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

Request for Proposals
Early Intervention/Infant Learning Program
For FY2024 Through FY2026

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.

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PROPOSAL DUE DATE: April 25, 2023, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: April 17, 2023, 3:59 PM
PROJECT PERIOD BEGINS: July 1, 2023

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Amendments

Amendment 1 Written Inquiries **Posted: 3/23/2023**

Explanation

This amendment serves to provide answers to written inquiries.

Additional Information

Amendment 1, issued 3/23/23, serves to provide answers to written inquiries. Please see the attachment titled "Attachment 1 - Written Inquiries" in the attachments section of this RFP.

Amendment 2 Amendment 2 - Written Inquiries **Posted: 4/6/2023**

Explanation

This amendment, issued 4/6/2023, serves to provide answers to written inquiries. Please see the document titled "Amendment 2 - Written Inquiries" in the attachments section of this RFP.

Additional Information

This amendment serves to provide answers to written inquiries.

Amendment 3 Amendment 3 - Written Inquiries **Posted: 4/20/2023**

Explanation

This amendment, issued 4/19/2023, serves to provide answers to written inquiries. Please see the document titled "Amendment 3 - Written Inquiries" in the attachments section of this RFP.

Additional Information

This amendment serves to provide answers to written inquiries.

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 Early Intervention/Infant Learning Program services for the State of Alaska in FY2024 through FY2026. Program Services are authorized under 7 AAC 78 Grant Programs. Additional governing statutes are AS 47.20.060-AS 47.20.290 (Special Services for Certain Children), 7AAC 023 (Programs for Handicapped Children); 34 CFR Part 303 (Early Intervention Program for Infants & Toddlers with Disabilities), P.L. 111-320 - (Child Abuse Prevention and Treatment Act). State of Alaska statutes and regulations are accessible atthe Department of Law Document Library or through the contact person identified on the cover page of this Request for Proposals (RFP).

The Early Intervention/Infant Learning Program (EI/ILP) operates to ensure that comprehensive EI/ILP services are available in all communities of the state for all families with infants and toddlers, ages birth to three years, who experience developmental delay/disabilities, as defined by **Attachment 1-Alaska EI/ILP Policies**. Early Intervention services are provided through family-centered practices, by a team of highly qualified providers, with services provided in natural learning environments. Early Intervention/Infant Learning Program services must be provided in accordance with the **Attachment 2- Alaska ILP Regulations**, **Attachment 1- Alaska EI/ILP Policies**, the **Alaska EI/ILP Operations Manual and Appendices A-P** and the **Attachment 3- Federal Part C Regulations**.

Following are the core values related to practices in the EI/ILP:

- Relationship-focused – All early learning takes place in the context of relationships with primary caregivers. The relationship between parents and providers is the vehicle through which intervention and support takes place. The early interventionists work in partnership with parents. Their methods support, not supplant, the central role of the family.
- Strengths-based – All families have strengths and are valued for their unique capacities, experience, and potential. Early interventionists work with the family to build on what is already going well and foster confidence and competence in families. Working within the Strengthening Families framework, teams mobilize partnerships to build family strengths to promote optimal development and reduce child abuse and neglect.
- Family-centered – Families have the power to make all important decisions regarding their child and family. Intervention practices respond to family-identified priorities respecting and supporting family values, cultures, beliefs, and decisions.
- Outcomes-based – Programs use measurable outcomes and data for program evaluation and improvement, including progress toward the State-Identified Measurable Result (SiMR). IFSP outcomes must be functional, measurable, and based on children's and family's needs and family-identified priorities.
- Reflective – Programs show evidence of the use of reflective practices at individual, team, supervisory and programmatic levels, in order to build provider and family capacity in supporting the child's progress toward goals and to ensure services meet the family's needs and priorities.
- Effective team practices – Decisions in the areas of evaluation, assessment, Child Outcome ratings, program planning, and service delivery are made through a team process. Team members accept and accentuate each other's knowledge and strengths to benefit the family and child.
- Natural environments – Services are delivered where the child lives, learns, and plays within the context of the family's everyday routines and activities in order to support the NATURAL flow of family life. This requires flexible scheduling to allow services to take place at various times and locations that are part of the child's day and may utilize tele practice in the home and community settings.

Proposals submitted in response to this RFP must address all requirements of the solicitation, including but not

limited to service delivery area (Region), and the requirement that grant funds are the payer of last resort.

The proposed project must demonstrate a thorough understanding and support of the grant program goals and outcomes anticipated by the Department.

