

**ATTACHMENT B**  
**FY25 Statewide Opioid Settlement Grants Program Request for Proposals**  
**Pre-proposal Teleconference: May 1, 2024 @ 3 PM-4 PM**  
**Deadline for Written Inquiries: May 6, 2024, BY 4 PM**  
**Deadline for Proposals: May 15, 2024**

Thank you to everyone who attended the pre-proposal teleconference. My name is Amy Burke, the section chief of the Department of Health's Grants and Contracts. I would like to introduce everyone on the call with me for the Department of Health; Lindsey Kato, Director of the Division of Public Health, and Cheley Grigsby, Division Operations Manager of the Division of Public Health.

Please be mindful of the deadlines for this RFP. It is key to get your proposal submitted well before the 3:59 PM deadline so GEMS run through a series of validation checks on your application. I want to go over a few items about GEMS first and then I will turn it over to the Division staff.

**GEMS Overview:** GEMS stands for Grants Electronic Management System. It is a management tool for our service providers/grantees, as well as a tool for applicants.

Once on the GEMS portal webpage, all members of the public can view posted Request for Proposals or Request for Letters by clicking on the Solicitations tab located in the upper left corner under the State of Alaska seal. To fully utilize the site, you must have a GEMS account and a myAlaska account to authenticate your identity.

If an agency has an active grant or has had a grant with DHSS/ DFCS or DOH in recent years, **registration may not be necessary**. Please contact your Agency Power User, me, or Grants Manager Alyssa Hobbs to confirm if your agency and contact information already exists in GEMS. Creating duplicate agencies or contacts may cause errors within the system.

Agency Power Users must log in to assign permissions and invite other agency users into GEMS. This must be done for agency staff to write and apply for solicitations on behalf of the agency and to see continuations. Once permissions have been assigned, users must login using their myAlaska account to authenticate their identity.

Please see the GEMS training section of the portal webpage to find helpful training videos regarding the system and its usage as well as access the Desk Manual in the Documents tab.

<https://gems.dhss.alaska.gov/>

If you need any assistance with GEMS, please contact me directly at Amy.Burke@alaska.gov, or (907) 465-1624.

**Take notice that this RFP has 8 different application groups, 7 for the established Alaska Public Health regions and one for a Statewide grantee. Please apply to your region or you may be deemed non-responsive if you are not proposing to provide services in that region.**

Director Kato shared the following information:

We are excited to finally make this funding available in the amount of \$3.3 million dollars annually over

the next three years. We will be funding 8 application groups, 21 regional grantees and one statewide grantee. We purposely left this opportunity very broad to really meet communities where they are at. Instead of the State telling you what is best for your community, we want you to tell us what you need in your community and how we can support you in this funding.

**Questions and Answers from written questions and the pre-proposal teleconference:**

**Question 1:** On page 5 it states: “This funding cannot be used to backfill existing efforts”. Can you define that term? Does this mean we cannot use an existing staff person on this grant, and perhaps fund a portion of salary?

As this is for a new grant period, we would not be using the grant to pay for efforts already completed with other funds. Could you please explain what the authors of the RFP intended to avoid?

**Answer 1:** You can certainly use an existing staff, but that staff will have to be dedicated to this new grant program FT or partially, at least 0.25FTE per the RFP. This grant would fund that partial salary as long as they are partially focused on this new grant program/opportunity in your agency. We will not pay for existing services/programs but can certainly fund existing staff to support this program. We will not pay for existing services, but if your agency is expanding on those existing services, say to allow more clients, a new region, we can support that. We can support new efforts, or the expansion of existing efforts, but we cannot supplant current funds.

**Question 2:** I have two questions regarding the Statewide Opioid Settlement Grant solicitation:

1) Section 3.01 Eligibility indicates “nonprofit organizations” are eligible to apply without an indication of the qualifying exempt status; Section 4.02 Other Technical Requirements lists under “Evaluation/Review Criteria” item “b” that the applicant’s “current 501(c)(3) status” will be confirmed. Does this RFP then exclude a 501(c)(6) from applying as the Statewide Grantee? If it does, may a 501(c)(3) apply and subcontract with a 501(c)(6) to provide strategies and activities as allowed under Attachment A?

2) Section 2.04 Support/Coordination indicates in item 2 that the CEO and a “division or department head in which the program will reside” must also sign; for an applying nonprofit, does this mean a Board President/Chair would sign to meet this requirement, for example, or is there a different interpretation for who this person must be?

**Answer 2:** 1) Per our grant regulations 7 AAC 78 and AS 10.20, a 501(c)(6) is an eligible non-profit organization. Per our criteria, to be an eligible applicant, an agency can have either a state non-profit status, or a federal non-profit status, or some have both. It is not our intention in this RFP to have, say for example an eligible non-profit act as a fiscal agent and subcontract ALL statewide activities to a for profit or other ineligible entity. We do expect some parts of the services subcontracted out but not all.

