State of Alaska
Department of Health and Social Services
Division of Office of Children's Services

Request for Proposals
Children's Advocacy Centers
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: Bernadette Osborne, Grants Administrator

PHONE: 907-465-8142

E-MAIL: bernadette.osborne@alaska.gov

PROPOSAL DUE DATE: May 7, 2024, 3:59 PM

DEADLINE FOR WRITTEN INQUIRIES: April 29, 2024, 3:59 PM

PROJECT PERIOD BEGINS: July 1, 2024

Table of Contents

Section 1 Grant Program Information

1.01 Introduction and Program Description

1.02 Program Goals and Anticipated Outcomes

1.03 Program Services/Activities

1.04 Program Evaluation Requirements and Reporting

1.05 Target Population and Service Area

1.06 Program Funding

Section 2 Applicant Qualifications

2.01 Agency Experience

2.02 Project Staffing

2.03 Administrative, Management, and Facility Requirements

2.04 Support/Coordination of Services

Section 3 General Instructions for Proposal Submission

3.01 Eligibility

3.02 Acceptance of Terms

3.03 Inquiries

3.04 Proposal Costs and Content

3.05 Duration

3.06 Proposal Review

3.07 Final Decision Authority

3.08 Notification of Grant Award and Appeals

3.09 Cancellation of the RFP/Termination of Award

Section 4 Submission Requirements/Evaluation Criteria

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

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

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

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

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

4.06 Demonstration of Support/Coordination of Service

Amendments

Amendment 1 01: Amendment to Correct Service Area **Posted: 4/4/2024**

Explanation

To update section 1.05 Target Population and Service Area.

Original Service Areas and communities' section of 1.05 is: The service areas and communities requested for the services solicited are those served under current DFCS Children's Advocacy Center program awards: Anchorage, Bethel, Copper River Basin, Dillingham, Fairbanks, Juneau, Kodiak, Kenai Peninsula, Matanuska-Susitna Valley, and Nome.

1.05 Target Population and Service Area

Service Area and Communities: **Statewide**

Additional Information

1.05 Target Population and Service Area

Service Area and Communities: **Statewide**

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Family and Community Services, Division of Office of Children's Services, is requesting proposals from eligible applicants to provide Children's Advocacy Centers services for the State of Alaska in FY2025 through FY2027. Program Services are authorized under 7 AAC 78 Grant Programs. Additional governing statutes are. 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).

The State of Alaska seeks to provide quality, multidisciplinary, and legally defensible investigation and support services to victims of child abuse. CACs utilize strong community partnerships in a multidisciplinary team (MDT) approach that provides services to child victims of sexual abuse and other forms of severe abuse, and services to the children's non-offending caregivers. CAC facilities offer a non-threatening, child-focused environment where consultation, medical exams, forensic interviews, crisis counseling, case management, advocacy and educational services are available to victims and families.

1.02 Program Goals and Anticipated Outcomes

The goals of the CAC program are:

1. To provide a comprehensive multidisciplinary response to cases of severe child abuse, including child sexual abuse and exploitation;
2. To offer services in child and family friendly facilities in a manner that minimizes further trauma and allows families to be served in their home communities; and
3. To provide effective education and community outreach to inform families and professionals about recognizing, responding to, and preventing child abuse.

The anticipated outcomes for the CAC grant program are:

1. Minimize trauma for children and families who interface with Alaska's child protection and/or legal systems following an incident of severe child abuse;
2. Improve services through a coordinated community response to instances of severe child abuse;
3. Increase the identification and prosecution of perpetrators of child abuse and crimes against children; and
4. Increase levels of support, education, and services to families, children, and communities to prevent further incidents of abuse.

Proposals must be compliant with program intent and must demonstrate a thorough understanding of the goals and outcomes anticipated by the Department and the project's ability to meet or exceed the anticipated minimums described in the RFP.