Proposals must show an understanding of the target outcomes required under Part C of the Individuals with Disabilities Education Act (IDEA) EI/ILP program goals and outcomes. Program responses must demonstrate their capacity maintain compliance with the following outcomes and compliance indicators. Targets required to be met for compliance outcomes are set and shared with programs annually. Proposed projects must meet or exceed the anticipated outcomes described herein.

Successful grantees will have the option to execute a Medicaid Administrative Claiming (MAC) Provider Agreement which will allow grantees to claim Medicaid Administrative dollars in order to educate families, prior to enrollment about how to apply or reapply for Medicaid; what services and benefits Medicaid has to offer; and how to access those benefits.

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.

Program Goal

The goal of the EI/ILP is to ensure that comprehensive EI/ILP services are available in all communities of the state for all families with infants and toddlers, ages birth to three years, who experience developmental delay/disabilities, in order to support positive developmental outcomes and reduce the need for future support services.

Minimum Anticipated Outcomes

1. Assurance of a, comprehensive, coordinated Child Find effort that results in the identification and referral of all eligible infants and toddlers to the services and support they need to have integrated care.
2. Eligible infants and toddlers and their families receive appropriate, timely, and evidence informed early intervention services in natural and community environments.
3. All program interventions result in improved social-emotional outcomes for enrolled children.
4. Program supports reduce long-term reliance on healthcare and educational services.

Projects must meet or exceed anticipated minimum outcomes described in this RFP.

1.03 Program Services/Activities

Programs are responsible for the coordination and delivery of comprehensive Early Intervention services across the applicant's service region, see **Attachment 6- ILP Service Areas**. The following services and activities must be ensured.

A. Public Awareness and Child Find

1. All infants and toddlers who are potentially eligible for Part C early intervention services are referred to the EI/ILP Program.
2. Families and community partners have access to and use the online Ages and Stages screening system to

determine whether a referral is needed.

3. Medical health and all other service providers in the region will be educated on the Part C requirement to make referrals to the EI/ILP as soon as possible, but in no case more than seven days, after the child has been identified as an infant or toddler with a suspected disability or developmental delay. (See 34 CFR 303.303)
4. Families have access to culturally relevant materials that inform and promote referral of eligible infants and toddlers to the program, and specific child find activities are described to engage children of families in underserved racial/ethnic, regional, socioeconomic, social, and other underrepresented groups.

B. Early Intervention Services in Natural Environments

1. All families have an assigned Family Service Coordinator who facilitates ongoing and timely early intervention services in natural environments.
2. Evaluation and assessment and an initial IFSP meeting conducted within 45 days of referral for all eligible infants and toddlers with IFSPs.
3. The evaluation and assessment of child and family needs lead to identification of all child needs and the family needs related to enhancing the development of the child.
4. All infants and toddlers with IFSPs receive the early intervention services on their IFSPs in a timely manner.
5. Infants and toddlers with IFSPs primarily receive early intervention services in the home or in other settings that include typically developing children.
6. Comprehensive services must be provided, with services, frequency, intensity, location, and method developed by the IFSP team. Programs must provide or coordinate the provision of all services in **Attachment 1- Alaska EI/ILP Policies**.

C. Early Childhood Transition

1. All children exiting EI/ILP receive timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday including:
    - IFSPs with transition plan and services to prepare the child and family for transition;
    - Notification to the local educational agency if the child is potentially eligible for Part B; and
    - Transition conference with the family and receiving agencies as appropriate at least 90 days prior to the child's third birthday.

D. Program Administration

1. Families of eligible infants and toddlers are aware of and have access to their rights and procedural safeguards.
2. Child find and timely services are ensured through interagency coordination and assignment of fiscal responsibility.
3. Appropriately trained administrators oversee program compliance and supervise program direct service providers.
4. Professional and paraprofessional early intervention personnel provide services to eligible infants and toddlers with IFSPs and their families, within their scope of practice as defined by **Attachment 1- Alaska EI/ILP Policies**.
5. The grantee program uses information (including EI/ILP data reports, program self-assessment, monitoring reports, complaints, hearings, etc.) to identify and correct non-compliance as soon as possible but in no case later than one year from identification.
6. State-required data, narrative and fiscal revenue reports are timely, complete, and accurate.
7. All data is entered in the statewide data system in a timely and accurate manner, within 1 month of the provision of services. Data cleaning and submission occurs no later than 30 days after the end of each

quarter.
8. Program Coordinators participate in state meetings, training, and committees when available and/or requested.
9. The organization ensures that infrastructure is in place to orient and train new program coordinators and direct service staff.

