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

Request for Proposals
Health Promotion and Disease Prevention
For FY2018 Through FY2020

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: Nancy Brooks, Grants Administrator
PHONE: (907)465-2835
E-MAIL: nancy.brooks@alaska.gov

PROPOSAL DUE DATE: March 31, 2017, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: March 21, 2017, 3:59 PM
PROJECT PERIOD BEGINS: July 1, 2017

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Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health and Social Services (DHSS/Department), Division of Senior and Disabilities Services, is requesting proposals from eligible applicants to provide Health Promotion and Disease Prevention services for the State of Alaska in FY2018 thru FY2020. Program Services are authorized under 7 AAC 78 Grant Programs and Title III Older Americans Act (OAA); AS 47.05.010 Duties of the Department of Health and Social Services; AS 47.65 Service Programs for Older Alaskans and Other Adults. Access State of Alaska statutes and regulations at http://www.law.state.ak.us/doclibrary/doclib.htmlor through the contact person listed on the cover page of this RFP.

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

Evidence-based health promotion programs address the challenges of strengthening the belief in one 's ability to organize and carry out a course of action to achieve a goal (self-efficacy). Health self-management requires that older individuals have the skills to obtain, understand, and make use of basic health information to set goals and meet personal needs, such as preventing or mitigating the effects of illness or aging. Participants learn how to take on fitness challenges through task mastery, form a stronger commitment to their activities and outcomes, and gain confidence in personal resourcefulness.

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

1.02 Program Goals and Anticipated Outcomes

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

Results Based Budgeting Framework

Grant programs will be required to align with the Department's priorities and core services. Utilizing a results-based budgeting framework, grantees will use performance measures to evaluate progress in order to meet meaningful outcomes and initiate data collection and reporting consistent with Department priorities. Below are the Department Priorities, Core Services, Objectives, and Effective and Efficiency Performance Measures for this program.

Department Priority

- Health & Wellness Across the Life Span

Department Core Service

- Protect and Promote the Health of Alaskans

Objectives

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

Effectiveness Measure

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

Efficiency Measure

- Cost (to the grant) per consumer

Participant Goal Setting and Outcomes

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

1.03 Program Services/Activities

Proposals submitted in response to this RFP must contain a detailed plan for services in the first year of the grant and should include a brief outline of services planned in subsequent years. This includes a budget for year one of the grant only. Funding in subsequent year(s) will require submission and approval of documents needed to update service plans, evaluation measures, and budgets.

Applicants must provide the official name of the intervention and describe the proposed activities that support the goals and objectives to be employed in the project. Scoring will be based on evidence provided and thoroughness of responses.

Proposed evidence-based programs <u>must</u> include all criteria below:

- Demonstrated through evaluation to be effective for improving the health and wellbeing or reducing disease, disability and/or injury among older adults; **and**
- Proven effective with older adult population, using Experimental or Quasi-Experimental Design; **and**
- Research results published in a peer-review journal; **and**
- Fully translated in one or more community site(s); **and**
- Includes developed dissemination products that are available to the public.

<u>Additional Resources:</u>
AoA Health Prevention and Wellness Programs

ACL: Aging and Disability Evidence-Based Program and Practices
ACL: Empowerment through Chronic Disease Self-Management Education Programs
CDC Community Health Resources Database
SAMHSA National Registry of Evidence-Based Programs and Practices

The applicant must also upload a timeline for initiating services and project activities as an attachment to their proposal. The proposal must include a plan for delivery of services with procedures that support the goals and outcomes provided and remains true to the selected model. The timeline must also be consistent with the Budget and Planned Services & Expenditures (PSE).

For efficiency and effectiveness, services under the grant must maintain fidelity to the original evidence-based program it is being modeled after. For example, if classes were held three times per week, it is expected that services under the grant will be held three times per week. If activities were for one hour in the original model, grant funded activities will have duration of one hour. This information is to be included (as narrative) in the Timeline. Any proposed variations in structure and timing must be pre-approved by the DSDS Health Program Manager. If the program selected has screening, assessment and/or biometric measures, it is expected that the grantee will maintain fidelity to the chosen evidence-based intervention.

