State of Alaska
Department of Health and Social Services
Division of Senior and Disabilities Services

Request for Proposals
Traumatic and Acquired Brain Injury
For FY2025 Through FY2027

Grants and Contracts

NOTICE: Proposals will ONLY be accepted through GEMS. Applicants are responsible for reviewing the GEMS homepage at https://gems.dhss.alaska.gov/ for details regarding agency registration and availability of technical assistance. Log into GEMS through myAlaska, https://my.alaska.gov/Welcome.aspx to begin the application process. Once you are logged into GEMS, guidance and instruction are available in the Documents tab and from the film strip icon. Applicants are responsible for monitoring GEMS or the State Online Public Notices site for any changes or amendments that may be issued regarding this solicitation.

Relay Alaska provides assisted communication services at 711 or 1-800-770-8973 from a TTY phone, and at 1-800-770-8255 from a voice phone.

CONTACT PERSON: Anna Ramirez, Grants Administrator
PHONE: (907)465-5079
E-MAIL: anna.ramirez@alaska.gov

PROPOSAL DUE DATE: May 6, 2024, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: April 26, 2024, 3:59 PM
PROJECT PERIOD BEGINS: July 1, 2024

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Application Groups

Application Group Name	Description
TABI Part B: Supplemental Services	
TABI Part A: Resource Facilitation & Peer Support	

Amendments

Amendment 1 Summary of Pre-Proposal Teleconference & Written Inquiries **Posted: 4/5/2024**

Explanation

This amendment serves to provide a summary of the pre-proposal teleconference held on April 1, 2024 and responses to written inquiries received through April 4, 2024. Please refer to the attachment titled, "FY25-FY27 TABI RFP Summary of Pre-Proposal Teleconference & Responses to Written Inquiries" in the Attachment section of the RFP.

Additional Information

Amendment 1 serves to provide a summary of the pre-proposal teleconference and the responses to written inquiries.

Amendment 2 Proposal Deadline Extension **Posted: 4/16/2024**

Explanation

Amendment 2, issued on 4/16/2024, serves to extend the proposal deadline to 3:59pm on 4/18/2024.

Additional Information

This amendment serves to extend the proposal deadline to 3:59pm on 4/18/2024.

Amendment 3 Proposal Deadline Extension **Posted: 4/18/2024**

Explanation

Amendment 3, issued on 4/18/2024, serves to extend the proposal deadline to 3:59pm on 4/23/2024.

Additional Information

This amendment serves to extend the proposal deadline to 3:59pm on 4/23/2024.

Amendment 4 Proposal Deadline Extension **Posted: 4/23/2024**

Explanation

Amendment 4, issued on 4/23/2024, serves to extend the proposal deadline to 3:59 pm on 4/30/2024 as we continue to work through a technical issue in GEMS. Any applications already submitted are not affected.

Additional Information

This amendment serves to extend the proposal deadline to 3:59 pm ib 4/30/2024.

Amendment 5 Proposal Deadline Extension **Posted: 4/29/2024**

Explanation

Amendment 5, issued on 4/29/2024, serves to extend the proposal deadline to 5/7/2024.

Additional Information

Amendment 5 serves to extend the proposal deadline to 5/7/2024. The TABI application, in two instances, did not load completely making various text boxes unavailable. Applicants that have already submitted are welcome to withdraw their application to make updates if necessary. All applications must be submitted prior to 3:59pm on 5/7/2024.

Amendment 6 Cancel RFP **Posted: 5/6/2024**

Explanation

Amendment 6, issued 5/6/2024, serves to cancel the FY25 Traumatic and Acquired Brain Injury request for proposals due to an unresolved technical issue in GEMS. FY25 will now be a continuation year.

Additional Information

Amendment 6 serves to cancel the FY25 Traumatic and Acquired Brain Injury request for proposals. FY25 will now be a continuation year.

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health, Division of Senior and Disabilities Services is requesting proposals from eligible applicants to provide Traumatic and Acquired Brain Injury (TABI) services for the State of Alaska in FY2025 through FY2027. Program Services are authorized under 7 AAC 78 Grant Programs. Additional governing statutes are AS 47.80.500 Statewide Traumatic and Acquired Brain Injury Program. State of Alaska statutes and regulations are accessible at the Department of Law Document Library or through the contact person identified on the cover page of this Request for Proposals (RFP).

****Applicants must create a separate application for each region they propose to serve and indicate the type of services applying to provide. In the Project Name field, specify which program each application is for, either Part A: Resource Facilitation and Peer Support or Part B: Supplemental Services.****

Part A: TABI Resource Facilitation and Peer Support (formerly Case Management)

TABI Resource Facilitation and Peer Support services are for Alaskans 18 years or older who experience a traumatic or acquired brain injury, to assist the individual in gaining access to needed medical, rehabilitative, social, educational, and other support services. The goal of the services is to support individuals living with the physical, cognitive, and behavioral challenges resulting from TABI so that they may live in the community as independently and productively as possible. Individuals with TABI present an array of needs, from housing, employment, financial, rehabilitation, transportation, medical and assistive technology, home modification, peer support, and intensive home and community support. Grantees will be responsible for conducting outreach with the purpose of educating the community about the availability of TABI resource facilitation and peer support services.

Alaska has extremely limited options for sub-acute treatment and rehabilitation services for people with TABI. Resource facilitation and peer support is a critical service for some individuals with mild to moderate TABI, as it may be the only service available to assist them in maintaining their independence.

TABI grantees will provide an assessment of the individual's current level of functioning and independence in the areas of finances, housing, employment, daily living, transportation, social/cognitive skills, and other areas. Incorporating person-centered planning and goal setting, the grantee will work with the individual and family to develop a care plan and course of action empowering the individual toward increased independence and rehabilitative efforts. Grantees will follow-up with individuals and provide oversight and monitoring as their plan is implemented, making sure individuals are aware of resources available to them in the community that may help them achieve their goal(s).