EI/ILP Models for Service Delivery: Programs are responsible for the coordination and delivery of all activities and services outlined in Section 1.03 Program Services/Activities to achieve the Program Goals & Anticipated Outcomes in Section 1.02. To address the various situations in Alaska's vast and sparsely populated geographic regions, the State EI/ILP allows various service delivery models. Service delivery models must have the following characteristics:

1. Utilize best practices described in **Attachment 4 - Agreed Upon Mission and Key Principles for Providing Early Intervention Services in Natural Environments** and **Attachment 5 - Agreed Upon Practices for Providing Early Intervention Services in Natural Environments**.
2. **Attachment 1- Alaska EI/ILP Policies** and **Attachment 3- Federal Part C Regulations** must be followed.
3. Programs must ensure that all service disciplines appropriate to a child's needs are represented in a coordinated teaming process, and that all services are accessible to families when the team, including the family, determines that the service is needed.
4. SEED Registry guidelines for provider certification, training and credentials must be followed, as outlined in the Alaska EI/ILP Operations Manual and Appendices A-P. All providers identified as a Family Service Coordinator are required to maintain a Part C Credential.
5. Ensure that families have choices related to service delivery methods, including in-person, telehealth, and a hybrid blend.
6. Applicant proposals must describe the ways in which the project aligns with program intent. The submitted project proposal will identify agency resources available to the project; describe project activities; and clearly state the project's anticipated goals, outputs, and outcomes.

Applicants will upload a timeline for the initiation of services and project activities. Activities are expected to begin no later than 30 days from the award of the grant. Applicant proposals must describe the ways in which the project aligns with program intent. The submitted project proposal will identify agency resources available to the project; describe project activities; and clearly state the project's anticipated goals, and outcomes.

The applicant's narrative must address how they will ensure the timely provision of each of the activities required to be a comprehensive Early Intervention/Infant Learning program, as described in Section 1.03, in order to achieve the goals and outcomes described in section 1.02 above.

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

NOTE: Grantees must coordinate access to all services outlined in Section 303.13(b) of the **Attachment 3- Federal Part C Regulations**, as recommended by the IFSP team, including the parent. Proposals must describe procedures for ensuring infants and toddlers have access to recommended services, including specific low incidence disability consultation (i.e., Hearing, Vision & Autism) as appropriate.

By submitting a proposal, an applicant agrees to comply with the additional program requirements and service standards in the Alaska Early Intervention/Infant Learning Program Operations Manual, as well as Attachments 1-6.

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 measured 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

- 1 Health & Wellness Across the Life Span
- 3 Safe & Responsible Individuals, Families & Communities

Department Core Services

- 1.2 Provide Quality of Life in a Safe Living Environment for Alaskans
- 3.1 Strengthen Alaska Families
- 3.2 Protect Vulnerable Alaskans

Department Objectives

- 1.2.1 Improve the safety of children receiving department services.

Effectiveness Performance Measure

Percent of ILP families enrolled for 6 months or more who report "Our ILP provider has done an excellent job helping us enjoy our relationship with our child" on the annual Family Outcome Survey.

Efficiency Performance Measure

Cost per child: Cost from State and Federal Grant funds per number of children counted as enrolled on December 1 Annual Child Count. (Annual State Grant Funds + Annual Federal Part C Funds / estimated # Children enrolled December 1) Use the estimated number of children enrolled per region provided in **Attachment 6- ILP Service Areas**.

The applicant's proposed evaluation plan will incorporate the performance measures of effectiveness and efficiency identified above. Applicants can propose additional performance measures for evaluating the project's progress in achieving results supportive of program goals and outcomes. The evaluation plan should clearly indicate roles and responsibilities as well as quality assurance processes for the timely and accurate entry of data into the EI/ILP Data System, in order to provide the timely and accurate program reports described below. (The applicant's evaluation plan must include indicators and data gathering strategies that will be used.)

The revised Federal Uniform Guidance 2 CFR 200 now requires that the State inform potential sub-recipients via our solicitation and resulting grant awards of all performance measures included in our Federal Award.