All services and activities are required to include a consumer self-evaluation component. Seniors will consciously focus on personal and achievable goals and write them down. With coaching and support, they will each develop a meaningful wellness plan. As seniors implement the program, they will record successes and limitations and update plans. At a minimum, each consumer will do a pre and post evaluation. Applicants must provide a copy of the tool that will be used to help the seniors develop their personalized wellness plan and measure their success. (Use of developed dissemination product is encouraged.)

Consumer satisfaction must be measured, and the tool that will be used for measuring it must also be provided with applications.

1.04 Program Evaluation Requirements and Reporting

The proposed project (and required Logic Model) must demonstrate a thorough understanding, and must be clearly supportive of the grant program goals and outcomes anticipated by the Department. Projects must meet or exceed anticipated minimum outcomes and performance measures described in this RFP.

Logic Model Development

In support of project planning and evaluation, the applicant will attach a Logic Model using the format and instructions included with this RFP. The Logic Model form includes the goal(s), and outcomes anticipated for this program, as well as the effectiveness and efficiency measures to be tracked by the grantee for use by the Department in evaluating the results of services provided by the grant project. Applicants must identify the available resources, the proposed activities and projected outputs applicable to the proposed project and compliant with program intent.

Grant Reporting

Required reporting for this grant will include:

1. Monthly SAMS data entry on Consumers and Service Delivery units;
2. Overall grant and match expenditures are reported quarterly by budget line item in a Cumulative Fiscal Report (CFR);
3. Program Reports in the format prescribed by the grantor (CFR2, quarterly cost by service, Biannual Progress Report, Final Results Based Budgeting by Performance Measures);
4. FFATA - funding for this program includes federal funds with reporting requirements that include those imposed under the Federal Funding Accountability and Transparency Act (FFATA), an agency power user must complete a FFATA form under the Federal Reporting section in the GEMS Agency Administration tab. Federal reporting requirements are not limited to prime awardees (such as the State) but include awards with federal funds that the State grants out (sub awardee).

1.05 Target Population and Service Area

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

Service Areas and Communities The service areas and communities requested in this solicitation include all service areas and communities statewide.

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

1.06 Program Funding

Funds available for this program are anticipated to total $143,661 per year in State and Federal funds.

Funding Methodology

Funding determinations will be based on applicants clear and concise description and compatibility with the priority for service of the target population. According to the FY16-19 Alaska State Plan for Senior Services by Alaska Commission on Aging, Elder Listening Sessions and Senior and Provider Surveys, the #1 concern expressed by Seniors in Alaska is access to and issues of health care in their community. The #2 concern is financial security. Applicants will provide information to substantiate that the intended population is in a medically under-served area and in economic need.

Match Requirements

The budget must include required match funds to equal 10% of the proposed project. If Additional Match/Project Support funds are designated, they can equal any percentage of project and must be listed separately. The source of Match funds must be provided.

To calculate proper match use the following formula: Total Grant Award Amount x Percentage of Match = Total

Proposed Match

Restrictions to allowable matching funds are as follows:

1. Federal grant funds may not be used to match federal funds awarded through this grant program.
2. State grant funds may not be used to match funds awarded through this grant program.
3. Grant Income, Medicaid, and other third party receipts may be used as a match.
4. Local match may include in-kind contributions from volunteers, as well as donations of supplies, equipment, and space, and other items of value for which the applicant does not incur a cost.
5. Local cash match may include local tax receipts, municipal revenue sharing, cash donations, and other local sources of cash receipts.