Part B: TABI Supplemental Services (formerly Mini-Grants)

The Division of Senior and Disabilities Services provides supplemental services (formerly mini grants) for eligible individuals with a traumatic or acquired brain injury to fund unmet medical, dental, vision or hearing needs, behavioral training services, assistive or adaptive technology, environmental modifications, and other items or services needed to increase self-sufficiency and integration in the community. The supplemental services are available statewide to individuals who have no other resources to purchase the service or equipment. Applicants may work with a TABI grantee, care coordinator, an Aging and Disability Resource Center (ADRC), Independent Living Center (ILC), or other resource navigator to facilitate the application process in coordination with the supplemental services provider. The grantee responsible for administering the supplemental services will be required to perform state-wide outreach with the purpose of educating communities about the available funds. Outreach may be performed through on-line marketing, web-based trainings on the application process, or in

person presentations.

1.02 Program Goals and Anticipated Outcomes

The proposed project must demonstrate a thorough understanding and support of the grant program goals and outcomes anticipated by the Department. Projects must meet or exceed anticipated minimum outcomes described in this RFP.

Part A: TABI Resource Facilitation and Peer Support (formerly Case Management)

Goal

- Individuals living with TABI will reintegrate into the community and live as independently as possible.

Outcomes

- Individuals with TABI will receive assistance in gaining access to needed medical care, housing, employment, rehabilitation, benefit programs, community connection, and other support services.
- Individuals receiving TABI resource facilitation and peer support service participants will report satisfaction with provided services.
- Individuals with TABI resource facilitation and peer support will report overall improved well-being.

Part B: TABI Supplemental Services (formerly Mini-Grants)

Goal

- To provide financial assistance to individuals with TABI for unmet qualifying needs.

Outcomes

- TABI supplemental services will be available statewide.
- Utilization of TABI supplemental services in rural and remote parts of the state will increase.
- Individuals will receive awards in a timely manner.
- Individuals receiving TABI supplemental services will report satisfaction with the application process.

1.03 Program Services/Activities

Part A: TABI Resource Facilitation and Peer Support (formerly Case Management)

The proposal must include a description of the applicant's overall program and activities for resource facilitation and peer support that reflect the goals and outcomes of the project and identify the potential number of recipients the applicant plans to serve in the fiscal year. The proposed number of recipients served should be included in the Logic Model and will used to evaluate the effectiveness and efficiency of the project. The activities must match those summarized in the Logic Model.

Applicants will be required to submit a copy of their Policy and Procedures Manual for services upon grant award.

Additionally, the proposal must include a Timeline for all activities proposed. If proposing for multiple regions, applicants must outline a separate Timeline for each region proposed. Service delivery areas will not be duplicated; only one grantee will be awarded for each identified service regions.

The TABI Resource Facilitation and Peer Support grant program includes the following services and activities:

Assessment of an individual to determine the need for any medical, educational, social, or other services. The assessment activities include:

- Documenting the individual's history;
- Identifying the individual's needs and completing related documentation;
- Gathering information from other sources such as family members, medical providers, social workers, and educators (if necessary), to form a complete understanding of the individual.

Care plan development for individual with TABI that:

- Is based on information collected through the assessment;
- Specifies the goals and actions to address the medical, social, education, rehabilitation, employment, and other services needed by the individual;
- Includes active participation of the individual and/or natural supports.

Referral-related activities to help an eligible individual obtain needed services including activities that help link an individual with:

- Medical, social, education, and employment assistance providers;
- Other programs and services capable of providing needed service, including making referrals to providers for needed services and assisting the individual in scheduling appointments.

Monitoring and follow-up activities including:

- Contact, follow-up, and monitoring necessary to ensure the care plan is implemented and adequately addresses the individual's needs. These activities may be with the individual, natural supports, medical personnel, and/or other providers, and may be conducted as frequently as necessary. Monitoring must include at least one monthly contact with the individual and one face to face contact per quarter;
- Documentation through case notes of monthly contacts and progress toward goals and actions set in the care plan;
- Revision of care plan as necessary to reflect additional goals, or changes in the needs or status of the individual.

Outreach

- Conduct outreach and information activities in the service area with the purpose of educating the community, caregivers, health, and social service networks, senior and disabilities service providers, and behavioral health providers about the availability of TABI facilitation and peer support services;
- Serve as the resource link for information on other statewide and national resources.

Applicants agree to comply with the following additional program requirements and service standards.

By submitting an application, the applicant agrees to provide these services within the provisions of AS 47.80.010 and to comply with all of the following additional program service standards, as well as the service principles adopted by Senior and Disabilities Services found on the Senior and Disabilities website.

Case Notes are required for all service recipients. The case notes must follow standard Human Services Practices and be sufficient for liability protection and historical tracking.

Service Principles and Standards:

- The applicant agrees to comply with SDS Policies and Procedures and applicable state laws in relation to reporting critical incidents and emergency situations. For purposes of this paragraph, "emergency situations" include the disappearance, injury, or death of a service recipient.
- Individuals who are otherwise eligible for TABI facilitation and peer support services may not be excluded from those services because they experience a mental health condition or substance use disorder. Grantees are required to assist with access to regular Medicaid Mental Health Services and funding if the individual is eligible.
- Recipients of Home and Community Based (HCB) Waiver services are not eligible for services under this grant.
- Grantee staff delivering TABI services do not need to be certified care coordinators, but they must attend SDS care coordination training.

Part B: TABI Supplemental Services (formerly Mini-Grants)

The proposal must include a description of the applicant's overall program, resources, and activities for distributing supplemental services that support the goals, outputs, and outcomes of the project. The description must include how outreach will be performed and the process for soliciting and processing applications. The activities must match those summarized in the Logic Model, and the proposal must include a timeline for all activities proposed. Grantees will be required to submit a copy of their Policy and Procedures Manual for services upon grant award.