1.03 Program Services/Activities

While providing for the wellbeing and safety of referred clients, CAC services are also protective. Services are intended to increase the number of offenders held accountable and the number of children protected through improved prosecution of child abuse cases, both civil and criminal. The core services sought for the CAC program are:

Conduct legally defensible interviews of children following alleged incidents of severe child abuse;

Provide advocacy and follow-up support services to child victims and their families following a disclosure of severe child abuse;

Coordinate case management through a facilitated multidisciplinary approach to service delivery; and

Provide community outreach and education about child abuse, prevention of child abuse, and the resources available to victims.

Project proposals must demonstrate a thorough understanding of the activities proposed to support delivery of core services and achievement of stated program goals and outcomes. The services and activities narratives will detail the activities to be employed, with specific milestones and outcome measures provided.

Proposals must include a description of the strategies and activities used to provide the identified core services. The proposal's core services narratives must include a detailed description of referral and admission procedures; screening and assessment for intake and service delivery; processes and protocols for coordinated investigative interviews by trained forensic interviewers; processes for emergency referrals and service delivery outside normal business hours; processes for responding to referrals from outside the service area and sharing of information on cases referred from outside the service area to ensure coordination and follow up; case tracking methods from point of referral through resolution; advocacy and support services offered to clients; resource referral and follow-up services; and criteria for determining case closure. Many of these elements are included in the NCA Standards for CAC Accreditation, provided as an attachment to the RFP.

Information to support criminal and civil proceedings will be obtained by forensic interviewers trained in the ChildFirst Alaska model using optimal recording equipment. A description of recording and documentation equipment must be included in the description of services.

Clinicians and medical health providers working with CAC's will utilize secure web-based communication for consultation as needed in order to ensure that clients receive the best possible services. Further, CAC's will participate in the Tele-CAM web-based teleconsultation system for statewide peer review of forensic medical exams.

The project proposal must include a detailed training plan for project staff, MDT members, Tribes and/or community partners. The training plan will include an overall orientation to the CAC services, as well as introductory and ongoing training for the various participants. Applicants will discuss the ways in which training will address cultural humility, confidentiality, team and/or trust building, child and adult abuse reporting, and any other elements relating to the delivery of program core services.

As a project activity promoting ongoing collaboration and continuous quality improvement for the CAC projects and program, CAC project staff will participate in monthly teleconferences hosted by the OCS Program Coordinator. Once per quarter, the teleconference will include participants from the Division's training and technical assistance resources and partner organizations. Additionally, grantees will be required to participate in an annual two to three day CAC grantee meeting in Anchorage at a date to be coordinated by the OCS CAC Program Coordinator.

To lend assistance and support to funded CAC projects, OCS will make available a wide range of training and technical assistance opportunities, either directly or through its partners. Applicant narratives, at Section 4, Subsection 4.05.1, must include a detailed description of previously experienced challenges to providing CAC services, and the ways in which those challenges have been met and overcome. If there are continuing challenges, the needs for guidance from the OCS CAC Program must be identified.

The State of Alaska works in partnership with CACs to ensure high quality service delivery. All CAC projects will work to achieve and/or maintain standards of accreditation through the National Children's Alliance (NCA). CACs should continually strive to meet or exceed accreditation requirements. CACs are expected to apply for accreditation within five years of their initial establishment. Additional information about NCA accreditation is available at the National Children's Alliance Membership Page.

Program Standards

The CAC Program Standards are provided as an attachment to the RFP, NCA Standards for CAC Accreditation. Throughout the period of award, agencies will be evaluated on the CAC program Standards, consisting of the ten NCA accreditation standards and best practices. Project activities narratives will include activities and/or training and technical assistance necessary to support achievement of the stated standards. It is the OCS expectation that every project meets the standards.

If there are specific standards not currently met by the applicant, those should be identified with the applicant's proposed plan for meeting the standard(s). If there are seemingly insurmountable barriers to meeting any standard, the information provided will detail the barriers and the reason(s) for which the standard(s) cannot be met.

The applicant's CAC protocols will be uploaded at Section 4, Subsection 4.04.4 as part of a complete application. The protocols must include client safety throughout the delivery of services as well as client grievance procedures.

Multidisciplinary Team (MDT)

Written protocols/policies are required to ensure coordination and cooperation among all agencies involved in serious child abuse cases. The protocols establish the functions and parameters of the MDT, establish case review standards, and guide the joint delivery of services. Guidelines for the written protocols of the MDT are provided in the attached NCA Standards for CAC Accreditation.