Proposed Budget

The applicant must submit both a detailed and narrative budget for the first fiscal year of the grant, including any required match, which is fully compliant with the limitations described in 7 AAC 78.160 (Costs), and supports program staffing and service delivery requirements stated in this RFP. The GEMS portal provides applicants instructions and the ability to enter budget details and narrative for the project budget. More detailed instructions can be accessed in the DHSS Budget Guidelines available online at https://gems.dhss.alaska.gov/Home/Documents

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. Agencies with current DHSS grant agreements can review the Indirect Cost Rate Agreement information in GEMS. Agencies without current grant agreements with the Department must upload a copy of the Indirect Cost Rate Agreement in the "Agency Administration" tab of the GEMS portal. Help instructions are available in the portal to upload and review such documents.

In the applicant's proposed budget, both anticipated receipts and expenditures for all grant income must be clearly evident in both the detailed and narrative budgets and actual receipts and expenditures must be reported on a quarterly basis.

Allowable Costs

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

Disallowed Costs

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

Planned Services & Expenditures
In addition to the budget, applicants must provide a Planned Services & Expenditures (PSE) on the form provided, that indicates planned expenditures by service(s) and estimated units of intervention and consumer self-evaluation. Expenditures by service will be reported quarterly on the CFR 2.

Additional Organizational Funding
The Other Grants section under the Agency Administration tab in GEMS must be completed listing additional funding sources applied for and/or received by the applicant to demonstrate fiscal viability of the organization.

Section 2 Applicant Qualifications

2.01 Required 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, which may include evaluation of site reviews/program audits and the successful resolution of any findings.

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

2.02 Program Staffing Experience

Program staffing levels must be commensurate with meeting the program goals, anticipated outcomes, and activities/strategies for service delivery appropriate to the proposed evidence-based project.

Resumes, job descriptions, and professional credentials must be uploaded for key project personnel. Programs requiring specialized training for facilitators will include evidence of the need for expertise and certificates of completion (if completed).

1. Resumes and job descriptions must be submitted for key program personnel, which includes at minimum, the Program Director, and positions paid by the grant in whole or in part.
2. Appropriate program qualifications must be clearly demonstrated in the resume for the Program Director. If the Program Director is not on staff at the time of application, the job description will be evaluated for

appropriate hiring criteria applicable to the proposed project.

3. Applicants will provide an organizational chart, showing the relationship of this project to the other functions within the organization and brief narrative justification of project staffing levels.
4. Applicants providing services that require professional competencies (per evidence-based model) must attach applicable training/licensing/certifications. Subcontract for services do not require submission of staffing job descriptions; however they should include a narrative of the merits of the selected subcontractor and resume(s) and certification(s) if the subcontract is for Professional Services.

Key volunteer positions
If any of the activities are to be managed or led by one or more volunteers, include job descriptions for these key volunteer positions and describe the recruitment and commitment to be expected of key volunteers in the proposal narrative. If a position requires professional competencies, include that with the job description.

2.03 Administrative, Management and Facility Requirements

Applicants must adhere to the Division Service Principles and Policies & Procedures and applicable State laws in relation to reports of harm, critical incidents, and emergency situations. For purpose of this grant, "emergency situations" include the disappearance, injury, or death of a participant.

The applicant must demonstrate the agency's ability to responsibly administer the grant, including both sustainable fiscal and administrative capability necessary to support the project. Successful grant applicants will be required to submit additional agency information with submission of their signed grant agreement, if that information is not current and already on file with DHSS, Grants and Contracts.

1. The applicant will ensure procedures are in place to protect client confidentiality. These procedures must meet State and Federal standards.
2. The applicant will ensure their most recent financial audit has been submitted to the appropriate state office (see audit section below) and any audit findings identified in that audit have been resolved.
3. Executive administrative and financial staff must be qualified, as indicated by their professional and educational experience detailed in attached resumes.
4. The proposal must list topics and employee/volunteer training, planned or ongoing, that relates to services provided under this grant. For example:
    i. Procedures to assure consumer confidentiality,
    ii. Managing and tracking complaints and their resolution,
    iii. Potential safety concerns for consumers and staff,
    iv. Mandatory reporting,
    v. Data management (including individuals responsible for fiscal, SAMS, and reporting, etc.)