Grant Reporting

Required reporting will include:

1. Cumulative Fiscal Reports (CFR) recording overall grant and match expenditures by budget line. A narrative explaining the breakdown of quarterly grant expenditure funding sources must be provided in the notes field of the CFR; and
2. Program Reports submitted through the Alaska EI/ILP Database and confirmed in GEMS, including the following components:
    - Compliance Indicator and Narrative report
    - Billing Revenue report
3. Annual Program Reports submitted through the Alaska EI/ILP Database and/or by email:
    - Child Count report
    - Exiting Data report
    - Self-Assessment report

State and Federal Compliance Indicators all programs must meet include:

1. Compliance Indicator 1: All infants and toddlers with IFSPs receive the early intervention services on their IFSPs in a timely manner. (Target: 100%)
2. Compliance Indicator 2: All infants and toddlers with IFSPs receive early intervention services in the home or in other natural settings. (Target: 97%)
3. Compliance Indicator 3: Infants and toddlers with IFSPs demonstrate improved:
    - (A) Positive social-emotional skills (including social relationships) (FY24 Target 55.36%, updated annually);
    - (B) Acquisition and use of knowledge and skills (including early language/communication) (FY24 Target 58.41%, updated annually); and
    - (C) Use of appropriate behaviors to meet their needs (FY24 Target 64.70%, updated annually).
4. Compliance Indicator 4: Maintain or increase the percent of families participating in EI/ILP who report that services have helped the family:
    - (A)Know their rights (Target: 100%),
    - (B) Effectively communicate their child's needs (Target: 98%), and
    - (C) Help their child develop and learn (Target: 96.25%).
5. Compliance Indicator 5: As a result of comprehensive Child Find activities, infants (0-1 year) in service region enroll in ILP services. (Target: 1.89%)
6. Compliance Indicator 6: As a result of comprehensive Child Find activities, infants and toddlers (0-3 years) in service region enroll in ILP services. (Target: 2.70%)
7. Compliance Indicator 7: All eligible infants and toddlers have an evaluation, assessment and an initial Individualized Family Service Plan (IFSP) meeting within 45 days of referral. (Target: 100%)
8. Compliance Indicator 8: All children are transitioned to school-based services within the required timeframes.
    - (A) All children have transition plan by age 33 months (Target: 100%)
    - (B) All children have notification to Local Education Agency (LEA) by age 33 months (Target: 100%)
    - (C) All children have Transition Conference by age 33 months (Target: 100%)
9. Compliance Indicator 11: (State Identified Measurable Result - SiMR) Infants and toddlers who entered the program below age expectations in Social-Emotional development will substantially increase their rate of growth by the time they exit the program. (FY24 Target: 55.36%, updated annually)

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. Proposals will be evaluated for compatibility with the program's intended target population identified in

this solicitation. Applicants must identify how many children and families they propose to service under their project, including an estimate of the number and the percent of the population of children ages birth to 3 years they intend to serve.

Applicants who intend to enroll infants and toddlers with disabilities who do not meet the criteria for Part C eligibility must clearly state the method they use to determine what additional funding is available to provide these services, procedures for determining which children are offered Non-Part C services, and the type and frequency of services to be offered to Non-Part C eligible children.

Target Population: The target population for the solicited services is statewide infants and toddlers, ages birth to three years, with a disability. The exhaustive definition for disability and program eligibility criteria is available in **Attachment 1- Alaska EI/ILP Policies**.

Service Areas and Communities: The service areas and communities requested for the services solicited are Statewide.

Early intervention/Infant Learning Program services must be available to eligible infants and toddlers and their families statewide. Services areas have been designated to ensure all communities are included. The designated service areas within Alaska can be seen in **Attachment 6 - ILP Service Areas**. Applicants may propose to provide services in more than one service area and/or may indicate specific communities they will serve in a service area to ensure a fully accessible EI/ILP service delivery system. Proposals must describe their administrative capacity to support the areas they identify in their service population.

In the statement of need, applicants must describe how infants and toddlers with disabilities who are potentially eligible for early intervention services under Part C of IDEA will be identified through Child Find and evaluation activities, including but not limited to:

- 1.05.1 American Indian or Alaska Native infants and toddlers with disabilities residing on a reservation geographically located in Alaska (including coordination, as necessary, with tribes, tribal organizations, and consortia to identify infants and toddlers with disabilities in the State based, in part, on the information provided by them to DOH EI/ILP under 34 CFR §303.731(e)(1));
- 1.05.2 Infants and toddlers with disabilities who are homeless, in foster care, and wards of the State; and
- 1.05.3 Infants and toddlers with disabilities who are:
    - 1.05.3.1 The subject of a substantiated case of child abuse or neglect; or
    - 1.05.3.2 Identified as directly affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure as required at 34 CFR §303.303(b).

