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

Request for Proposals
Health Promotion and Disease Prevention
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: Cory Kim, Grants Administrator
PHONE: (907)465-1187
E-MAIL: cory.kim@alaska.gov

PROPOSAL DUE DATE: April 23, 2024, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: April 15, 2024, 3:59 PM
PROJECT PERIOD BEGINS: July 1, 2024

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Amendments

Amendment 1 Clarification of Pre-Proposal Teleconference Date and Time **Posted: 3/13/2024**

Explanation

This amendment is to clarify that the Pre-Proposal Teleconference will be held on Thursday, March 14, 2024, at 1:00 PM. To participate in the meeting, please dial 1-800-315-6338 and enter access code 54281# when prompted.

Additional Information

This amendment is to clarify that the Pre-proposal teleconference will be held on Thursday, March 14, 2024, at 1:00 PM. To participate in the meeting, please dial 1-800-315-6338 and enter access code 54281# when prompted.

Amendment 2 Uploading updated PSE and Extending Due Date. **Posted: 4/1/2024**

Explanation

Amendment 2, issued on 4/1/2024, serves to provide a fully editable Planned Services & Expenditures (PSE) template, as well as extend the proposal deadline to April 16, 2024 at 3:59pm. The updated PSE document titled "FY25 HPDP Updated PSE" can be found in the attachments section of this RFP.

Additional Information

Amendment 2, issued on 4/1/2024, serves to provide a fully editable Planned Services & Expenditures (PSE) template, as well as extend the proposal deadline to April 16, 2024 at 3:59pm. The updated PSE document titled "FY25 HPDP Updated PSE" can be found in the attachments section of this RFP.

Amendment 3 Uploading FY25 HPDP Revised PSE (4.11.24) and Extending Due Date to 4/23/24 **Posted: 4/11/2024**

Explanation

Amendment 3, issued on 4/11/2024, serves to provide a fully editable Planned Services & Expenditures (PSE) template, as well as extend the proposal deadline from April 16, 2024, to **April 23, 2024,** at 3:59pm. The updated PSE document titled "FY25 HPDP Revised PSE (4.11.24)" can be found in the Attachments section of this RFP.

Additional Information

Amendment 3, issued on 4/11/2024, serves to provide a fully editable Planned Services & Expenditures (PSE) template, as well as extend the proposal deadline from April 16, 2024, to **April 23, 2024,** at 3:59pm. The updated PSE document titled "FY25 HPDP Revised PSE (4.11.24)" can be found in the Attachments section of this RFP.

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health (DOH or Department), Division of Senior and Disabilities Services (DSDS or SDS), is requesting proposals from eligible applicants to provide Health Promotion and Disease Prevention (HPDP) services for the State of Alaska in FY2025 through FY2027. Program Services are authorized under 7 AAC 78 Grant Programs. Additional governing statutes are Title III Older Americans Act (OAA); AS 47.05.010 Duties of the Department of Health; and AS 47.65 Service Programs for Older Alaskans and Other Adults. 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).

Older American's Act (OAA) Title IIID funds are required to be used for Health Promotion and Disease Prevention programs and activities that have been demonstrated through rigorous evaluation to be evidence-based and effective. Older adults represent the most sedentary segment of the adult population and inactivity increases with age. They are also disproportionately affected by chronic disease. Evidence-based programs help empower older adults to take control of their health by maintaining a healthy lifestyle through increased self-efficacy and self-management.

Evidence-based health promotion programs build self-efficacy, which plays a role in whether people feel that they can successfully manage challenging situations and achieve their goals. Health self-management requires that older individuals have the skills to obtain, understand, and use basic health information to set goals, and meet personal challenges, such as preventing or mitigating the effects of illness or aging. Program participants learn how to take on fitness challenges through commitment to activities and organizing and mastering tasks, resulting in increased confidence in personal resourcefulness.

There is increasing evidence that ongoing physical activity can prevent, slow the progress of, and reduce the impact of disease. Physical activity has a positive impact on physical illness, depression, and cognitive losses. Development of health self-management skills also helps the elder Alaskan share in decision-making with health care providers instead of being a passive "patient". It can also reduce the need for more costly medical interventions.

Personal goal setting and tracking has been found to contribute to motivation and adherence to physical activity and wellness behaviors. Participants can measure improvement and experience the rewards of increased fitness and confidence. Participants become more uniquely themselves through choices and behaviors with outcomes consistent with their desired quality of life.