Audit Requirements:

Federal Requirements: Effective immediately, if you expend $750,000 or more total Federal Financial Assistance in your fiscal year, you 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 defined in 2 CFR 200.

State Requirements Chapter 045 Grant Administration: For audit periods that begin or continue on after March 31, 2008, if you expend $500,000 or more total State Financial Assistance in your agency's fiscal year, you are required to comply with the conditions of Alaska Administrative Code, 2 AAC 45.010-090. The current regulations may be viewed at the State of Alaska, Department of Law website, http://www.law.state.ak.us/doclibrary/doclib.html, or

copies may be obtained from the State agency issuing the solicitation to which this statement is attached.

Information on compliance with the State and Federal Single Audit Acts may be obtained from, and audits completed in compliance with the Acts must be submitted to:

State Single Audit Coordinator
Department of Administration
Division of Finance
P.O. Box110204
Juneau, AK 99811-0204
Telephone: (907) 465-4666
Fax: (907) 465-2169

DHSS Program Audit Requirements: All DHSS grantees are subject to the requirements of 7 AAC 78.230, and if an audit under 2 AAC 45.010 has not been conducted and submitted to the State Single Audit Coordinator, the grantee must ensure that a fiscal audit of the grantee's operations under the grant program is performed by an independent 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
P.O. Box110602
Juneau, AK 99811-0602
Telephone: (907) 465-3120

Facility(ies)/Safety and Service Access:

1) The applicant must address potential safety concerns for both clients and staff in the management of services proposed in response to this RFP.

- Facility complies with all applicable state and local building codes. Signs and instructions are posted for evacuation and emergency procedures that are clear and easy to read by consumers and staff.
- Exit and all directional signs are large enough and posted in appropriate places for seniors to see.
- Outdoor lighting is adequate to ensure safety of clients entering and leaving facility.
- Exterior surfaces are cleared of snow and ice, and non-slip surfaces or carpets are provided on stairs, entry and exit ramps and interior floors.
- Facility is free of hazards such as high steps, steep grades, exposed electrical cords or other items obstructing walkways, hallways, etc.
- All vehicles and equipment used for provision of services will be safe and in good working order. All records of maintenance shall be kept on file.
- Includes heating, ventilation, and lighting systems in good working condition that provides comfortable conditions for seniors.
- Adequate number of toilet facilities to accommodate participants and fresh water is available.
- At least one first aid kit should be visible, accessible to staff, and contain appropriate supplies for the size of the organization.
- A telephone shall be in the facility and made available to consumers.
- An area where confidential matters may be discussed with a consumer in private.

2) The applicant must describe how access is provided to clients and how that will enhance the success of the project.

3) All applicants for DHSS grants should have an emergency response and recovery plan for the safe evacuation of clients and staff, and that provides for other potential safety concerns. This plan is mandatory for grantees providing residential and/or critical care services (see DHSS Grant Assurances).

2.04 Support/Coordination of Services

Applicants must be able to 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 being proposed;
2. Involvement of potential recipients and the public in the planning process;
3. Partnerships and collaborations specific to the proposed project; and
4. Necessary referral agencies and a description of their roles.