The MDT response includes forensic interviews, medical evaluations, therapeutic interventions, victim support/advocacy, case review, and case tracking. These components are provided by CAC staff, MDT members fron outside the agency, and/or specialists under contract to the applicant agency. In addition to the MDT members noted in the CAC Standards, an MDT response to child abuse allegations may also include Indian Child Welfare Act representatives, guardians ad litem, child development specialists, educators, and/or substance abuse experts as needed.

MDTs are not meant to replace any existing profession, agency or individual, but to prevent additional trauma to the child victim caused by minimizing unnecessary multiple contacts with the many professionals involved in each case. To the maximum extent possible, MDT response services are provided at the CAC to promote a sense of safety and consistency for the child and family. The CAC will maintain a formal, comprehensive MDT response designed to meet the needs of child victims and non-offending family members.

Each MDT should be tailored to incorporate the strengths and unique characteristics of the CAC and its community network. The MDT approach will minimize the stress and possible trauma created for the child victim and non-offending family members during the investigatory and judicial processes. The MDT response will also increase the efficiency and effectiveness of both the investigation and prosecution of offenders, and the delivery of services to the victims of child sexual abuse and other severe child abuse.

As part of the project proposal, applicants must upload MDT protocols at Section 4, Subsection 4.04.5. While CAC protocols and policies may include MDT protocols and policies, the agreed-upon MDT protocols and policies will be signed and dated by all involved agencies.

Community Outreach and Education

CAC projects, including the associated MDTs, will enhance community understanding of child abuse through outreach and education activities. At a minimum, educational training sessions regarding child abuse issues will be delivered twice per quarter for the community at large, and once per year to community partners.

Materials or curricula used to deliver services and/or trainings will be uploaded as part of the proposal. Proposed project materials should incorporate communication formats to encourage and increase efforts to identify and respond to child abuse; to encourage utilization of a CAC; and/or promote community support and awareness of children experiencing abuse. Any media, outreach, education, training and/or program materials paid for with any grant funds must include the following statement: ***This advertisement was paid [in part] by funds received from the State of Alaska Department of Family and Community Services, Office of Children's Services.***

Applicants will upload a timeline for the initiation of services and project activities. Project start date will be July 1, 2024.

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.

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
- 3.2 Protect Vulnerable Alaskans

Performance Measures

- 1.2.1a Effectiveness: percentage of families referred to CACs which receive follow up services following disclosure of abuse.
- 1.2.1b Efficiency: cost of providing advocacy/follow up services.

- 3.2.1a Effectiveness: percentage of investigations that are accepted for prosecution
- 3.2.1b Efficiency: cost per investigation\

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 applicant's evaluation plan must include indicators and data gathering strategies that will be used.

Outcomes Measurement System

In a time of result-based budgeting, measuring outcomes is critical to ensure accountability, demonstrate the value of the program being funded, show the impact of services and provide context to the other data collected by the program. The Outcomes Measurement System (OMS) is a standardized, research-based system of surveys designed to measure CAC performance based on stakeholder satisfaction. Those are based on issues most important to CACs – families and MDTS. OMS helps CACs and their teams evaluate their programs in order to increase the quality of services provided to children and families and to improve the collaborative efforts of MDTs. Use of OMS will allow agencies to clearly demonstrate the value of their CACs, as well as clearly explain the need for any changes. OMS is available at no charge to NCA members.

Every caregiver should be given the opportunity to provide feedback that can help improve CACs. When they are available through OMS, children should also be given the chance to share their feedback. Caregivers should be surveyed at the initial visit to your CAC, and follow-up survey should be administered approximately 60 days after the initial visit. OMS allows MDT members to share ideas and raise concerns in a confidential manner. Teams should be surveyed twice a year in order to allow for measurement of progress of any changes resulting from the survey.