The grantee will be responsible for advertising, reviewing, awarding, and distribution the TABI supplemental services. The grantee must also maintain documentation of all requests, awards, and reasons for denials as well as payment receipts to all vendors/providers paid on behalf of beneficiaries.

The TABI supplemental services program must include the following services and activities:

1. Outreach and Marketing: Notify individuals statewide of the availability of TABI supplemental services. Outline a plan for publicizing the schedule and availability of supplemental services, including outreach activities to service providers.
2. Application process: Describe how the supplemental services application and instructions will be made accessible to potential applicants. The TABI supplemental services application and instructions must be easily accessible on the grantee's website to be downloaded by interested parties.
3. Evaluation: Outline a plan and timeline for supplemental services application evaluation process, determination, and notice of awards. Provide a plan for forming an evaluation committee to include a grantee staff member and an employee of Senior and Disabilities, at minimum.
4. Fund Disbursement: Purchase of goods and services will be implemented in a timely manner. Describe the method for disbursing grant funds to the vendor/provider.

Changes to Approved Grant Project

As per 7AAC 78.260, any changes to service plans must be submitted in writing to the SDS TABI Program Manager for approval prior to implementation of the change. The TABI Program Manager must be notified immediately whenever it becomes known to the grantee that a key staff position will become vacant. The grantee must submit a copy of the new hire's resume for positions supported in whole or in part by the grant funds, matching funds or with grant income earned through this program.

1.04 Program Evaluation Requirements and Reporting

Results Based Budgeting Framework

Results-based budgeting provides a framework in which allocated resources support, and are justified by, a set of outputs and expected results. Within this framework, actual performance and achieved outcomes are evaluated by objective performance measures.

Projects are required to align with program objectives expressing Department priorities and core services. Projects will use performance measures to evaluate progress toward meaningful outcomes, and to initiate data collection and reporting consistent with Department priorities.

The Department Priorities, Core Services, Objectives, and Performance Measures of Effectiveness and Efficiency for this program are:

Department Priorities

- Health & Wellness Across the Life Span

Department Core Services

- Provide Quality of Life in a Safe Living Environment for Alaskans

Department Objective

- Increase the Number of Alaskans with Disabilities Who Are Living Safely in the Least Restrictive Environment

Effectiveness Measure

- Number of Individuals Served

Efficiency Measure

- Cost per Individual Served

Part A: TABI Resource Facilitation and Peer Support (formerly Case Management)

In addition to the Effectiveness and Efficiency Performance Measures required by the Department, the TABI Resource Facilitation and Peer Support program will be responsible for reporting to the Division of Senior and Disabilities Services additional Performance Measures specific to the grant program.

The additional Effectiveness Performance Measures for TABI Resource Facilitation and Peer Support are:

- 80% or more of individuals report satisfaction with TABI Resource Facilitation and Peer Support services;
- 80% or more of individuals served report overall improved well-being.

Grant Reporting

Required reporting will include:

- Cumulative Fiscal Reports recording overall grant and match expenditures by budget line;
- Quarterly narrative progress report in the format prescribed by the grantor;
- Annual performance measure framework (includes data from annual consumer survey);
- Monthly data entry of new consumer characteristics and service deliver in the SDS online database;

- Annual consumer characteristics updates in the SDS online database.

Part B: TABI Supplemental Services (formerly Mini-Grants)

In addition to the Effectiveness and Efficiency Performance Measures required by the Department, the TABI Supplemental Services program will be responsible for reporting to Senior and Disabilities Services additional Performance Measures specific to the grant program.

The additional Effectiveness Performance Measures for this program are:

- 90% of supplemental services applicants be notified within 30 days of award or denial;
- 80% or more service recipients report satisfaction with application process.

Grant Reporting

Required reporting will include:

- Cumulative Fiscal Reports recording overall grant and match expenditures by budget line;
- Quarterly narrative progress report in the format prescribed by the grantor;
- Quarterly statistical report in the format prescribed by the grantor;
- Annual Performance Measure Framework;
- Monthly data entry of new consumer characteristics and service delivery in the SDS online database;
- Annual consumer characteristics updates in the SDS online database.

1.05 Target Population and Service Area

Applicants must clearly describe the population targeted by the project, including the areas or communities that will be served. Proposals will be evaluated for compatibility with the program's intended population identified in this solicitation.

Part A: TABI Resource Facilitation and Peer Support (formerly Case Management)

Target Population: The target population for the solicited services is individuals at least 18 years of age or older who have experienced a brain injury resulting in difficulty with cognition, appropriate behavior, the ability to secure or maintain employment or to live independently in the community, and who can benefit from resource facilitation and peer support services, e.g., have sufficient cognitive awareness, and do not have a history of violent behavior.

Part B: TABI Supplemental Services (formerly Mini-Grants)

Target Population: The target population for this program is individuals 18 years of age or older with a diagnosis of a traumatic or acquired brain injury (TABI). Supplemental services applications will also be accepted from individuals who do not have an "official" diagnosis of a TABI, but based upon accident history and presenting symptoms need supplemental services to receive an evaluation and diagnosis.

Service Areas and Communities: The service areas and communities requested for TABI Resource Facilitation and Peer Support and TABI Supplemental Services are Statewide, which is a requested physical presence in service areas of need: Anchorage, Mat-Su, Fairbanks, Northwest Arctic/Western remote Alaska, and Southeast Alaska.

1.06 Program Funding

Part A: TABI Resource Facilitation and Peer Support (formerly Case Management)

Funds for TABI Resource Facilitation and Peer Support are anticipated to total $485,970 annually. The division will administer a maximum of four grant awards for TABI Resource Facilitation and Peer Support due to the limited funds. Due to a priority of need, one award will be granted to the rural northwest region of Alaska. Applicants may propose to serve multiple regions, but service delivery areas will not be duplicated; only one grantee will be awarded for each identified service region.