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

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

Section 3 General Instructions for Proposal Submission

3.01 Eligibility (Who May Apply)

Applicants must be eligible to apply under 7 AAC 78.030 (Eligible Applicants). They include nonprofit organizations; municipalities and Regional Educational Attendance Areas or other political subdivisions of the state; other State agencies; and Alaska Native Tribes. The following documentation of eligibility is required for Nonprofit Corporations or Alaska Native Tribal applicants:

1. **A Nonprofit Corporation or a Nonprofit Subsidiary of a Nonprofit Corporation.** The agency must be listed on the United States Internal Revenue Service's most recent register of Tax-exempt organizations, or provide a copy of the organization's current State of Alaska Certificate of Incorporation clearly establishing nonprofit status. Nonprofit subsidiaries must also submit a letter from the parent organization confirming nonprofit status;
2. **An Alaska Native entity as defined in 7 AAC 78.950(1).** The entity must submit with their application a legally binding resolution waiving the entity's sovereign immunity to suit, using the template provided. This form is designed to encompass the multi-year grant duration period identified in subsection 3.05. To be eligible for consideration, the resolution must include authorization compliant with the tribe's constitution:
    i. Federally recognized tribes for which the tribal constitution grants authority to the tribal council to

waive sovereign immunity and enter into a grant agreement on behalf of the tribe.

ii. Federally recognized tribes for which the tribal constitution requires a majority vote of the tribal membership to waive sovereign immunity and enter into a grant agreement.

Applicants must also submit in GEMS, or have on file with DHSS, a valid State of Alaska business license and a current governing board member list with titles, contact information, and terms of office. The list must include emergency contact information outside the applicant agency for one or more responsible officers of the governing board.

Applicants who have a previous contract or grant to help write this current RFP will be precluded from submitting a proposal unless a written statement of refusal of the contract or grant funds is attached. Proposals submitted without this statement shall be deemed non-responsive.

3.02 Acceptance of Terms

By submitting a proposal, an applicant accepts all terms and conditions of this Request for Proposals including all attachments and guidelines identified herein; 7 AAC 78 and any other applicable statutes and regulations. Copies of these may be accessed through the contact person listed 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 their 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 Request for Proposals for defects and questionable or confusing content. Questions about the RFP that can be answered by directing the applicant to a specific section in the RFP may be answered verbally by the Contact Person in the cover page. Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared to be of a substantive nature. The applicant will be directed to state the question in writing. Questions of a substantive nature must be received, in writing, at the email address listed on the cover page of this RFP, no less than ten days before the deadline for receipt of proposals (see the Deadline for Written Inquiries on the cover page of this RFP). This will allow issuance of any necessary amendments to all prospective applicants. **(Please note: Technical assistance will not be available after 4:00 PM AKST the day of the proposal deadline.)**

Applicants are responsible for monitoring the State's Online Public Notice website located at: http://aws.state.ak.us/OnlinePublicNotices/ for any subsequent clarifications or amendments that may be issued regarding this solicitation.

3.04 Proposal Costs and Content

The Department will not be responsible for any expenses incurred by the grantee 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 of Grant

This RFP is for a 3 year period, beginning 7/1/2017, through 6/30/2020. At the discretion of the Department, a project funded under this RFP may be considered for continued funding in subsequent program year(s). The 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 for year one of the grant only. Funding in the subsequent year(s) will require submission and approval of documents needed to update service plans, evaluation measures and budgets. Grantees will be notified by Grants and Contracts of specific submission requirements necessary to qualify for consideration of continued funding.

3.06 Proposal Review

Following the deadline for receipt of proposals, DHSS staff will verify all submission requirements have been met. No amendments or corrections will be accepted after the deadline unless they are 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 to competing offerors** before notice of grant award has been issued.
2. DHSS staff will evaluate each grant 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), DHSS staff will evaluate each responsive proposal. 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**. DHSS staff will also review relevant documentation and information regarding the applicant that is available to the department. Recommendations regarding whether each proposal should be financed, and at what level, 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. Then as a committee, they 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 will include in their review discussion of each proposal's merits. Recommendations will include approval or disapproval for award, modifications to the proposed project, special compliance conditions, and ranking proposals in priority order.

All advisory recommendations, including staff recommendations, and if applicable the recommendations of the Proposal Evaluation Committee, as well as all other review materials will be submitted for consideration by the Director of the Division, who will make recommendations to the Commissioner of the Department of Health and Social Services or the Commissioner's designee.