In FY25 all CAC Program grantees are required to begin using OMS if they have not already begun to do so. Grantees may likely also be required in the near future to be submit a report from the OMS caregiver survey dashboard along with other quarterly reports, as well as from the MDT survey (twice a year). Any grantees not currently using OMS are expected to be able capable of producing these reports by the end of the first quarter in FY25 (so should be using OMS prior to or by the beginning of FY25). More information about OMS can be found at Outcome Measurement System Page. There is also an informational OMS document provided as an attachment to this solicitation.

Grant Reporting

Required reporting will include:

Cumulative Fiscal Reports recording overall grant and match expenditures by budget line; and

A quarterly narrative report will be submitted, a sample of which is provided as an attachment to the solicitation.

A quarterly CAC Data report will be submitted until such time as all data can be entered in and extracted from NCAtrak and the Outcomes Measurement System. A sample is provided as an attachment to the solicitation.

Match funds for this program are to be used as part of the State's Temporary Assistance for Needy Families (TANF) Maintenance Of Effort (MOE). Applicants must sign a Memorandum of Understanding in 4.04 (#11) and must work with a contractor to provide reporting on their match spending part way through the year.

Grantees will also be required to provide access to aggregate data from NCAtrak and OMS to the OCS CAC program coordinator and The Alaska Children's Alliance.

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.

Target Population: The target population for the solicited services is children 0-18 years that are referred due to suspected sexual abuse and/or other severe child abuse, and non-offending family members of referred victims. Referrals may also include developmentally disabled young adults and those with cognitive impairments such as Fetal Alcohol Spectrum Disorder.

Service Areas and Communities: The service areas and communities requested for the services solicited are those served under current DFCS Children's Advocacy Center program awards: Anchorage, Bethel, Copper River Basin, Dillingham, Fairbanks, Juneau, Kodiak, Kenai Peninsula, Matanuska-Susitna Valley, and Nome.

1.06 Program Funding

Funds available for this program are anticipated to total $16,704,445 in unrestricted general funds (UGF) ($3,420,889 per year).

Match Requirement: The budget must include matching funds equal to 15.00% of the proposed Department 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)*, will support the program's results-based service delivery and staffing requirements stated in this RFP.

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.

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 seeking grant support for delivery of the proposed services. Department funds are the payer of last resort.

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

Specific Budget Guidance

Per 7 AAC 78.950 (18), "grant money" means the money provided in a grant award, including any match described in the grant agreement.

- Grant money will support the CAC's NCAtrak subscription renewal fee, as well as staff attendance to future Alaska NCAtrak training.
- Grant money will support costs associated with NCA accreditation or re-accreditation.
- Grant money will support the project director or the director's designee to attend the required CAC grantee meeting in Anchorage or Juneau.
- Grant money will support attendance at in-state trainings. Out of state training will be considered only for specific certifications or training critical to the CAC mission (e.g., medical training for nurses) and not available in Alaska. Proposed out of state travel must be fully justified with a statement of specific benefits to the CAC program, reason for obtaining the training out of state. CAC grant money will support no more than 25% of the total cost of any approved out of state travel, including, but not limited to, per diem, lodging, air fare, ground transportation and registration costs.
- Grant money will support at least one MDT or staff member to attend accreditation-qualifying forensic interview training in the ChildFirst Alaska forensic interviewing model. Any other requested forensic interviewer training must be fully justified to be considered.

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.

2.02 Project Staffing

Program staffing levels must be commensurate with program goals, anticipated outcomes, and activities/strategies for service delivery of the proposed project. Position descriptions, resumes, and professional credentials for key project personnel must be uploaded with the application. This will include, at minimum, the CAC Project Director, Outreach Coordinator, Family Advocate, all certified Forensic Interviewers, and any medical and/or mental health professionals. A copy of the Project Director's degree must also be uploaded. Resumes and credentials for professionals providing services under contract must also be uploaded with the proposal. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Minimum education and experience requirements apply to the Project Director, or the staff member identified as having direct overall responsibility for the day-to-day operations and staff activities of the CAC. The individual identified as the Project Director must meet the following requirement:

Minimum of a Bachelor’s Degree in Social Work or closely related field, or a Bachelor’s Degree in another field with at least one year experience as a director or manager of a CAC; or

Three or more years' experience as a Project Director of a CAC.