Part B: TABI Supplemental Services (formerly Mini-Grants)

The division will administer one grant award for TABI-Supplemental Services anticipated to total $150,000 annually. The grantee will serve Statewide.

Funding Methodology

Five awards will be issued. Funding determinations will be based on applicants' clear and concise description and compatibility with the priority for service of the target population. Applicants will clearly demonstrate the ability to provide proposed services in an efficient and effective manner. Services will not be duplicated.

Match Requirements

There is no match requirement for this program. However, the proposed budget will be reviewed for consistency with program intent and whether costs are reasonable. Additional match demonstrating a viable program will be regarded favorably.

Proposed Budget

The applicant must submit a budget proposal for the first fiscal year of the project. The proposed budget detail and narrative will support the program's results-based service delivery and staffing requirements stated in this RFP and describe any necessary allocation of resources among target populations and service areas.

The proposed budget will be fully compliant with the limitations described in this RFP, and those detailed in 7 AAC 78.160 (Costs). Equipment costs and subcontract costs must be allowed by the program and consistent with 7 AAC 78.280. Regulations are provided under the GEMS Documents tab.

Resources specific to budgeting are also available under the GEMS Documents tab. The Department's Grant Budget Preparation Guidelines provide information and guidance about budget lines, cost detail groupings, and narrative requirements. Grantee User Manual Part I provides detailed instructions for entering a budget proposal in the chapter "Responding to a Solicitation."

Other Agency Funding: Prior to submitting a proposal, applicants are required to list all other agency funding received and applied for. This task must be completed by an Agency Power User in the Other Funding section of the Agency Administration tab. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Indirect Costs: If the proposed budget includes indirect costs, 7 AAC 78.160(p) requires a copy of the agency's current federally approved Indirect Cost Rate Agreement. The agreement is to be uploaded in the Agency Administration tab. Lapsed agreements can be used if uploaded with the negotiating federal agency's written approval to continue using the rate until a new agreement is negotiated. If an agency has never entered into a federally approved Indirect Cost Rate Agreement or no longer has a federally approved agreement in place, the recently updated Federal Uniform Guidance 2 CFR 200 now allows that agency to budget the 10% De Minimis.

Total administrative and indirect costs must not exceed $50,000.

Payment for Services/Grant Income: If applicable to the services proposed in response to this solicitation, awarded grantees must have a Medicaid Provider Number or apply to obtain one, and will make reasonable effort to bill all eligible services to Medicaid and any other available sources of payment before seeking grant support for delivery of the proposed services. Department funds are the payer of last resort.

In the applicant's proposed budget, anticipated receipts and expenditures for all grant income must be evident in the detail and narrative. Fiscal reports for awarded income generating projects will include the receipts and expenditure of all grant income.

Section 2 Applicant Qualifications

2.01 Agency Experience

Proposal evaluation must include consideration of the applicant's history of compliance with service and grant requirements, including timely completion of fiscal, narrative, and data reporting. Evaluation will also consider applicant's previous experience in providing and effective delivery of the same or similar services. Evaluation may include Department site reviews, program audits, and confirmation of the successful resolution of any findings. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

The applicant must describe previous experience providing services that are the same or similar to those proposed. The description must clearly identify the period over which services were provided and the target population served.

2.02 Project Staffing

Part A: TABI Resource Facilitation and Peer Support (formerly Case Management)

Project staffing must be sufficient to implement the proposed activities to meet program goals and the anticipated outcomes.

Position descriptions, professional credentials, and resumes, for key project personnel must be uploaded as part of the response.

It is preferred that the designated TABI employee holds a bachelor's degree in social work, rehabilitation services or a closely related field, and have at least two years of experience providing case management or other services to individuals who experience cognitive and/or behavioral disabilities. However, the division recognizes the challenges of hiring and retaining staff and will allow a substitution of three years of experience working with individuals who experience cognitive and/or behavioral disabilities upon approval by the SDS TABI Program Manager. The employee must receive training specific to assisting individuals with a traumatic or acquired brain injury; available trainings can be proposed to or might be suggested by the SDS Program Manager. The TABI employee must be supervised by a master's-level clinician or a closely related field who has at least five years of experience working with individuals who experience cognitive and/or behavioral disabilities and at least one year of experience working with individuals who have experienced a traumatic or acquired brain injury.

Part B: TABI Supplemental Services (formerly Mini-Grants)

Program staffing levels must be commensurate with meeting the program goals, anticipated outcomes, and

activities/strategies for service delivery appropriate to the proposed project.

The designated TABI employee is responsible for managing the supplemental services process. Submit the resume and job description for the SDS TABI Program Manager.

It is preferred that the designated TABI employee has at least two years of experience providing services to individuals who experience cognitive and/or behavioral disabilities. The employee must receive training specific to assisting individuals with traumatic or acquired brain injury.

2.03 Administrative, Management, and Facility Requirements

The applicant must demonstrate the agency's sustainable fiscal and administrative capacity. Executive, administrative, and financial staff must be qualified, as indicated by the resumes of position holders uploaded as an element of the proposal. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

1. The applicant must ensure procedures are in place to protect client confidentiality compliant with State and federal standards.
2. The applicant must ensure its most recent financial audit was submitted to the appropriate state office (see Audit Requirements below), and any findings identified have been resolved.

Awarded proposers will be required to submit additional agency information if the agency GEMS record is not current.

Audit Requirements:

Federal Requirements: Agencies spending $750,000 or more total Federal Financial Assistance in the agency fiscal year may be required to comply with conditions of the Single Audit Act of 1984, P.L. 98-502, as amended by the Single Audit Act Amendments of 1996, P.L. 104-156, and as defined in 2 CFR 200.

State Requirements: Agencies spending $750,000 or more total State Financial Assistance in the agency fiscal year are required to comply with the conditions of 2 AAC 45.010-090. The current regulations may be viewed at the State of Alaska, Department of Law website, Department of Law Document Library, or copies may be obtained from the contact identified on the cover page of the RFP.