3.07 Final Decision Authority

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

PLEASE NOTE: The final decision may include additional considerations, such as the lack of 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, the applicant will be notified of the final funding decision, and any conditions of award or modifications. Following any necessary negotiations for revisions to the proposed budget and scope of services, 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.

Send appeal to:

Valerie Davidson, Commissioner
Department of Health & Social Services
P.O. Box110601
Juneau, AK 99811-0601

with a **copy** to the Grants Administrator named on the cover page.

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. DHSS may withdraw this competitive Request for Proposals 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 grantor 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 by the grantor to be in the best interest of the State.

Section 4 Submission Requirements/Criteria for Proposal

4.01 Minimum Responsiveness Criteria 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 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, please verify the following criteria pertaining to non-profit status.

Evaluation/Review Criteria		Review	Points
a	The agency must be listed on the State's non-profit corporation database "in good standing." The link to the database is http://commerce.alaska.gov/CBP/Main/CBPLSearch.aspx?mode=Corp; **and/or**	☑	
b	The agency is listed on the federal tax exempt site indicating current 501(c)3 status. The link to the database is http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check.	☑	
c	If the agency is a non-profit subsidiary, a verifying letter from the parent non-profit agency must be uploaded to the applicant's agency record in GEMS. The parent corporation must meet criteria a and/or b.	☑	

2 If applying as a Federally recognized tribal entity, please verify the following criteria.

Evaluation/Review Criteria		Review	Points
a	Using the template provided, a correct Waiver of Sovereign Immunity is included as an attachment to the proposal and indicates the correct fiscal years and duration of the solicitation.	☑	
b	The tribe is listed on the Federal Register as an Alaska Native entity recognized & eligible to receive services from the U.S. BIA http://www.gpo.gov/fdsys/pkg/FR-2015-01-14/pdf/2015-00509.pdf.	☑	

3 If applying as a government entity, please ensure the following criterion is met.

Evaluation/Review Criteria		Review	Points
a	The agency is either another State Agency, such as the University; an incorporated municipality (verify at http://commerce.alaska.gov/dcra/DCRAExternal/community); or an REAA under AS 14.08.031 (verify at http://education.alaska.gov/facilities/pdf/doe2013map.pdf).	☑	

4 Please sign the DHSS State Assurance form.

Evaluation/Review Criteria		Review	Points
a	DHSS State Assurance form is completed, signed and dated by a person authorized to enter into legal agreements on behalf of the applicant.	☑	

5 Verify the applicable criteria below are met if the program is federally funded.

Evaluation/Review Criteria		Review	Points
a	The Federal Assurance and Certification form is completed, signed, and dated by a person authorized to enter into legal agreements on behalf of the applicant.	☑	
b	The federal reporting section under the applicant's agency administration tab in GEMS contains the required Federal Funding Accountability and Transparency Act (FFATA) information and is complete.	☑	

6 Please ensure the following information is uploaded to the applicant's agency administration tab in GEMS.

Evaluation/Review Criteria	Review	Points

a	A current governing board member list with contact information outside of the agency for one or more members has been uploaded to the General section under the agency administration tab in GEMS.	☑	
b	The applicant's Other Grants section under the agency administration tab has been completed with all other agency funding information received and applied for, including state and federal grants.	☑	
c	The applicant's agency record in the General section under the agency administration tab in GEMS contains a valid State of Alaska business license number (verify at https://www.commerce.alaska.gov/cbp/Main/CBPLSearch.aspx?mode=BL).	☑	

7 Please ensure the current approved Federally Negotiated Indirect Cost Rate Agreement is attached to the applicant's agency record under the agency administration tab in GEMS, if applicable.