2.03 Administrative, Management, and Facility Requirements

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

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

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

Audit Requirements:

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

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

contact identified on the cover page of the RFP.

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

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

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

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

Facility, Service Access, and Safety:

1. The applicant must address potential safety concerns for clients and staff in the management of services proposed in response to this RFP.
2. The applicant should describe client accessibility to services and the way in which that will enhance project success.
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.

2.04 Support/Coordination of Services

Applicants must demonstrate the proposed project has the necessary support and coordination for the successful delivery of services. 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.

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.

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.

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 3-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 3-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.

This RFP is for fiscal year FY2025, 7/1/2024 through 6/30/2027.

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 Family and Community Services 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 Family and Community Services 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:

Kim Kovol, Commissioner
Department of Family and Community Services
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.	☑	

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 grant awards will confirm the following criteria pertaining to past performance and compliance are met. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200. All other applicants will mark Complete without confirming.

Evaluation/Review Criteria		Review	Points
a	Fiscal, narrative, and data reporting in prior years has been complete and timely.	☑	

b	Required State and Federal Single Audits have been submitted, verified at Division of Finance, State Single Audit. Any prior year audit exceptions have been resolved, verified by the Finance and Management Services Audit Section contact identified at Finance and Management Services Audit Contact.	☑	
c	Activities in prior year(s) demonstrate effective delivery of services. The departmental review may include documentation such as performance reports, audit reports, grant records, site visits, etc.	☑	
d	Agency historically maintains required standards. Verification may include, though is not limited to, quality assurance reviews, licensing, and certifications.	☑	

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

1 In the text box below, provide detailed narrative describing the activities surrounding mobilization of the MDT response. Include referral, screening and intake for service procedures during and outside normal business hours as well as in response to emergent reports of harm. Describe the forensic medical exams and mental health assessments, including all consulting professionals available to the MDT. Detail the coordination and conducting of legally defensible forensic interviews by trained interviewers, including the recording and documentation tools used to create and preserve the interview record. Upload an inventory of the equipment used for documentation and preservation of forensic interviews.

Evaluation/Review Criteria		Review	Points
a	Referral procedures clearly and comprehensively described, including emergency referrals, those received outside normal business hours, and referrals from outside the CAC's area of services.	☐	10
b	Upon assessment and intake for services, the MDT response includes specialized medical and mental health assessments, including forensic medical exam. Project provides for web-based peer review of forensic medical examinations.	☐	10
c	Forensic interviews are conducted in a legally defensible manner by a neutral party and are coordinated to avoid duplication of interviews. Equipment used for documentation and preservation of interviews is high quality and reliable.	☐	10

d	Forensic interviews are conducted by interviewers trained in the ChildFirst Alaska model. Interviewers who have attained the status of ChildFirst Alaska faculty have opportunity to conduct interviews at least once per quarter for maintenance of credentials. A peer review process for forensic interviewers is described and achievable.	☐	10
e	Secure, web-based consultation for forensic medical examiners is available to the CAC, and policy regarding consultation is clearly stated.	☐	10
f	Activities of the formal, comprehensive MDT mobilization are clearly described and support the intent of the project and program.	☐	10
g	Upload list of MDT members and include contact information.	☐	10

2 ***In the text box below, describe introductory and ongoing training to staff, MDT members and community partners. Provide narrative regarding outreach and education activities in the community or communities in which services are proposed. Upload training, outreach and education materials and curricula to be used.***

Evaluation/Review Criteria		**Review**	**Points**
a	Proposed activities include introductory and ongoing training for staff, MDT members, tribes and community partners.	☐	10
b	Trainings for MDT and staff are appropriately informed and influenced by client and MDT member surveys.	☐	10
c	Proposed community outreach and education activities provide information about abuse, protection, and resources available in CAC's service area.	☐	10
d	A minimum of two community trainings are proposed each quarter, and at least one training to community partners is planned for the period of award.	☐	10
e	Training curricula includes elements of cultural humility, team and trust building, reporting of child and adult abuse as well as other elements related to services and delivery of services.	☐	10

f	Uploaded curricula and materials are appropriate for the intended audiences; are in formats selected to encourage and increase efforts to identify and respond to child abuse; are tools to promote awareness and community support and the utilization of CAC services.	☐	10

3 Upload the CAC Protocols or policy and procedure manual.

Evaluation/Review Criteria		Review	Points
a	The timeline for proposed for initiation of services is compatible with program intent.	☐	10
b	Policies, practices and procedures reflect and demonstrate cultural humility.	☐	10
c	Protocols include client safety throughout the delivery of services and a client grievance procedures is clearly stated.	☐	10

4 Upload the most recent MDT Protocols/MOU including signature page(s). In the text box below, note the date of the adoption of the current protocols and the date of the last review.