The statement of need must also clearly document the problem(s) that funded services will address. The problem statements must be supported by statistics and data or a local needs assessment. additionally, the statement must cite the source(s) and information from knowledgeable local persons and organizations, and include evidence drawn from the applicant's experience. Applicants must indicate how the proposed services will impact the stated problem and how they relate to existing services (regional population for ages birth to three, number of births, hospital/clinic admissions, CAPTA (Child Abuse Prevention and Treatment Act) referrals, etc.).

1.06 Program Funding

Funds available for this program are anticipated to total $27,834,924 ($9,278,308 per year) in State and Federal funds for the grant duration for the base awards. An additional $200,000 of Federal funds may be issued in FY24. Factors which will be considered in decisions regarding the distribution of funds include service delivery area

population, anticipated enrollment, frequency/intensity of services, regional cost of living, **travel expenses,** potential for program revenue, and previous regional expenditures.

Restrictions for Part C Funds: Federal Part C funds may only be used for Child Find, eligibility determination and services to children who meet the Alaska Part C Eligibility Guidelines, as outlined in **Attachment 1- Alaska EI/ILP Policies**. **Part C funds are the payer of last resort** at the child level; in accordance with the requirements of 34 CFR, Part C funds may be spent only for Part C activities after other federal, state, local and/or third-party funding has been accessed and applied. Part C will supplement, not replace, existing resources including program income. It is recommended that your budget utilize Part C funds for positions and/or activities which cannot be reimbursed through program billing revenue.

Grantees are expected to facilitate the coordination of payment for early intervention services from Federal, State, local and private sources (including public and private insurance coverage). Programs must be able to demonstrate how they implement payer of last resort and ensure that services are provided in accordance with the System of Payment Policies and Procedures, outlined in **Attachment 1- Alaska EI/ILP Policies**, including the assurance that services paid using public insurance or benefits, or private insurance, incur no co-payments, deductibles or fees charged to families.

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

Agencies requesting State Funds must complete the State Funds budget detail and narrative in section 4.04(5). Agencies requesting Federal Part C funds must complete a separate Federal Part C funds budget detail and narrative in section 4.04(6). Any agencies requesting State and Federal Part C funds must complete two separate budgets.

The proposed budget will 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.

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.

Administrative Costs: In accordance with program regulation 7 AAC 23.060(9), proposed budgets must limit total administrative costs to no more than 25% of the total grant award. Administrative costs include:

- (A) salaries and benefits for administrative personnel;
- (B) office rent and utilities for administrative personnel;
- (C) accounting, bookkeeping, and auditing services;
- (D) liability and malpractice insurance premiums;
- (E) office supplies, equipment, and equipment repairs; and
- (F) indirect costs.

Grantees with approved indirect rate agreements are required to use whichever rate is lower between the

regulation limit of 25% for administrative costs or their current federally approved indirect rate. Identify in the budget narrative which costs are administrative and the fund source. For personal services, include the percent of the position designated as administrative.

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.

Payment for Services/Grant Income: If applicable to the services proposed in response to this solicitation, awarded grantees will 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 utilizing state or federal grant funds for delivery of the proposed services. Federal Part C funds are the payer of last resort and department funds are next to last payer.

In the applicant's proposed budget, anticipated receipts and expenditures for all grant income must be evident in the additional match column of the budget detail and explained in the budget narrative. Revenue for this project must be reported quarterly in the following categories:

- Targeted Case Management Medicaid
- Medicaid Therapy Services
- Private Insurance
- Tricare
- Private Pay (Family)
- Cash or In-Kind Donation
- Medicaid Administrative Claiming (MAC) Billing
- Other Income

Fiscal reports for awarded income generating projects will include the receipts and expenditure of all grant income.

Budget Overview narrative:

Applicants must submit a narrative overview of the program budget. Proposals must describe how program funds will be used to integrate low incidence disability services into their service delivery model. Specific funding must be referenced in the budget for these services.

EI/ILP Program Billing: Successful applicants will be required to enroll as a provider in the Alaska Medicaid Program. Programs must seek third party reimbursement for all services listed on the IFSP, including case management, whenever possible. Please see the Targeted Case Management (TCM) ILP Provider Billing Manual for detailed information on TCM Billing.

Applicants must attach a copy of their agency and/or ILP billing policies to the proposal. The billing policies must include a description of how your program meets the following requirements:

1. Identification of which services which will be billed to third parties, including Medicaid.
2. Chart of current billing rates.
3. Steps for establishing write-offs for services not billed and/or reimbursed.
4. Methods for assuring that State and Federal funds are used as payer of last resort when paying for services.