Evaluation/Review Criteria		Review	Points
a	The applicant's agency record in GEMS contains a current approved Federally Negotiated Indirect Cost Rate Agreement.	☑	
b	If the Federally Negotiated Indirect Cost Rate Agreement is expired, verify there is written confirmation from the cognizant federal agency they are accepting the most recent rate until a new agreement is approved.	☑	

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

1 Verify the following criteria pertaining to past performance and history of compliance are met.

Evaluation/Review Criteria		Review	Points
a	Prior year(s) reporting is complete and timely (includes fiscal, narrative and data reporting).	☑	
b	Required audits have been submitted (verify at http://doa.alaska.gov/dof/ssa/ssainfo.html). Prior year audit exceptions, if any, are resolved (verify by contacting the Finance Management Services audit section at http://dhss.alaska.gov/fms/Pages/Audit.aspx).	☑	

c	Prior year(s) activities demonstrate effective delivery of services. Review could include tangible documentation such as prior year performance reports, audit reports, site visits, etc.	☑	
d	Program historically maintains required standards as demonstrated in quality assurance reviews, licensing or certification standards, etc.	☑	

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

1 In the text box below, provide the source of the model program(s) selected, describe your selected intervention(s), and how the program goals and anticipated outcomes stated in this RFP will be achieved by the proposed project.

Evaluation/Review Criteria		**Review**	**Points**
a	The proposal provides adequate information to determine that the selected intervention(s) is evidence-based.	☐	30
b	Proposal demonstrates a thorough understanding of grant program goals and anticipated outcomes and describes how they will be achieved.	☐	20

2 In the document upload field below, attach a timeline for initiating services and project activities for year one of the grant only. In the text box below, describe in detail the proposed activities that will be performed in the first year of the program (including weeks, days per week, and hours per day) and include a brief outline of services planned in subsequent years.

Evaluation/Review Criteria		**Review**	**Points**
a	A timeline for initiating and duration of services and project activities is attached and compatible with program intent.	☐	20
b	The described activities are well developed, consistent with evidence-based model, complete with weeks, days per week, and hours per day, and support program intent.	☐	20

3 In the document upload field below, scan and attach as one copy, the self evaluation tools that will be used by seniors to develop their wellness plan and measure their success along with the consumer satisfaction measuring tool to be used upon completion. Describe in detail when and how you plan to use these tools within the program.

Evaluation/Review Criteria		**Review**	**Points**

a	A copy of the tool that will be used by seniors to develop and measure their personalized wellness plan has been uploaded.	☐	10
b	A copy of the measuring tool to be used for post evaluation has been uploaded.	☐	10
c	Applicant has described in detail how they will apply the tools.	☐	10

4 ***In the text box below, describe the project evaluation plan, including indicators and data gathering strategies that will be implemented to address the Department's performance measures for Results Based Budgeting. In the document upload field below, attach a completed Logic Model form.***

Evaluation/Review Criteria		**Review**	**Points**
a	The applicant's evaluation plan includes indicators and data gathering strategies designed to provide the data needed to report the project's progress in meeting the Department's performance measures for this program.	☐	20
b	The applicant's Logic Model includes resources, activities and projected outputs that meet program intent. The description of activities and anticipated outputs are achievable with the identified resources.	☐	30

5 ***In the text box below, describe the target population and service location(s) of the proposed project. Provide the qualifying circumstances that meet the priority of medically under-served and economic need designation. Participants will not be disqualified based on income, but preference is to be given to the target population. Thoroughly explain how you intend to recruit participants and the estimated number of of consumers you expect to reach for each activity.***

Evaluation/Review Criteria		**Review**	**Points**
a	The description of the target population, and service area are clearly identified, and meet the intent of the RFP.	☐	20
b	Applicant has provided recruitment plans, procedures, and estimated number of participants for each activity.	☐	20
c	Applicant has provided information to substantiate that the target population is medically under-served and in an area of economic need.	☐	20

6 Provide the proposed budget for the project, including narrative, details, and matching funds availability. Using the attached template, upload a copy of the Planned Services & Expenditures (PSE) that indicates planned expenditures by service. Verify the following criteria are met.