1.02 Program Goals and Anticipated Outcomes

The proposed project must demonstrate a thorough understanding and support of the pre-determined grant program goal and outcomes anticipated by the Department.

The goal of HPDP evidence-based interventions is to empower Older Alaskans to take control of their health by maintaining a healthy lifestyle through increased self-efficacy and self-management.

Working toward this goal will result in the following anticipated outcomes:

- The number of evidence based HPDP participants is maintained or increased.
- Participants maintain or increase ability to manage their health.
- Consumers maintain or increase satisfaction with services.

- Projected cost (to the grant) per consumer is maintained.

Applicants must provide the official name of the proposed intervention and describe the activities to be employed in the project.

Please refer to NCOA: Evidence-Based Falls Prevention Programs for a list of Evidence Based Programs for older adults and to ACL: Health Promotion for more information about Evidence Based programming for older adults.

1.03 Program Services/Activities

Applicant proposals must describe the ways in which the project aligns with grant program intent, as well as the department priorities, core services, and objectives listed in Section 1.04 below. The proposal must also provide a comprehensive description of how the applicant will recruit participants, including seniors from outside the current senior center attendees.

Applicants must upload a timeline for the initiation or maintenance of services and project activities.

Logic Model Development

In support of project planning narratives, the applicant must complete a Logic Model using the instructions and template found in section 4.03, question five. The submitted Logic Model must identify resources available to the proposed project; summarize project activities for each proposed evidence-based program; and clearly state anticipated outputs with metrics, which will support the pre-determined goal and outcomes that are compliant with program intent.

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

1. Services under the grant must maintain fidelity to the original **evidence-based** program it is being modeled after. For example, if classes were held three times per week, it is expected that services under the grant must be held three times per week. If activities were for one hour in the original model, grant funded activities must have a duration of one hour. Any proposed variations in structure and timing of intervention must be pre-approved by the DSDS Health Program Manager. If the program selected has screening, assessment and/or biometric measures, it is expected that the grantee must maintain fidelity to the chosen **evidence-based** intervention.
2. Applicants must detail how they plan to attain and maintain certified instructors if required by the proposed program.
3. All services and activities must include a participant self-evaluation component. Older adults will consciously focus on personal and achievable goals and write them down. With coaching and support, they will each develop a meaningful wellness plan. As seniors implement the program, they will record successes and limitations and update plans. At a minimum, each consumer will do a pre and post evaluation. Applicants must provide a copy of the tool that will be used to help the older adults develop their personalized wellness plan and measure their success.

1.04 Program Evaluation Requirements and Reporting

The proposed project and required Logic Model must demonstrate a thorough understanding and must be clearly supportive of the grant program goals and outcomes anticipated by the Department.

Logic Model Development

The Logic Model form includes the goal(s), and outcomes anticipated for this program, as well as the effectiveness and efficiency measures to be tracked by the grantee for use by the Department in evaluating the results of services provided by the grant project.

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 measured by objective performance measures.

Projects must align with program objectives expressing Department priorities and core services. Projects must 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

- 1 Health & Wellness Across the Life Span

Department Core Services

- 1.1 Protect and Promote the Health of Alaskans

Department Objectives

- 1.1.1 Improve the health status of Alaskans

Effectiveness Measure

- Number who report interventions have improved their ability to manage their health

Efficiency Measure

- Cost (to the grant) per consumer

In addition to the Effectiveness and Efficiency Performance Measures required by the Department, additional performance measures specific to the grant program will be required as follows:

Additional Performance Measures

- Increase (or maintain) the number of individuals in the target population who participate
- Maintain projected cost per consumer
- Minimum of 75% report improved ability to manage health
- Minimum of 75% report satisfaction with services

Successful grantees will survey their participants for program satisfaction using a relevant consumer survey tool which must incorporate the effectiveness performance measure provided above and any of the four additional performance measures, also identified above. Applicants can propose other performance measures in addition to those above for evaluating the project's progress in achieving results supportive of program goals and outcomes.

Grant Reporting

Required reporting for this grant will include:

1. Quarterly Cumulative Fiscal Report recording overall grant and match expenditures by budget line,
2. Quarterly Cumulative Fiscal Report 2, recording the quarterly expenditures by service,
3. Biannual Progress Narrative Report, and
4. Monthly service delivery data entry in the states online database.