- (26) "nonprofit organization" means an
- (A) organization that is organized as
- (i) a nonprofit corporation under AS 10.20;
  - (ii) a religious corporation under AS 10.40; or
  - (iii) an entity that is substantially similar to one described in (i) or (ii) of this subparagraph, and that is not organized for profit under the laws of another state; or
- (B) an entity that has been granted tax exempt status by the United States Internal Revenue Service under 26 U.S.C. 501(c)(3);
- (27) repealed 10/16/2012;

2) This depends entirely on how your organization is set up. It is not our intention to dictate how your organization is organized by this requirement. If your agency doesn't have a division or dept. head, then a CEO is sufficient. If, internally, you are required to get approvals and acknowledgements from your Board, then that would be sufficient to have the Board President or Chair sign the letter as well. Our goal with this criterion is to make sure not only the person applying for this grant understands the requirements but are supported by agency leadership, whomever that may be. It might just be a certain supervisory position rather than a division of dept. head.

**Question 3:** I am writing to request clarification regarding the allowable charges for this grant. In the context of the native culture we serve, communal gatherings often involve the customary provision of food, particularly when bringing together large groups. Therefore, I am seeking confirmation on whether expenses related to providing food at such events are considered allowable charges within this grant.

**Answer 3:** Please see the Budget Guidelines in the Documents tab of GEMS. It is referenced in section 1.06 of the RFP.

**Question 4:** I am preparing to respond to the Statewide Opioid Settlement Grant and am requesting some clarification.

What positions of our project will need to participate in the following required activities for this funding, Admin such as grants manager that will be doing reporting or Clinical position involved in the project activities?

Attend monthly meetings with the DPH grant program manager  
Attend other required trainings  
Attend Quarterly All-Grantee calls  
Participate in the annual in-person grantee meetings

**Answer 4:** It is expected that the 0.25FTE will do those tasks. The minimum FTE is for the reporting and engagement requirements, if your agency has more staff that is required to run the program, you can use the funding for more than .25 FTE. The Division of Public Health cannot really say it should be a more clinical person because we are not sure what the project is and some of the projects might not be clinical in nature. If your agency has a clinical person that you are paying for or is part of the program

work, they will be welcome to participate in any of the collaboration activities, we are just requiring that someone from the project be committed to those things. For example, we are I'm totally fine if they you a .15 for your admin person and .10 for a clinical person, you can determine who does what and when — just those duties outlined should be covered.

**Question 5:** I wanted to confirm that an organization can apply for both a regional and the statewide grant. However, if they are selected for the statewide grant, they cannot also have a regional grant. Is this correct? If that is correct, who makes that decision – if both applications are strong and supported, are we given the option of which one we want or is there a different process?

**Answer 5:** That is correct, an agency can apply to both application groups but if awarded in one regional group, they cannot have an award in the Statewide application group. The decision of award is based on Proposal Evaluation Committee members scores, discussion, and the Program Manager' overall knowledge of the funding needs, per section 3.06 of the RFP. There is no subsequent discussion with applicants once proposals are submitted. Preference should be stated in the proposal.

**Question 6:** Can an agency apply to multiple regions and get awarded in multiple regions if they plan to work within those multiple regions?

**Answer 6:** We will not stop you from applying to different regions. It may be possible but not guaranteed that you will receive an award in multiple regions. It will depend on several factors such as the proposal itself, available funding, community support, the number of proposals received in the regions as well as the PEC's review and decisions.

**Question 7:** For the 0.25FTE, does that need to be charged to the grant or can that be covered by in-kind? Does it have to be on the grant budget?

**Answer 7:** Yes, the minimum FTE needs to be indicated in the grant budget. It can certainly be paid via in-kind, and reference it in the proposal as well. You can include that in the Additional Match column on your grant budget.

**Questions 8:** Is match required?

**Answer 8:** Match is not listed in section 1.06 of the RFP, and therefore not required. If you do have other fund sources or in-kind to support your program, you can certainly add that to your budget in the Additional Match column on the grant budget.

**Question 9:** As a relatively new grantee, we historically do not receive state and federal grants, is there a requirement for an audit would not be applicable, I just want to confirm, and if there is anything required in lieu of that?

**Answer 9:** Per section 2.03, if your agency meets the state and federal thresholds, an audit will be required. If you haven't received state or federal funding in the past, then you are subject to have a fiscal audit per our grant regulations 7 AAC 78.230.

**Question 10:** In regard to the 0.25 FTE, some of the tasks seem administrative and reporting, but you also list the annual meeting and training in that, we are looking at using the money for a therapist position but also using the money for administrative and supervisory pieces being taken on by someone

who is already on salary. Do we know if it matters who attends the training, does it matter? Is it more important for the provider versus the supervisory person? Or will it be flexible?

**Answer 10:** Yes, it will be flexible, in terms of the opportunity that we provide for our grantees, we will accept that the 0.25 FTE or someone from the agency program will attend the grantee meeting and participate in the training but if there are additional people who want to participate in any of the trainings or learning activities that apply to their work, we are going to be very flexible.

**Question 11:** During the conference call, the question was asked if an applicant could apply to two regions and if so, could that applicant be awarded for both regions. It was expressed to submit a question regarding that, as there needed to be some more consideration. Do you have an answer on whether or not an applicant can be awarded for two regions?

When applying for a region, in order to be eligible, does the applicant have to have a physical office location within that region?

**Answer 11:** See answer to question 6. It is possible to apply in multiple regions but doesn't guarantee multiple awards. Having a physical office in the region is preferable but not necessary, again this will be considered at the time of the PEC.