5. Procedures for informing families of their rights under the Alaska EI/ILP System of Payment Policies (Section XVIII, EI/ILP Policies and Procedures).
6. Assurance that agreements are in place to assure that services provided through contracted or community providers are provided in alignment with the Alaska EI/ILP System of Payment Policies.
7. Identification of specific funds that will be used to pay for services to address low incidence disabilties, including hearing and vision impairment.

In addition, successful applicants are encouraged to establish a provider agreement with the department to conduct approved EI/ILP Medicaid Administrative Claiming (MAC) activities.

Successful applicants must demonstrate they have the capacity to bill public and private insurance for reimbursable services, directly or through agreements with contracted or community providers.

Travel: Successful applicants may provide mileage reimbursement to employees utilizing their personal vehicle to provide the services under the resulting grant. Travel costs (including mileage reimbursement) are limited to the more restrictive of the applicant's current travel policy or the current basic rates approved under the general government unit employees' agreement with the State. Mileage reimbursement does not apply to travel to and from work.

Applicants must include in their proposed budget the estimated travel costs (per diem, lodging, etc.) to travel to Anchorage for the following meetings:

- Required face to face meeting for Program Coordinators in Anchorage, two time per year for 2 days, dates to be determined.
- Required face to face training for EI/ILP Direct Service employees, in Anchorage, one time per year for 2 days, dates to be determined.

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 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 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, as well as a description of staff experience in related service areas. The proposal must also include references and documentation from prior funders (State of Alaska or other granting organizations), and certifying/oversight agencies, of the successful delivery of the same or similar services. An example of relevant reference documents might include copies of recent site reviews, program audits, and documentation of the resolution of any findings contained in the review(s).

2.02 Project Staffing

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

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

Program staffing levels must be commensurate with meeting the program goals, anticipated outcomes, program activities/ services, requirements outlined in the Federal Part C Regulations (attached), the Alaska ILP Policies (attached), and the Alaska ILP Regulations (attached).

Programs must document that all early intervention service providers meet the program standard of being highly qualified as determined by the System for Early Education Development (SEED) career ladder- ILP Track, and the SEED roles and responsibilities. Resumes, job descriptions and professional credentials must be uploaded as one document for all early intervention service providers. A list of early intervention service providers must be submitted listing the current SEED Level with indication of provisional or professional status, position description describing responsibilities, and Part C Credential status (earned or in process) of each provider.

The proposal must assure that all early intervention service providers will be provided, at a minimum, documented monthly supervision by an Early Intervention/Infant Learning Program (EI/ILP) professional who is qualified at Level 10 or Level 11 on the SEED Registry located in the Alaska EI/ILP Operations Manual.

Early intervention service providers who do not meet the aforementioned educational and professional credential standards may require additional training to achieve “highly qualified” status under the Individuals with Disabilities Educational Improvement Act of 2004. (See 34 CFR 303.31: Qualified personnel; and 34 CFR 303.118: Comprehensive system of personnel development (CSPD); and CFR 303.119: Personnel standards.

All early intervention service providers, who provide early intervention services 20 hours or more per week, or who serve as Family Service Coordinators (including contract providers), shall enroll in the SEED Professional Registry as ILP providers within 30 days of hire or start of contract. In addition, regardless of educational background or prior experience, all Program Coordinators and Early Intervention Service Providers, who provide early intervention services 20 hours or more per week, or who serve as Family Service Coordinators (including contract providers), will be required to successfully complete the on-line Alaska Part C Credential training and become credentialed within six months of hire or start of contract.

Your proposal must demonstrate how you will ensure compliance with AS 47.05.300-390 Criminal History; Registry, 7 AAC 78.170 Administrative Policies of Grantees and 7 AAC 10.900-990 Barrier Crimes, Criminal History Checks, and Centralized Registry. Compliance includes (1) establishment of a written policy and (2) ensuring that each individual associated with the grantee in a manner described under 7 AAC 10.900(b) has a valid criminal history check from the Department of Health and Social Services, Division of Health Care Services, Background Check Program (BCP) before employment or other service unless a provisional valid criminal history check has been granted under 7 AAC 10.920 or a variance has been granted under 7 AAC 10.935.

All contract personnel must sign a statement as part of their contract, assuring that they will not demonstrate a conflict of interest when evaluating children and recommending private services.

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.
3. Executive administrative and financial staff must be qualified, as indicated by their professional and educational experience detailed in attached resumes.