Information on State and Federal Single Audit Acts compliance may be obtained from:

State Single Audit Coordinator
Department of Administration
Division of Finance
PO Box 110204
Juneau, AK 99811-0204
Telephone: (907) 465-4666
Fax: (907) 465-2169

Department of Health Program Audit Requirements: All DOH grantees are subject to the requirements of 7 AAC 78.230. If awarded, agencies which are not required to file State Single Audits under 2 AAC 45.010 must ensure a fiscal audit of the agency operations under the grant program is performed by an independent, licensed, certified public accountant at least once every two years and submitted to:

State of Alaska Department of Health

Finance and Management Services
Audit Section
PO Box 110602
Juneau, AK 99811-0602
Telephone: (907) 465-3120

Facility, Service Access, and Safety:

1. The applicant must address potential safety concerns for clients and staff in the management of services proposed in response to this RFP.
2. The applicant must describe client accessibility to services and the way in which that will enhance project success.
3. All applicants for Department grants must have a written plan for emergency response and recovery that provides for potential safety concerns and the safe evacuation of clients and staff. This plan is mandatory for agencies providing residential and/or critical care services as noted in the State Grant Assurances.

2.04 Support/Coordination of Services

In order to maximize the continuum of care for clients served through their proposed project, applicants must collaborate and coordinate with a broad range of agencies that provide services and supports to individuals who have experienced a traumatic or acquired brain injury in the communities where the applicant proposes to provide services. Applicants must provide the following:

1. A list of partnerships and collaborations with other entities for referrals with a brief description of the nature of the partnership relationship. This may include, but not limited to, tribal organizations and service providers, other providers of TABI services, i.e. transportation, family caregiver programs, independent living centers, medical facilities, adult day programs, as well as other social services such as public assistance, behavioral health, housing and heating assistance, food banks, faith-based entities, etc.
2. Tangible evidence of formal partnerships including letters of support, MOA's and/or cooperative agreements. Must include an MOA with the local ADRC. Agreements must be current, specific to the communities and regions proposed to be served, and specifically address the services or expertise to be provided, where available.
3. The process for public, stakeholders, and potential recipients to provide input for planning and evaluation of services.

Section 3 General Instructions for Proposal Submission

3.01 Eligibility

Applicants must be eligible to apply under 7 AAC 78.030 (Eligible Applicants). Eligible applicants are state agencies; political subdivisions of the state such as cities, organized boroughs, and Regional Educational Attendance Areas; nonprofit organizations and consortia of nonprofits; and Alaska Native entities. As follows, eligibility will be verified by Grants and Contracts.

1. Political subdivisions of the state and Regional Educational Attendance Areas will be verified by State records.
2. Eligible nonprofits are listed in the State's database of registered nonprofit entities or the US Internal Revenue Service's register of tax-exempt organizations. Nonprofit subsidiaries of nonprofit corporations must also provide a letter from the parent organization confirming nonprofit status.
3. Alaska Native entities as defined in 7 AAC 78.950(1) must submit, with the application, a legally binding

resolution waiving the entity's sovereign immunity to suit through the duration of the program, identified in RFP Subsection 3.05. The resolution must be authorized in compliance with the tribe's constitution, either by the tribal council or by majority vote of the tribal membership. The required template is provided at Subsection 4.02, Other Technical Requirements.

Federal Funding Accountability and Transparency Act (FFATA: In accordance with 2 CFR Chapter 1, Part 170 Reporting Sub- Award and Executive Compensation Information, reporting is required of any grant award with federal funding equal to or greater than $30,000. FFATA is intended to hold the federal government accountable for spending decisions. Accountability data is available to the public at U.S. Government spending. Reporting requirements extend to recipients of State-issued awards with federal funds. An Agency Power User must complete the FFATA form under Federal Reporting in the GEMS Agency Administration tab. The report data will reflect the audited figures of the agency's most recently completed fiscal year. The report captures expenses and executive compensation for your agency. More information regarding FFATA requirements can be found at Federal Funding Accountability and Transparency Act Subaward Reporting System.

Effective April 4th, 2022, the US Federal Government transitioned from the Dun & Bradstreet Data Universal Numbering System (DUNS) number to a System for Award Management (SAM) generated Unique Entity Identifier (UEI) alpha-numeric value for federal awards management. All grantees receiving awards with federal funds are required to have a UEI. More information regarding this transition can be found on the U.S. General Services Administration.

The Grants Electronic Management System (GEMS) has been updated to include fields for both the DUNS nine-digit number and the UEI twelve-digit alpha-numeric value under the General section of the Agency Administration tab. An Agency Power User must confirm the current UEI number is listed in GEMS. The DUNS number will continue to be displayed in GEMS until further notice.

Applicant agency GEMS records must contain the agency's current State of Alaska Business License number, and a current governing board roster which includes titles, contact information, and terms of office for each seat. The roster must include emergency contact information outside the applicant agency for one or more officers.

Grants and Contracts will verify neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving grant assistance from any State or federal department or agency. If an agency or its principals are excluded from receiving grant assistance, the proposal may not be considered.

If this grant program includes Federal funding, effective November 12, 2020 Federal Uniform Guidance 2 CFR 200 requires that agencies be registered on the System for Award Management (SAM) website at System for Award Management (SAM). If an applicant is recommended for award and is not registered on this site, the offered award will not be executed, and funds will not be issued until agency registration is confirmed.

Applicants who have had a contract or grant to help produce this RFP are not eligible to apply and any submitted proposal will not be considered.

3.02 Acceptance of Terms

By submitting a proposal, an applicant accepts all terms and conditions of this RFP including all identified attachments and guidelines, 7 AAC 78, and any other applicable statutes and regulations. Copies of these may be accessed through the contact person identified on the cover page or through the web address(es) identified in this RFP.