1.05 Target Population and Service Area

Applicants must clearly describe the population targeted by the project, including the area or communities that will be served. The qualifying circumstances that meet the priority of medically under-served and economic need designations must be provided. Applicants must provide an estimated number of consumers to be reached with each activity and a comprehensive description of how they will recruit participants, including seniors from outside the current senior center attendees. Proposals will be scored for compatibility with the intended target population identified in this solicitation.

Target Population The target population for the services requested in this solicitation includes individuals over the age of sixty (60) and their caregivers (if applicable). Priority is given to Older Alaskans living in medically under-served areas who are of greatest economic need. Medically under-served areas are areas with a lack of access to primary care services.

Service Areas and Communities The service areas and communities requested for the services solicited are all service areas and communities Statewide. Applicants must provide the qualifying circumstances that meet the priority of medically under-served and economic need designations.

Applicants must provide an estimated number of consumers to be reached with each activity, and a comprehensive description of how they will recruit participants, including seniors from outside the current senior center attendees. Proposals will be determined by PEC scores evaluating the strength of the proposal and the compatibility with the intended target population.

1.06 Program Funding

Funds available for this program are anticipated to total $167,400 per fiscal year, which is comprised of $44,171 General Fund Match, and $123,229 Federal Funds. Overall total for the duration is estimated at $502,200.

There is no limit to the amount of funding an applicant can request, as long as the request is justified in the proposal. Funding determinations will be based on historical funding levels, service delivery data, the number of successful applicants, the applicant's proposed services, and the need of the target population in each community.

Match Requirement: The budget must include matching funds equal to 10% of the proposed DOH funds.

Calculate Required Match with the following formula: Total Requested Grant Award x Required Match Percentage = Required Match

Federal grant funds may not be used to match Federal funds awarded through this grant program, and State grant funds may not be used to match State funds awarded through this grant program.

Eligible sources of matching funds include:

- Local Cash: local sources, including local tax receipts, municipal revenue sharing, cash donations
- Local In-Kind: donated items of value for which the applicant incurs no cost, including volunteer labor and donations of supplies, equipment, space
- Other Sources: government and non-government grant awards, third party receipts, direct receipts such as gaming or sales of goods
- Grant Income: earnings anticipated as a result of this project proposal receiving award, and Medicaid reimbursements if award of this grant is required for the applicant to bill Medicaid for awarded services
- Medicaid: includes Medicaid, which is not Grant Income, as well as other third party receipts

Proposed Budget: The applicant must submit a budget proposal for the first fiscal year of the project. The proposed budget detail and narrative, including required match, must support the program's results-based service delivery and staffing requirements stated in this RFP.

The proposed budget must be fully compliant with the limitations described in this RFP, and those detailed in 7 AAC 78.160 (Costs). Regulations are provided under the GEMS Documents tab.

Allowable Costs

1. Salary and honorarium* for program facilitators if this is not already covered by salary or with funding for activities already being implemented. If existing activities are expanded or enhanced, additional salary may be considered an allowable cost.
2. Equipment or supplies and participant materials needed for the specific activity.
3. Facility cost.
4. Costs of transportation for participants if needed to access group activities if other sources of senior transportation are not available.
5. Costs for participation in online group competitions (if applicable), such as the National Senior League.
6. Reasonable and approved outreach activities to recruit participants (not to exceed 10% of award).
7. Cost of training for facilitator, who must be responsible for managing or facilitating activities, must be considered on a case-by-case basis if costs are commensurate with the services to be delivered. Training for staff/facilitators, volunteers/peer facilitators may be allowed if the employee or volunteer contracts in writing for at least 6 months of provision of the service related to the training, or that reimbursement of training costs must be on a prorated basis.

*Honorariums may be paid with federal funds only. This is not an allowable expense with state funds.

Disallowed Costs

1. Passive activities such as presentations or lectures unless these are an integral part of the overall **evidence-based** health promotion program strategy.
2. Health screening and services, unless these are an integral part of the overall **evidence-based** health promotion program strategy AND participants are assisted to maintain a record of findings.
3. Purchase of any equipment or supplies, unless they are an essential part of an ongoing facilitated HPDP program that includes physical activity.
4. Memberships or subscriptions to web-based programs that do not directly contribute to applicant's ability to provide specific HPDP activities for participants.
5. General information and referral.
6. Any activity for which the applicant can provide no evidence of effectiveness.

Resources specific to budgeting are also available under the GEMS Documents tab. DOH 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 must 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 must 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.

