilitation Counselor to see if there is any work being done with any of the original 15 students that participated in the project during the spring semester.
5. **Who carries the liability on the AmeriCorps Member?** The MTN does. We will pay the cost of living stipend, and pay the taxes associated with this. We are responsible for workers compensation, insurance and the child care stipend.
 6. **How do you recruit members?** The MTN has already started to work with many colleges and universities throughout Maine on having students who are in their last semester, do their internships in collaboration with this AmeriCorps project. The MTN will also post in CareerCenters, with the Department of Labor, and with jobsinme.com, we encourage local school systems to also do local recruiting as this one of the best ways to get someone that you know and trust
 7. **What money do you suggest to pay for the cash match?** We suggest using your local entitlement, or your stimulus money. We also encourage you to work with your local VR counselor to be able to both benefits from a relatively small financial obligation.
 8. I am very interested in the AmeriCorps grant for my school but at this point in time I am unsure if we have the full cash match. What do I do?
A. We suggest that you complete the RFP with the amount of money that you CAN commit to and submit your application in on time. We also suggest that you contact the grant Program Coordinator at mlyce@mainetransition.org
 9. How many schools can participate with one 900 hour member (can it be broken down to many schools each using 100 hours)? **A. No, this would water down the project too much and the results would not be very effective. We will allow for two schools to share one 900 hour member in a variety of ways. The lowest amount of hours a member can serve is 300 hours.**
 10. Can schools express interest to do this for the next round? **A: Yes, this is the best way to ensure you will have the money for the 2010-2011 school year.**

11. Just to be clear. The letter of support comes from my superintendent, but what are memorandums of understanding? **Any other agreement that you may have with another entity that will be providing part of the services. If your school will be doing the entire program than you are all set.**