If a grant is awarded, this RFP and the applicant's proposal become part of the grant agreement. The applicant will be bound by the provisions contained in the awarded proposal unless the Department agrees that specific parts of the proposal are not part of the agreement.

Proposals and other materials submitted in response to this RFP become the property of the State and may be returned only if the State allows. Proposals are public documents and may be inspected or copied by anyone after grants have been awarded.

3.03 Inquiries

Applicants should immediately review this RFP for defects and questionable or confusing content. Questions that can be answered by directing the applicant to a specific section in the RFP may be answered verbally by the contact person identified on the RFP cover page. Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared substantive. The applicant will be directed to submit the question in writing to the contact person at the email address on the cover page no later than the Deadline for Written Inquiries, also identified on the cover page. This will allow issuance of any necessary amendments and/or clarifications to all prospective applicants.

Applicants are responsible for monitoring GEMS or the State's Online Public Notices website (Online Public Notices) for any clarifications or amendments that may be issued regarding this solicitation.

Proposals will not be accepted after 3:59 PM prevailing local time on the due date identified on the cover page.

3.04 Proposal Costs and Content

The Department will not be responsible for any expenses incurred by the applicant prior to the authorized grant performance period. All costs of responding to this RFP are the responsibility of the applicant.

The applicant is responsible for the content of the proposal.

3.05 Duration

This RFP is for a three-year period, beginning 7/1/2024 through 6/30/2027. At the discretion of the Department, a project funded under this RFP may be considered for continued funding in subsequent program year(s). The annual decision to continue funding for the subsequent year(s) of the three-year grant cycle is based on the following general conditions:

1. the Department's judgment that there is a continued need for the grant project service;
2. the grantee's satisfactory performance during the previous grant year;
3. the availability of sufficient grant program funds, and whether continuation of the financing is consistent with public health and welfare; and
4. the ability of the grantee and the Department to agree on any adjustments in payments or service.

Applicants will submit a budget proposal for year one of the grant only. Funding in each subsequent year will require submission and approval of documents needed to update service plans, evaluation measures, and budgets. Grants and Contracts will notify grantees of specific submission requirements necessary to qualify for consideration

of continued funding.

3.06 Proposal Review

Following the deadline for receipt of proposals, no revisions will be accepted unless provided in response to a request from the contact person named in this RFP. Proposals will be reviewed as follows:

1. Proposals will be evaluated in a manner that will avoid disclosure of contents before notices of grant award have been issued.
2. Department of Health staff will evaluate each proposal for minimum responsiveness and other technical requirements and eliminate nonresponsive proposals from consideration.
3. Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), Department staff will evaluate each responsive proposal. **Scores for each criterion will be based solely on the response to the associated question. Points will not be earned if the information was provided in response to another question in Section 4**. Department staff will also review relevant departmental documentation regarding the applicant. Staff recommendations regarding awards and levels of funding will include consideration of the following:
    i. a history of the applicant's compliance with grant requirements, to include records of program performance, on-site program reviews, and prior year audits;
    ii. priorities in applicable State health and social services plans;
    iii. requirements of applicable State and federal statutes; and
    iv. municipal ordinances or regulations applicable to the grant program.

If there are multiple responsive proposals for which there is insufficient money to fully fund, or supplementary expertise is deemed necessary to the review of proposed services, the Department may appoint a Proposal Evaluation Committee (PEC) as an additional advisory body. PEC members will initially evaluate proposals, independently of other committee members. As a committee the PEC will meet in a **closed session** (7 AAC 78.090 Review of Proposals) to further review proposals and develop recommendations. Scores will be assigned based on the applicant's response to each individual question and the associated criteria. **Applicants will not earn points for a given question based on a response to another question in the RFP**. The PEC review will include discussion of each proposal’s merits. PEC recommendations will rank proposals in priority order and include approval or disapproval for award, modifications to the proposed project, and special compliance conditions.

All staff advisory recommendations and, if applicable, those of the PEC, and all review materials will be submitted for consideration by the Division Director, who will make recommendations to the Commissioner of the Department of Health or the Commissioner's designee.

3.07 Final Decision Authority

Recommendations are advisory only, including those from any PEC that may be held. The final decision to approve or disapprove award, the amount of each award, and whether to impose special conditions or modifications rests with the Commissioner or Commissioner's designee.

NOTE: The final decision may include additional considerations, such as a lack or duplication of services in certain locations, or alternative services that may be available; a critical need for services by vulnerable populations; and matters of health, life, and safety. The Department has the responsibility to ensure public monies are utilized in a manner that protects the interests of the people of the State and retains the right to make final awards that ensure

responsible distribution of grant funds.

3.08 Notification of Grant Award and Appeals

Within fifteen (15) days after the decision regarding grant awards, applicants will be notified of the final funding decisions, and, if awarded, any conditions of award or modifications. Following any necessary negotiations for revisions to the proposed budget and scope of services, successful applicants will be issued a grant agreement. This formal agreement will contain specific performance and reporting requirements consistent with Department policy and procedure and 7 AAC 78.

Per 7 AAC 78.305 (Request for Appeal), an applicant may appeal a final grant award decision. Requests for hearing must be addressed to the Commissioner and received in writing at the address below within 15 days after the applicant receives notification of the decision. The request must contain the reasons for the appeal and must cite the law, regulation, or terms of the grant upon which the appeal is based.

With a copy to the contact identified on the solicitation cover page, send appeal to:

Heidi Hedberg, Commissioner
Department of Health
3601 C Street, Suite 902
Anchorage, Alaska 99503-5923

3.09 Cancellation of the RFP/Termination of Award

Contingent upon funding appropriations and the Governor's approval, the Department may fund proposals from eligible applicants. The Department may withdraw this RFP at any time and reserves the right to refrain from making an award when such action is deemed to be in the best interest of the State. Funds awarded for a grant as a result of this RFP may be withheld and the grant terminated by written notice from the State to the grantee at any time for violation by the grantee of any terms or conditions of the grant award, or when such action is deemed to be in the best interest of the State.