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. DOH 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 must include the receipts and expenditure of all grant income.

Planned Services & Expenditures

In addition to the budget, applicants must provide a Planned Services & Expenditures (PSE) on the form provided, that indicates planned expenditures by service(s) and estimated units of intervention and participant self-evaluation. The PSE should be consistent with activities and outputs from the logic model. PSE expenditures should be consistent with the budget, and the cost per service unit should be reasonable.

Expenditures by service will be reported quarterly on the CFR2 and Biannual Program Narrative Report will explain the services delivered compared to the services forecasted on the PSE.

Funding determinations will be based on justification of the budgeted amount, the applicant's proposed service delivery, the needs of the target population in each community, the proposals PEC score and funding recommendations from the PEC. Applicants must provide information to substantiate that the intended population is in a medically underserved area and in economic need.

Section 2 Applicant Qualifications

2.01 Agency Experience

Proposal evaluation will include consideration of the applicant's history of compliance with service and grant requirements, and previous experience in providing the same or similar services. Evaluation may include DOH 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 the same or similar to those proposed. The

description must clearly identify the time period over which services were provided and the target population served.

2.02 Project Staffing

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

Resumes, position descriptions, and professional credentials must be uploaded for key project personnel and must be uploaded as part of the response. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

1. Resumes and job descriptions must be submitted for key program personnel, which includes at minimum, the Program Director, and positions paid by the grant in whole or in part.
2. Applicants must provide an organizational chart, showing the relationship of this project to the other functions within the organization and brief narrative justification of project staffing levels.
3. Applicants providing services that require professional competencies (per evidence-based model) must attach applicable training/licensing/certifications.
4. A plan for attaining and maintaining program leader/instructor certifications must be provided.

Key Volunteer Positions

Applicants must include job descriptions for these key volunteer positions and describe the recruitment and commitment to be expected of key volunteers in the proposal narrative. If a position requires professional competencies, include that with the job description.

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. These procedures must meet State and Federal Standards.
2. The applicant must ensure their most recent financial audit has been 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

DOH 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 both clients and staff in the management of services proposed in response to this RFP.
    i. Facility complies with all applicable state and local building codes. Signs and instructions are posted for evacuation and emergency procedures that are clear and easy to read by consumers and staff.
    ii. Exit and all directional signs are large enough and posted in appropriate places for seniors to see.
    iii. Outdoor lighting is adequate to ensure safety of clients entering and leaving facility.
    iv. Exterior surfaces are cleared of snow and ice, and non-slip surfaces or carpets are provided on stairs, entry and exit ramps, and interior floors.
    v. Facility is free of hazards such as high steps, steep grades, exposed electrical cords or other items obstructing walkways, hallways, etc.
    vi. Agency must enforce the state smoke-free policy, prohibiting smoking within 20ft of the buildings entrances, windows, and air intakes. Also, employees who are serving seniors must not have any evidence of tobacco use on their persons during working hours.
    vii. All vehicles and equipment used for provision of services must be safe and in good working order. All records of maintenance shall be kept on file.
    viii. Includes heating, ventilation, and lighting systems in good working condition that provides comfortable conditions for seniors.
    ix. Adequate number of toilet facilities to accommodate participants and fresh water is available.
    x. At least one first aid kit should be visible, accessible to staff, and contain appropriate supplies for the size of the organization.
    xi. A telephone must be in the facility and made available to consumers.
    xii. An area where confidential matters may be discussed with a consumer in private.

2. The applicant must describe client accessibility to services, and the way in which that will enhance project success.
3. All applicants for DOH grants will 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.
4. By submitting an application, the applicant agrees to comply with the Division Service Principles, and Policies & Procedures, and applicable State laws in relation to reports of harm, critical incidents, and emergency situations. For purpose of this grant, "emergency situations" include the disappearance, injury, or death of a participant. The applicant must demonstrate the agency's ability to responsibly administer the grant, including both sustainable fiscal and administrative capability necessary to support the project.

2.04 Support/Coordination of Services

Applicants must demonstrate that the proposed project has the necessary support and coordination for the successful delivery of services. The proposal must address one or more of the following:

1. Community support where services are proposed;
2. Involvement of the public and potential service recipients in the planning process;
3. Partnerships and collaborations specific to the proposed project; and
4. Coordination with necessary referring agencies and the role of each described.