Evaluation/Review Criteria		Review	Points
a	MDT Protocols are uploaded; date of last review and date of adoption of the current protocols is clearly stated.	☐	10
b	Protocols have been reviewed and evaluated within the past two years, are signed and dated by all participating agencies.	☐	10
c	MDT Principles and investigatory goals are defined, participant agency roles are clear, conflict resolution is addressed; conflicts of interest are defined, as are procedures for case review when one of more MDT members has identified a conflict of interest.	☐	20
d	Procedures for conducting investigations are clear and include interviews of children. Guidelines address evidence handling, documentation of interviews, security and confidentiality requirements. Joint notifications and joint investigations are addressed.	☐	20

e	Protocols for response to emergent reports of harm provide for immediate action and investigation.	☐	10
f	Protocols address treatment for child victims and non-offending family members, as well as the coordination of case reviews for children returning to referring communities which utilize and MDT framework in absence of a CAC.	☐	10

5 ***In the text box below, provide detailed narrative describing the advocacy and support services provided to victims and non-offending family members by the MDT response, including professionals and other agencies to which clients might be referred following initial intake and examinations. Fully describe the CAC's data tracking and case management systems and methods.***

Evaluation/Review Criteria		Review	Points
a	Procedures for identifying client and family member needs for support services are clearly stated and internally consistent.	☐	10
b	Medical and mental health support services available at the CAC are identified, as are those coordinated with other providers.	☐	10
c	MDT response includes victim support and advocacy through the investigation and any subsequent legal procedures. Through direct services and referrals, the MDT response offers a comprehensive menu of support and advocacy services.	☐	10
d	Case tracking includes NCATrak reporting, as well as the recently implemented Outcomes Measurement System.	☐	20
e	The case tracking system is in the place and utilized. Cases are tracked from referral to resolution and all services provided to a client are documented, case progress monitored, and case outcomes are tracked for all MDT components.	☐	10
f	Tracking of cases referred from outside the CAC's service area emphasizes information sharing to ensure coordination and follow up.	☐	10
g	MDT case review meetings held at least monthly.	☐	10

h	The MDT approach to service delivery is well coordinated through adequate tracking and case management.	☐	10
i	The MDT mobilization and response activities demonstrate CAC engagement with a fully functioning MDT.	☐	10

6 ***Upload the timeline for the proposed project. Include trainings, MDT meetings, regularly scheduled meetings with OCS, outreach and education efforts, data collection, and NCA accreditation. Do not include relocation milestones. In the text box below, describe more specifically the elements noted on the project timeline.***

Evaluation/Review Criteria		Review	Points
a	Proposed timeline for project implementation is reasonable and compliant with grant program timelines.	☐	10
b	Timeline includes plan for CAC accrediation.	☐	10

7 ***Provide the proposed budget for the first year of the project. Include detail and supporting narrative as shown in the provided Grant Budget Preparation Guidelines (Documents tab). Confirm the following criteria are met.***

Evaluation/Review Criteria		Review	Points
a	The budget narrative is complete and mutually consistent with the budget detail.	☑	
b	Cost line items are allowable under 7 AAC 78.160 and are compliant with stated program requirements.	☑	
c	Travel costs are consistent with 7 AAC 78.160(h) and (i), and with any program requirements or limitations identified in the solicitation.	☑	
d	Equipment costs and subcontract costs are allowed by the program and consistent with 7 AAC 78.280.	☑	
e	Indirect costs are fully compliant with rates and exemptions of the agency's current Federally Negotiated Indirect Cost Rate Agreement, uploaded in the General section of the Agency Administration tab.	☑	

f	The budget supports the proposed project and program intent, and the project appears achievable with demonstrated resources.	☐	40
g	Costs are reasonable and substantiated in the narrative.	☐	20
h	The proposed budget narrative clearly describes any necessary allocation of resources among target populations or service areas.	☐	20
i	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.	☑	
j	If necessary, budget detail and narrative support allocation of resources among service locations.	☑	