Evaluation/Review Criteria		Review	Points
a	The budget narrative and budget detail are complete and mutually consistent.	☑	
b	Cost line items are for allowable costs under 7 AAC 78.160, and are compliant with program requirements.	☑	
c	Travel costs are consistent with 7 AAC 78.160(h) and (i), and with any requirements or limitations imposed by the program.	☑	
d	Equipment and Subcontract costs are allowed by the program and consistent with 7 AAC 78.280.	☑	
e	The Indirect cost line item in the budget is compliant with the Federally Negotiated Indirect Cost Rate Agreement "specific" rates and exemptions applicable to the cost.	☑	
f	The budget supports the proposed project and program intent, and the project appears achievable with demonstrated resources.	☐	10
g	Costs are reasonable and well supported in the budget narrative.	☐	10
h	Budget Detail(s) and Narrative support any necessary allocation of resources among target populations or service locations.	☐	10
i	Required match is met with both the source of funds and planned expenditures evident in the detail and fully described in the narrative. If applicable, a project funded by multiple sources has disclosed the overall resources in the appropriate field(s).	☐	10
j	PSE has been attached indicating expenditures by evidence-based intervention and planned units of intervention and consumer self-evaluation.	☐	20

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

1 In the text box below, describe the previous experience that your agency has in providing services similar to those being proposed. Clearly identify the time period over which services were provided and the target population that was served.

Evaluation/Review Criteria		Review	Points
a	The applicant's description of previous experience providing the same or similar services demonstrates the skills and capacity needed to provide program services. Note: In addition to this criteria, DHSS staff will have access to tangible documentation such as prior year performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.	☐	10

2 In the text box below, describe the program staff and administrative staff needed for the proposed project. In the document upload field below, scan and attach as a single document the position descriptions for key program personnel (including the Program Director). If those positions are filled, include resumes and professional credentials. Verify that program staff levels are compliant with evidence-based program(s) selected. Also include resumes for administrative staff who will provide supervision, fiscal, reporting, and management needs.

Evaluation/Review Criteria		Review	Points
a	Staff providing intervention and evaluation services are qualified and competent as demonstrated by the necessary attached professional credential(s) and resume(s).	☐	20
b	Staffing levels for program intervention(s) and assistance with evaluations are compliant with the program mandates and sufficient to support the requirements of the proposed project.	☐	20
c	Job descriptions support the intent of the RFP and the applicant's proposed project.	☐	20
d	Administrative staff are qualified as demonstrated by attached resume(s).	☐	20
e	Administrative capacity demonstrates capability to meet reporting and management needs.	☐	20

3 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 adequately addresses the necessary procedures to protect client confidentiality and meet State and Federal standards.	☐	20

4 In the text box below, describe the facilities and location(s) where services will be provided and how it (they) will enhance the success of the project. Address any potential safety concerns for both clients and staff.

Evaluation/Review Criteria		Review	Points
a	The Facilities described are safe and appropriate to the purpose of the program; and the location(s) will enhance access to services by the proposed target population.	☐	30
b	Safety concerns for clients and staff have been adequately addressed.	☐	20

4.06 Demonstration of Support/Involvement of Service

1 In the document upload field below, scan and attach documentation of community support for your agency.

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 how you have involved potential service recipients and the public in planning for services provided in the past and/or current planned interventions..

Evaluation/Review Criteria		Review	Points
a	The applicant's description demonstrates their successful efforts to involve potential recipients of services and the public in planning for and providing services.	☐	10

3 In the text box below, describe any partnerships or collaborations necessary for the proposed project. In the document field below, scan and attach as a single document tangible evidence of these partnerships or collaborations specific to this project.

Evaluation/Review Criteria		Review	Points
a	Partnerships or collaborations necessary for the effective delivery of services are well described. Tangible evidence specific to the proposed project are attached.	☐	20