Suggested partnerships include public health departments, health centers, hospitals, universities, Cooperative Extension, professional organizations, Municipal or Village governments, Community Health representatives, city parks and recreation departments, grocery stores, sporting goods stores, senior centers, swimming pools, transportation providers, and volunteers.

Applicant must provide tangible demonstration of any partnerships and cooperative agreements as attachments to the proposal. Agreements must be current and specifically address the services to be provided. If an agency or other organization will be providing volunteers for the activities, applicant must attach the Memorandum of Agreement (MOA) or other agreement to the proposal that identify the level of commitment required from the identified volunteer(s), along with the credentials (if applicable) of the volunteers working with the program.

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 must 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 must 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 must 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 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 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 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 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 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 website located at System for Award Management (SAM).	☑	

5 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 Electronically sign the Federal Grant Assurances form. Confirm the following criteria are met.

Evaluation/Review Criteria		**Review**	**Points**
a	The Federal Grant Assurances form is electronically signed by an individual authorized to enter into legal agreements on behalf of the applicant.	☑	
b	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.	☑	
c	The applicant agency GEMS record, under General in the Agency Administration tab, contains the agency's UEI number.	☑	

7 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 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.	☑	
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	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.	☑	
e	The agency's contact records are up to date, including Head of Agency, Primary Contact, and Head of Financial Operations.	☑	
f	The applicant's agency record contains the Agency Fiscal Year Start Date.	☑	

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

1 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	Agency historically maintains required standards. Verification may include, though is not limited to, quality assurance reviews, licensing, and certifications.	☑	
c	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.	☑	
d	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.	☑	

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

1 In the text box below, describe the proposed project and the ways in which the goal and outcomes, as stated in the RFP, will be achieved.

Evaluation/Review Criteria		Review	Points
a	The description demonstrates a thorough understanding of program goal and outcomes, and clearly identifies the ways in which they will be achieved.	☐	120

2 In the text box below, name and describe the evidence-based program(s) (EBP) that will be implemented, and the activities to be employed.

Evaluation/Review Criteria		Review	Points
a	The applicant has provided the official name of each proposed EBP and clearly described how they will be implemented.	☐	60
b	The applicant has provided a clear description of the activities that will be employed for each EBP.	☐	100

3 In the upload field below, provide the timeline for the initiation or maintenance of services, and project activities for the first full fiscal year.

Evaluation/Review Criteria		Review	Points
a	The proposed timeline clearly identifies the initiation and/or maintenance of services and project activities for each chosen EBP throughout the first full fiscal year.	☐	80

4 In the text box below, provide a comprehensive description of how participants will be recruited, including seniors from outside the current senior center attendees.

Evaluation/Review Criteria		Review	Points
a	The applicant has provided a clear and comprehensive description of how participants will be recruited, including seniors from outside the current senior center attendees.	☐	80

5 In the upload field below, provide the project's completed Logic Model identifying project resources, activities, and anticipated outputs. The proposed Logic Model must demonstrate a thorough understanding and must be clearly supportive of the grant program goal and outcomes anticipated by the Department.

Evaluation/Review Criteria	Review	Points

a	The attached Logic Model clearly identifies the resources available to the proposed project, summarizes the project activities to be implemented for each evidence-based program, includes outputs with metrics, and is supportive of the pre-determined program goal and outcomes.	☐	120

6 In the text box below, describe how the proposed services maintain fidelity to the original evidence-based program being implemented and how certified instructors will be attained and maintained.

Evaluation/Review Criteria		Review	Points
a	The applicant has clearly described how the proposed services maintain fidelity to each evidence-based program being implemented.	☐	100
b	The applicant has clearly described how they will ensure certified instructors are attained and maintained as required by each evidence-based program being implemented.	☐	80

7 In the upload field below, scan and attach as a single document, the pre and post self-evaluation tools that will be used by seniors to measure their success. In the text box below, describe in detail when and how you plan to use this tool within the program period.

Evaluation/Review Criteria		Review	Points
a	The applicant has uploaded a copy of their pre and post self-evaluation tool and has clearly described when and how they will apply this tool.	☐	80

8 In the upload field below, provide the consumer satisfaction survey that will be used to gauge program satisfaction by participants. Survey must align with the effectiveness and additional performance measures identified in section 1.04.

Evaluation/Review Criteria		Review	Points
a	The uploaded consumer satisfaction survey aligns with the effectiveness and additional performance measures identified in section 1.04.	☐	100

9 In the text box below, describe the target population and service area(s) of the proposed project. Provide the qualifying circumstances that meet the priority of medically under-served and economic need designation, if applicable.