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 DHSS 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 and Social Services
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, including procedures which support staff safety during home visits and travel.
2. The applicant should describe client accessibility to services and the way in which that will enhance project success. Please describe the role of telehealth in your service delivery model, and procedures for ensuring that program participants are informed of their rights and choices related to in-person, hybrid, and

telehealth service delivery mechanisms.

3. All applicants for Department grants should 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. Appliants must submit a copy of the agency's most current, comprehensive COVID-19 Mitigation Plan.

2.04 Support/Coordination of Services

Applicants must demonstrate the proposed project has the necessary support and coordination for the successful delivery of services. Applicants must coordinate with partners necessary to provide adequate support to the clients and must show, through their proposed project, collaborative efforts within the region and with other potential grantees to ensure full access to EI/ILP services in all communities.

The proposal must include demonstration of necessary partnerships including letters of support and cooperative agreements to the proposal. Agreements must be current and specifically address the services to be provided in this program. The proposal must address 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.

The following specific agreements must be in place:

1. Memorandum of Agreement (MOA's) or inter-agency agreement/s with the Local Education Agency(ies) (LEA) that serve the geographic region the applicant proposes to serve. If current proposals are not available, they may be submitted as a project deliverable within the first 6 months of the project period.
2. MOA's or inter-agency agreement/s with the Head Start/Early Head Start agency(ies) or other early childhood initiatives that serve the geographic region the applicant proposes to serve.
3. Working protocol or evidence of coordination with the local or regional OCS office(s) that serve the geographic regions the applicant proposes to serve.

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 7/1/2023 through 6/30/2026. At the discretion of the Department, a project funded under this RFP may be considered for continued funding in subsequent program years. The annual decision to continue funding for the subsequent years 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 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 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 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 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 Previous recipients of DHSS 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. DHSS 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 Describe the proposed project in the text box below in three distinct sections. Section A: Describe how your program reflects the Core Values listed in Section 1.01 of the RFP. Section B: Describe the EI/ILP Model for Service Delivery you intent to implement, being sure to address the required characteristics described in Section 1.03 of the RFP. Include a description of how you ensure that children in your region have timely access to all required services, including services for children with low-incidence disabilities. Describe how your program utilized in-person services, telehealth, and hybrid options in your service delivery model. Section C: Describe the evidence-based practices your program utilizes to promote positive social emotional development in children and families and the ways in which you ensure they are implemented with fidelity.

Evaluation/Review Criteria		Review	Points
a	The Section A description clearly demonstrates that the program reflects the Core Values of Early Intervention and implements the Mission and Key Principles.	☐	120
b	The Section B description clearly demonstrates that the program's EI/ILP Model for service delivery will ensure that all children have access to necessary services in a timely manner that meets the needs of the family.	☐	120
c	The Section C description demonstrates the capacity to implement an array of evidence-based practices which will support the growth and development of young children's social emotional skills.	☐	120

2 Provide the timeline for the initiation of services and implementation of project activities in the upload field below. In the text box field below, describe a schedule of availability for child find activities and intervention services in each community/region served by the program, and the method of delivery of those services (i.e. in-person, distance delivered, hybrid).

Evaluation/Review Criteria		Review	Points
a	The timeline proposed for initiation of services and project activities is compatible with program intent.	☐	60
b	The schedule of availability for child find activities and intervention services is clearly described for each community/region served by the program, and a method of delivery is provided for each.	☐	60

3 ***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, and anticipated outcomes in three distinct sections. Section A: Describe the resources your agency has in place to support the goals and outcomes of your program. Section B: Describe in detail your program's procedures for the provisions of Program Services/Activities described in Section 1.03 of the RFP or Upload your program procedures manual*. Section C: Describe how these program procedures are designed to support the project goals and anticipated outcomes described in section 1.02 of the RFP.***

**** If a program procedures manual is not available to be uploaded at this time, it will be required as a project deliverable for successful grantees.***

Evaluation/Review Criteria		Review	Points
a	The described resources are sufficient to support the successful implementation of a comprehensive, high-quality Early Intervention program.	☐	60
b	The response and/or Program Procedures Manual provides a high level of detail regarding program procedures, and activities, which clearly show implementation of all of the project's Program Activities/Services.	☐	120
c	The procedures outlined are clearly designed to ensure that all program goals, and anticipated outcomes outlined in section 1.04 are met.	☐	120