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 CAC services. 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. Include resolution of obstacles to providing services in prior years. Include, based on agency experience, a description of previous challenges to providing CAC services, and the ways in which those challenges have been met and overcome. Identify any ongoing challenges, proposed resolutions, and any guidance or assistance from OCS that might benefit the project in overcoming same.***

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: the review by department staff will also include documentation such as prior year performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.	☐	25
b	Applicant identifies any prior or ongoing challenges, proposes achievable resolution, and identifies ways in which OCS assistance or support would be helpful.	☐	10

c	Indicate whether the program is current accredited by the Nation Children's Alliance (NCA) and status of NCA membership if the program is not accredited describe current efforts towards becoming accredited, any obstacles to accreditation, and when the program plans to apply.	☐	25
d	Indicate the number of years that the program has been providing CAC services and the average number of clients (alleged child victims) served per year for the last five years.	☐	25

2 ***In the text box below, provide a brief narrative overview of direct services staff available for the proposed project. As a single file, scan and attach resumes and position descriptions for key project personnel providing services. Include required Project Director credentials. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.***

Evaluation/Review Criteria		**Review**	**Points**
a	Staff providing services are qualified and competent as demonstrated by the attached position descriptions, resume, credentials. Meeting of minimum requirements by project director is documented.	☐	20
b	Staffing levels are compliant with the program mandates.	☐	20
c	Position descriptions support the intent of the RFP and the project proposed.	☐	10

3 ***In the text box below, provide a brief narrative overview of administrative staff available for the proposed project. If part of a larger organization, briefly describe the supervisory structure employed by the larger entity, any additional programs or service linkages available for CAC clients, and the relationship of the CAC to umbrella organization. Include a description of administrative procedures for ensuring required background checks are obtained. As a single file, scan and attach resumes and position descriptions for key administrators, the organization chart for the CAC, and, if applicable the organization chart for the larger organization in which it functions.***

Evaluation/Review Criteria		**Review**	**Points**
a	Staff providing services are qualified and competent as demonstrated by the uploaded position descriptions, resumes, and professional credentials.	☐	20
b	Staffing levels are sufficient to support the requirements of the proposed project and compliant with all identified program mandates.	☐	20
c	Position descriptions support the intent of the RFP and the project proposed.	☐	10

d	Administrative staff is qualified as demonstrated by the resumes provides.	☐	10
e	Administrative capacity demonstrates capability to meet management and reporting needs.	☐	20
f	Administrative procedures describe systematic use of background check unit to obtain required checks for those involved in CAC and MDT operations.	☐	10
g	Uploaded organization chart shows direct services staff, including Forensic Interviewers, administrative staff, and lines of supervision.	☐	10

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. MDT compliance with confidentiality is included and also in compliance.	☐	20

5 In the text box below, describe the service delivery facilities and locations. Address accessibility by MDT members and clients and identify any potential safety concerns. If the CAC will be relocating, describe the current facility and also the new facility. Provide the relocation timeline. and fully describe plans to minimize or eliminate interruptions in services. Identify any assistance requested from OCS.

Evaluation/Review Criteria		Review	Points
a	The designated, child-appropriate facility is in an appropriate and accessible location, and meets all State safety requirements. Space and furnishing can accommodate the work of MDT agencies with clients. Appropriate site control is demonstrated through ownership or a long-term lease.	☐	20
b	Access to the locations will enhance delivery of services to the targeted populations.	☐	10
c	Narrative describes facility accessibility, notes and addresses any potential safety concerns.	☐	10
d	If a relocation plan is given, timeline is achievable, interruptions to services are minimized, new facility is appropriate for the project.	☑	

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.	☐	20

2 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.	☐	20

3 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.	☐	20