Section 4 Submission Requirements/Evaluation Criteria

4.01 Minimum Responsiveness Criterion per 78.100(2)(A)

Proposals that fail to meet the minimum responsiveness requirements below will be eliminated from consideration per 7 AAC 78.090(b)(2).

1 (TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) - Applicant is eligible per 7 AAC 78.030.

Evaluation/Review Criteria		Review	Points
a	Applicant is eligible per Alaska Administrative Code 7 AAC 78.030.	☑	

4.02 Other Technical Requirements per 7 AAC 78.060, 78.090(b) and 78.100

Response & Organizational Documentation

1 (TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) - If applying as a non-profit organization, confirm non-profit status is documented.

Evaluation/Review Criteria		Review	Points
a	The agency is listed as a non-profit in good standing on the State's corporation database, confirmed at State Corporation Database and/or	☑	
b	The agency's current 501(c)(3) status is confirmed on the Exempt Organizations page, accessible at IRS Tax Exempt Organization Search	☑	
c	If a non-profit subsidiary of a non-profit corporation, a verifying letter from the parent non-profit agency is uploaded to the applicant's agency GEMS record (under General in the Agency Administration tab). The parent corporation must meet criteria a and/or b.	☑	

2 (TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) -

If applying as a Federally recognized tribal entity, upload the signed Resolution for Tribal Entities using the template provided below. Confirm the following criteria are met.

Evaluation/Review Criteria		Review	Points
a	The applicant is a recognized Alaska Native entity as verified by the Federal Register at Federal Register. If a tribal consortium, all members are recognized Alaska Native entities.	☑	
b	A Resolution, completed on the provided form, is uploaded in the space provided. If a tribal consortium, a Resolution from each member tribe is uploaded as a single file.	☑	

3 (TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) - If applying as a government entity, confirm the following criterion is met.

Evaluation/Review Criteria		Review	Points
a	The applicant is another State Agency, such as the University; a political subdivision such as a city or municipality, verified at Local Boundary Commission ; or an REAA under AS 14.08.031 verified at Department of Education Alaska School Map.	☑	

4 ***(TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) - Confirm neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving grant assistance from any State or federal department or agency. If an agency or its principals are excluded from receiving grant assistance, the proposal may not be considered.***

Evaluation/Review Criteria		Review	Points
a	The applicant agency nor its principals are barred from receiving federal assistance as verified in the federal System for Awards Management at System for Award Management (SAM).	☑	

5 ***(TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) - Electronically sign the State Grant Assurances form.***

Evaluation/Review Criteria		Review	Points
a	State Grant Assurances form is signed by an individual authorized to enter into legal agreements on behalf of the applicant agency.	☑	

6 ***(TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) - Electronically sign the Federal Grant Assurances form. This program receives federal funds. Confirm the following criteria are met.***

Evaluation/Review Criteria		Review	Points
a	The Federal Assurance and Certification form is electronically signed by an individual authorized to enter into legal agreements on behalf of the applicant.	☑	
b	The applicant agency GEMS record, under General in the Agency Administration tab, contains the agency's UEI number.	☑	
c	The required Federal Funding Accountability and Transparency Act (FFATA) information, located under the Federal Reporting section of the Agency Administration tab, has been provided for the agency's most recently completed fiscal year. This task can only be completed by an Agency Power User.	☑	

7 ***(TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) - Confirm the following information is provided at the Agency Administration tab. These tasks must be completed by a Power User. If the information is found to be incomplete or not current, there may be delay in execution of any offered award.***

Evaluation/Review Criteria		Review	Points
a	The General section contains a current governing board roster. The roster includes terms of each seat and contact information outside the applicant agency for one or more officers.	☑	
b	The Other Funding section contains a record for each source of agency operating funds. The record includes funds applied for under this solicitation. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.	☑	
c	The General section contains a State of Alaska business license number, verified at Alaska Business Licenses Search.	☑	
d	All agency contact records are up to date, including Head of Agency, Primary Contact, and Head of Financial Operations.	☑	
e	The applicant's agency record contains the Agency Fiscal Year Start Date.	☑	
f	The applicant's agency GEMS record contains a current Federally Negotiated Indirect Cost Rate Agreement. If lapsed, the agreement is uploaded with written confirmation from the negotiating agency that the rate is valid until a new agreement is approved.	☑	

4.03 History of Compliance with Grant Requirements per 7 AAC 78.100(2)(B)

1 (TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) - Previous recipients of grant awards will confirm the following criteria pertaining to past performance and compliance are met. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200. All other applicants will mark Complete without confirming.

Evaluation/Review Criteria		Review	Points
a	Fiscal, narrative, and data reporting in prior years has been complete and timely.	☑	
b	Required State and Federal Single Audits have been submitted, verified at Division of Finance, State Single Audit. Any prior year audit exceptions have been resolved, verified by the Finance and Management Services Audit Section contact identified at Finance and Management Services Audit Contact.	☑	

c	Activities in prior year(s) demonstrate effective delivery of services. The departmental review may include documentation such as performance reports, audit reports, grant records, site visits, etc.	☑	
d	Agency historically maintains required standards. Verification may include, though is not limited to, quality assurance reviews, licensing, and certifications.	☑	

4.04 Questions and Criteria Related to Program Policy, Goals, Outcomes, and Activities

1 ***(TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) -***

In the text box below, specify the program being applied for and the region proposing to be served. Describe the proposed project and identify the ways in which it will achieve the program goals and anticipated outcomes stated in this RFP. The proposed project must meet or exceed the anticipated minimum outcomes described in the RFP.

Evaluation/Review Criteria		**Review**	**Points**
a	Applicant has specified which program they are applying for, either Resource Facilitation and Peer Support or Supplemental Services.	☑	
b	The description demonstrates a thorough understanding of program goals and outcomes, and clearly identifies the ways in which they will be achieved. The project meets or exceeds anticipated minimum outcomes described in the RFP.	☐	200

2 ***(TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) -***

In the upload field below, provide the Timeline for the Initiation of Services and Implementation of Project Activities.