4 ***In the text box or upload field below, describe the project evaluation plan, including indicators and data gathering strategies that will be implemented to address the program's performance measures identified in Subsection 1.04. In your evaluation plan, describe the procedures you utilize to document program services, ensure timely/accurate entry of data in the EI/ILP database, ensure timely/accurate quarterly and annual required reporting, and ensure compliance with indicators, as described in section 1.04. Performance measures of effectiveness and efficiency identified in Section 1.04 must be incorporated.***

Evaluation/Review Criteria		Review	Points
a	The proposed evaluation plan includes indicators and robust documentation, data gathering, and reporting strategies aligned with the program performance measures identified in Subsection 1.04, which will ensure timely and accurate reporting and compliance.	☐	120

5 In the text box below, write a statement of need describing the target population and service area(s) of the proposed project. Include a description of the communities to be served, how specific populations described in section 1.05 will be identified, the number and population percentage of birth to 3-year-olds to be served in order to meet the targets identified in Compliance Indicators 5 and 6 described in Section 1.04. Please describe specific strategies which will be used to identify and enroll populations which are traditionally underserved in the identified regions.

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.	☐	120
b	The description clearly describes strategies to serve a percent of the population which meets the targets identified in Compliance indicators 5 and 6.	☐	120

6 Provide the proposed State Funds budget for the first year of the project. Include detail and supporting narrative as shown in the DOH 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	Proposed sources of 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.	☑	

7 Provide the proposed Federal Part C budget for the first year of the project. Include detail and supporting narrative as shown in the DOH 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	Proposed sources of 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.	☑	

8 In the upload field below, submit a copy of your agency's billing policies.

Evaluation/Review Criteria		Review	Points
a	The uploaded billing policies clearly meet the requirements outlined in Section 1.06 of the RFP.	☐	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. In the upload field below, scan and attach as a single document references and documentation from prior funders and certifying/oversight agencies. See sections 2.01 of the RFP for examples of relevant reference documents.

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. Note: DHSS staff review will also include DHSS documentation such as prior year performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.	☐	60

2 In the text box below, describe the proposed project's 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	Administrative staff are qualified as demonstrated by the resumes provided, with experience overseeing similar programs.	☐	60

b	Administrative positions and FTE's reflect necessary capacity to meet management and reporting needs.	☐	60

3 ***In the text box below, describe the proposed project's program staffing, supervision provided to program staff, and recruitment/retention strategies implemented to ensure positions remain filled. Scan the following documents as a single file and upload in the space provided below: 1) Position descriptions for direct service providers, 2) Resumes and professional credentials for all staff and contract providers 3) A chart that lists employee and contract providers, credentials and job title, SEED Level number and status (provisional or professional), and Part C Credential status (in-process or completed) 4) A sample contract if contractors are utilized by your agency.***

Evaluation/Review Criteria		Review	Points
a	Staff providing services are qualified and competent as demonstrated by the uploaded position descriptions, resumes, professional credentials, and staff chart.	☐	120
b	Staffing levels are sufficient to support the requirements of the proposed project, number of children and families served, and are compliant with all identified program mandates.	☐	60
c	Position descriptions support the intent of the RFP and the project proposed.	☐	60
d	Proposal demonstrates that all direct service providers will be provided, at a minimum, documented monthly supervision by and EI/ILP professional who is qualified at Level 10 or 11 on the EI/ILP SEED Professional Development Career Ladder.	☐	60

4 ***In the text box below, describe the procedures that will be used to protect client confidentiality. In the upload field below, attach a copy of your agency's confidentiality policy.***

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

5 ***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. Home visitor safety is comprehensively addressed.	☐	20
b	Access to the locations will enhance delivery of services to the targeted populations. The role of telehealth is clearly defined and supports family choice in service delivery.	☐	20
c	The agency's COVID-19 Mitigation Plan is responsive to the safety needs of staff and families and supports family choice in service delivery.	☐	20

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. Describe how you intend to ensure that stakeholders of diverse economic, ethnic/racial, and social backgrounds have opportunities for input and feedback related to program services.

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.	☐	60

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 documenting existing partnerships and collaborations specific to the proposed project.

Evaluation/Review Criteria		Review	Points
a	Partnerships and collaborations necessary for the effective delivery of services are well described. Evidence specific to the proposed project is provided.	☐	60

4 ***In the text box below, describe the in-place or planned coordination with the State or other providers for referrals necessary to project success. Identify the project staff involved as well as the responsible positions at the referring agencies.***

Evaluation/Review Criteria		Review	Points
a	The applicant's description demonstrates a clear understanding of the roles that must be performed by the applicant and by referring agencies for the effective delivery of services to the targeted population.	☐	60