

Alaska Temporary Assistance Program – Work Services Request for Proposal (RFP)

Response to Written Inquiries

09/01/2026

- 1. Is the supportive services allocation determined by the Division and communicated to the awarded agency after award, or should applicants propose a supportive services amount as part of the Year 1 budget submission?**

The applicant proposes their budget.

- 2. If applicants are expected to propose an amount, is there a recommended methodology (e.g., historical caseload data, per-client average) for calculating it?**

Please propose the budget breakdown that best meets your assessment of the community needs. Historically, Work Services providers have used approximately 60% of their budget on Operations, 30% on Supportive Services and 10% on Job Development placements (on the Job Training and Job Start placements).

- 3. Is the supportive services allocation separate from, or included within, the service-area budget caps listed in Section 1.06 (e.g., the \$1,342,165.70 cap for the Matanuska-Susitna Valley application group)?**

Yes, the supportive services allocation is included in the service area budget listed in section 1.06.

- 4. Amendment 1 states that applicants must select a single application group to indicate which geographic region their proposal aligns with, and Section 1.06 establishes separate funding ceilings per service area. Please confirm that an applicant intending to apply for multiple service areas (e.g., both the Municipality of Anchorage and the Matanuska-Susitna Valley) must submit a fully separate proposal — including separate narrative responses and budget — for each service area.**

Correct. A proposal must be submitted for each service area for which the provider is submitting a proposal.

- 5. Will proposals be evaluated independently by service area, even when submitted by the same organization?**

Yes – each proposal will be evaluated independently by service area according to the application group selected by the Agency.

- 6. If the actual caseload differs significantly from DPA's estimate, will grant funding or required staffing levels be adjusted?**

Potentially at the beginning of an option year, however not during Year 1.

- 7. Will any portion of the FY27–FY29 grant remain tied to performance? If so, what measures, payment methodology, benchmarks, and potential penalties will apply?**

There is no budget portion tied to performance. Rather the continuation of the grant will be dependent on performance.

- 8. How will existing cases be transferred from DPA or the current provider to the selected grantee, and will there be a transition period?**

There will be a transition period of up to 60 days if needed.

- 9. Must the grantee maintain a staffed, full-time physical office within the service area, or may services be provided through a combination of local office hours, community-based appointments, and virtual services?**

The caseload may be managed from any Alaskan community.

10. What services may be delivered remotely, and are there minimum requirements for in-person availability, office hours, or geographic coverage?

Penalty resolution visits prior to increasing penalties must be in person. If services are proposed to be delivered remotely, please include in your proposal how you will maintain internal quality assurance for those services, and how you will provide service to any clients who request in-person services.

11. Must all proposed staff be identified at submission, or may the proposal include positions that will be recruited after award?

If positions are not filled at the time of the proposal submission, include your position description, timeline to recruit, hire and train those positions.

12. Which positions require DPA review or approval, and must résumés be included for every proposed staff member?

A resume should be submitted for key positions that provide influence over grant administration and operational decisions.

13. Do the WSPM minimum qualifications apply only to WSSs and Leads, or also to directors, job developers, trainers, and other project staff?

The WSPM says that Work Services providers will describe their hiring practices including the minimum qualifications for each position in Work Services in their internal procedure manuals.

14. May Anchorage-based leadership, QA, fiscal, administrative, and CfWE staff support the Mat-Su grant when direct client services are locally available?

Yes.

15. May staff or shared organizational costs be allocated between Anchorage and Mat-Su? If so, what allocation method does DPA expect?

Staff or shared organizational costs allocated between multiple areas should be defined in the proposal.

16. Is there a prescribed timeline for hiring and training staff following an award?

No. Please submit your timeline in your proposal as requested in the RFP.

17. Will the selected grantee receive timely access to CMS, Inpriva DSM, Mobius View, DPA Secure Portal, Caseload reports, and other systems needed to begin services?

System access requests will be processed as quickly as possible.