Evaluation/Review Criteria	Review	Points

a	The description clearly identifies the proposed target population and meets the intent of the services solicited.	☐	80
b	The description clearly identifies the proposed service area and meets the intent of the services solicited.	☐	80
c	Applicant has provided information to substantiate that the target population is medically under-served and in an area of economic need.	☑	

10 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	The cost of outreach and recruitment activities do not exceed 10% of the requested award amount.	☐	40
h	Costs are reasonable and substantiated in the narrative.	☐	40

i	The proposed budget narrative clearly describes any necessary allocation of resources among target populations or service areas.	☐	40
j	Proposed sources of 10% Required Match are identified in the budget narrative, as well as in the Matching Fund Source table located near the beginning of the application. All proposed sources of matching funds are eligible, and the level of match is met.	☑	

11 In the upload field below, using the template and instructions provided, complete and upload the Planned Services & Expenditures (PSE) form for the first year of your project. The PSE should be consistent with outputs from the Logic Model. PSE expenditures should be consistent with the budget, and the cost per service unit should be reasonable.

Evaluation/Review Criteria		Review	Points
a	The PSE is complete, appears reasonable and achievable, and is consistent with the outputs from the Logic Model.	☐	60
b	Total PSE expenditures are consistent with the budget, and the cost per service units are reasonable.	☐	60

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

1 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. The time period over which services were provided and the population served are clearly identified.	☐	100

2 In the text box below, describe the proposed project's program, administrative staffing needs, and the recruitment and commitment expected of volunteers. Scan the following documents as a single file and upload in the space provided below: 1) Position descriptions for key project positions including volunteer positions, 2) Resumes and professional credentials for position holders including volunteer positions, 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. In addition, upload a current organizational chart.

Evaluation/Review Criteria		Review	Points
a	The applicant described the proposed project's program and administrative needs. The applicant described the recruitment and commitment expected by key volunteers.	☐	80
b	Staffing levels are sufficient to support the requirements of the proposed project and compliant with all identified program outcomes.	☐	80
c	Position descriptions support the intent of the RFP and the project proposed and include required professional competencies.	☐	80
d	Staff providing services are qualified and competent as demonstrated by the uploaded position descriptions, resumes, and professional credentials.	☐	80
e	Administrative staff are qualified as demonstrated by the resumes provided.	☐	60
f	Administrative capacity demonstrates capability to meet management and reporting needs.	☐	60
g	Agency has uploaded a current organizational chart.	☐	60

3 In the text box below, describe the service delivery facilities and locations, and the ways in which access to services will enhance project success. Address potential safety concerns for both clients and staff.

Evaluation/Review Criteria		Review	Points
a	The facilities described are safe and appropriate to the purpose of the program and potential safety concerns have been addressed.	☐	80
b	Access to the locations will enhance delivery of services to the targeted populations.	☐	60

4 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

4.06 Demonstration of Support/Coordination of Service

1 In the upload field below, provide a single-file scan of documented community support for the proposed project.

Evaluation/Review Criteria		Review	Points
a	Appropriate documentation of support is provided from each community in which the applicant proposes to provide services.	☐	60

2 In the text box below, describe the ways in which the project planning process involved the public and potential service recipients.

Evaluation/Review Criteria		Review	Points
a	The applicant's description demonstrates the involvement of the public and potential recipients of services in planning the project proposed.	☐	40

3 In the text box below, describe partnerships or collaborations necessary to the proposed project. In the upload field below, provide a single-file scan document of existing partnerships and collaborations specific to the proposed project. If an agency or other organization will be providing volunteers for the activities, attach the Memorandum of Agreement (MOA) or other agreement that identifies the level of commitment required from the identified volunteer(s), along with the credentials (if applicable) of the volunteers working with the program.

Evaluation/Review Criteria		Review	Points
a	Partnerships and collaborations necessary for the effective delivery of services are well described.	☐	60
b	An Agreement and/or Memorandum of Agreement (MOA) is uploaded for any agency or organization who will be providing volunteers for activities. The level of commitment and credentials of the volunteers has been clearly identified.	☐	40

4 In the text box below, describe the planned coordination with community, or other providers for referrals necessary to project success.

Evaluation/Review Criteria		Review	Points
a	The applicant's description demonstrates partnerships with referring agencies for the effective delivery of services to the targeted population.	☐	60