Evaluation/Review Criteria		**Review**	**Points**
a	Separate timelines have been attached for each region proposed.	☑	
b	The proposed Timeline for Initiation of Services and Project Activities is compatible with program intent.	☐	120

3 ***(TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) -***

In the text box below, describe the ways in which the project aligns with program intent. The response will identify project resources, activities, and clearly state the project's anticipated goals, outputs, and outcomes. The potential number of recipients to be served must also be included. In the upload field below, upload the project's completed Logic Model using either the Part A: TABI Resource Facilitation and Peer Support or the Part B: TABI Supplemental Services Logic Model template.

Evaluation/Review Criteria		**Review**	**Points**
a	The described activities are well developed, reasonable and supportive of program intent. The potential number of recipients to be served are included.	☐	80
b	The response identifies project resources, activities, and clearly states the project's anticipated goals, outputs, and outcomes.	☐	40
c	The applicant's Logic Model identifies project resources, activities, and projected outcomes that meet program intent. The potential number of recipients to be served is also included.	☐	120

4 ***(TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) - In the text box below, describe the target population and service area(s) of the proposed project.***

Evaluation/Review Criteria		**Review**	**Points**
a	The description clearly identifies the proposed target population and service area and meets the intent of the services solicited.	☐	80

5 ***(TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) - Provide the proposed budget for the first year of the project. Include detail and supporting narrative as shown in the provided Grant Budget Preparation Guidelines (Documents tab). Confirm the following criteria are met.***

Evaluation/Review Criteria		**Review**	**Points**
a	The budget narrative is complete and mutually consistent with the budget detail.	☑	
b	Cost line items are allowable under 7 AAC 78.160 and are compliant with stated program requirements.	☑	

c	Travel costs are consistent with 7 AAC 78.160(h) and (i), and with any program requirements or limitations identified in the solicitation.	☑	
d	Equipment costs and subcontract costs are allowed by the program and consistent with 7 AAC 78.280.	☑	
e	Indirect costs are fully compliant with rates and exemptions of the agency's current Federally Negotiated Indirect Cost Rate Agreement, uploaded in the General section of the Agency Administration tab.	☑	
f	The budget supports the proposed project and program intent, and the project appears achievable with demonstrated resources.	☐	40
g	Costs are reasonable and substantiated in the narrative.	☐	20
h	The proposed budget narrative clearly describes any necessary allocation of resources among target populations or service areas.	☐	20
i	Total administrative costs and indirect costs do not exceed $50,000.	☐	20

4.05 Applicant Qualifications - Criteria Relating to Personnel, Management, and Facilities

1 (TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) - In the text box below, describe the agency's previous experience in providing services the same as, or similar to, those proposed. Clearly identify the time period over which services were provided and the population served. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Evaluation/Review Criteria		Review	Points
a	The applicant's previous experience providing the same or similar services demonstrates the resources and capacity needed to provide the solicited program services. applicant has identified the time period over which the services were provided and the population served. Note: the review by department staff will also include documentation such as prior year performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.	☐	60

2 (TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) - In the text box below, describe the proposed project's program and administrative staffing needs. Scan the following documents as a single file and upload in the space provided below: 1) Position descriptions for key project positions 2) Resumes and professional credentials for position holders 3) Resumes of administrative staff providing supervision, fiscal, reporting, and management needs. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Evaluation/Review Criteria		Review	Points
a	Staff providing services are qualified and competent as demonstrated by the uploaded position descriptions, resumes, and professional credentials.	☐	120
b	Staffing levels are sufficient to support the requirements of the proposed project and compliant with all identified program mandates.	☐	80
c	Position descriptions support the intent of the RFP and the project proposed.	☐	60
d	Administrative staff is qualified as demonstrated by the resumes provided.	☐	80
e	Administrative capacity demonstrates capability to meet management and reporting needs.	☐	80

3 (TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) - In the text box below, describe the procedures that will be used to protect client confidentiality.

Evaluation/Review Criteria		Review	Points
a	The applicant's description identifies the procedures necessary to protect client confidentiality compliant with State and Federal standards.	☐	100

4 (TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) - In the text box below, describe the service delivery facilities and locations and the ways in which access to services will enhance project success.

Evaluation/Review Criteria		Review	Points
a	The facilities described are safe and appropriate to the purpose of the program.	☐	60
b	Access to the locations will enhance delivery of services to the targeted populations.	☐	60

4.06 Demonstration of Support/Coordination of Service

1 ***(TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) -***

In the upload field below, provide a list of partnerships and collaborations with other entities for referrals. The list should include, but not be limited to, tribal organizations, service providers, family caregiver programs, etc. In the text box below, provide a brief description of the nature of the partnership relationship.

Evaluation/Review Criteria		Review	Points
a	A list of partnerships and collaborations with referral agencies has been attached.	☐	60
b	Applicant has provided a brief description of the nature of the relationships with referral agencies.	☐	40

2 ***(TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) -***

In the upload box below, scan and upload as a single document, tangible evidence of formal partnerships, including letters of support, MOA's, and/or cooperative agreements.

Evaluation/Review Criteria		Review	Points
a	Partnerships and collaborations necessary for the effective delivery of services have been attached and are current and specific to the proposed project. Description of relationship has been provided.	☐	40
b	MOA with local ADRC has been attached.	☐	60

3 ***(TABI Part B: Supplemental Services, TABI Part A: Resource Facilitation & Peer Support) -***

In the text box below, describe the ways in which the public, stakeholders, and potential recipients, are allowed to provide input for the planning and evaluation of services.

Evaluation/Review Criteria		Review	Points
a	The applicant's description demonstrates how the public and potential recipients of services will be providing input and evaluation of services.	☐	50