State of Alaska
Department of Health and Social Services
Division of Behavioral Health

Request for Proposals
Emergency Grants to Address Mental Health and SUD During COVID 19- Small Communities For FY2021 Through FY2023

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: Alyssa Hobbs, Grants Administrator
PHONE: 907-465-3469
E-MAIL: alyssa.hobbs@alaska.gov

PROPOSAL DUE DATE: June 3, 2020, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: May 25, 2020, 3:59 PM
PROJECT PERIOD BEGINS: August 1, 2020

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

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health and Social Services (DHSS or Department), Division of Behavioral Health (DBH or Division), is requesting proposals from eligible applicants to provide **Emergency Grants to Address Mental Health and Substance Use Disorder services during COVID 19- Small Communities** for the State of Alaska in FY2021. Program Services are authorized under 7 AAC 78 Grant Programs. Additional governing statutes are AS 47.30.475. Grant-in-Aid Program, AS 47.30.520-620 Community Mental Health Services Act, 7AAC 70 Behavioral Health Services, 7AAC 135 Medicaid Coverage for Behavioral Health Services, AS 47.37 Uniform Alcoholism and Intoxication Treatment Act, AS 47.30.655-.915 Alaska Civil Commitment Statutes, AS 47.30.011-.061 Alaska Mental Health Trust Authority. State of Alaska statutes and regulations are accessible at http://www.law.state.ak.us/doclibrary/doclib.htmlor through the contact person identified on the cover page of this Request for Proposals (RFP).

A Request for Information (RFI) regarding this program yielded responses that exceeded the available program resources, and consequently two competitive solicitations have been issued; this RFP for small communities and a separate RFP for large communities. Agencies that submitted an application in response to the RFI must now submit an application to the applicable RFP in order to be considered for funding. Agencies meeting 7 AAC 78.030 that did not respond to the RFI may also submit an application to one of these two RFP's.

This project utilizes SAMHSA funding to address the needs of a range of individuals with mental health and substance use disorders who have been impacted by the COVID-19 pandemic. The Division recognizes that many individuals with pre-existing serious disorders were affected by this emergency including adults with a Serious Mental Illness, children and youth with a Serious Emotional Disturbance, and individuals with a Substance Use Disorder. Additionally, as a result of this crisis, many other individuals have and will struggle with increases in depression, anxiety, trauma, grief, and substance misuse. The purpose of this program is to provide crisis intervention services, mental health and substance use disorder treatment, crisis counseling, and related supports to all the above populations impacted by the COVID-19 pandemic.

Seven grants, are being offered to communities throughout Alaska through this solicitation, excluding the Anchorage, Fairbanks, Palmer/Wasilla, Kenai and Juneau Community Planning Areas.

A “Community”, for the purposes of this proposal, is defined as one of the 29 Community Planning Areas **(see Attachment 1)** identified by the Division of Behavioral Health (DBH) for the Community Action Planning process and for Psychiatric Emergency Services. Applicants must be either a Psychiatric Emergency Services provider or show a plan to coordinate with the local PES provider for those types of services.

Agencies serving more than one Community Planning Area can apply for more than one Area but must submit separate proposals for each.

1.02 Program Goals and Anticipated Outcomes

Applicants must describe how they will satisfy all of the following goals, objectives, and outcomes either through their own agency or in collaboration with others.

Goals

- Implement a comprehensive plan of evidence-based mental and/or substance use disorder treatment services for individuals impacted by the COVID-19 pandemic.
- Implement Crisis mental health services, including 24-hour emergency response, emergency crisis intervention services including psychiatric/medical assessment and where indicated, and medication administration.
- Provide a comprehensive range of treatment services for individuals with a Serious Mental Illness, for children and youth with a Serious Emotional Disorder and for individuals with a Substance Use Disorder.
- Provide outreach and services to other individuals in the community who are struggling with increases in depression, anxiety, trauma, grief, and substance misuse as a result of the pandemic.

Outcomes

- Clients receive timely, accessible care.
- Clients receive the most appropriate level of care.
- Clients are provided culturally and linguistically appropriate services.
- Clients are provided trauma-informed and trauma treatment services.
- Client recovery, resilience, and community integration is enhanced.
- Client access to sources of insurance including Medicaid is maximized.

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

1.03 Program Services/Activities

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 how the project activities listed below will be accomplished; and clearly state the project's anticipated goals, outputs, and outcomes.

1. Describe which Community Planning Area **(Attachment 1)** your agency is applying for. Describe how you will provide crisis mental health services, including 24-hour emergency response, emergency crisis intervention services including psychiatric/medical assessment and where indicated, medication administration. Services can include mobile response teams. Collaboration with another community provider to provide these services is permissible, but must be documented through a current Letter of Commitment specific to this project.
2. Describe how your agency will provide a comprehensive range of treatment services for individuals with a Serious Mental Illness, for children and youth with a Serious Emotional Disorder and for individuals with a Substance Use Disorder. Services can include outpatient, intensive outpatient and residential services. Services should include medication management for both individuals with SMI and SUD including those with Opioid Use Disorder. Evidence based practices should be employed whenever possible. Services should also include recovery support services such as linkages to nutrition/food services (grant funds may not be used to purchase food/meals), individual support services (including peer support), linkages to housing services and transportation services. It's expected that 78% of funds will be directed to these populations. Collaborations with other community providers to provide these services are permissible but must be documented through a Letter of Commitment.
3. Describe how your agency will provide outreach and services to other individuals in the community who are struggling with increases in depression, anxiety, trauma, grief, and substance misuse as a result of the pandemic. Services provided should include crisis intervention services, crisis counseling, and mental health and substance use disorder treatment. It's expected that 22% of funds will be directed to this population.

Applicants will upload a timeline and corresponding narrative describing activities for the initiation of services and continued project activities. Service delivery must begin by August 1, 2020 at the latest.

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

Department Core Services

- 1.1 Protect and Promote the Health of Alaskans

Department Objectives

- 1.1.1 Improve the Health Status of Alaskans

Department Performance Measures

- Days Elapsed Between Intake and First Service.
- Percentage of Clients who are "Low Income/Non-Resourced".

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.

Grant Reporting

Required reporting will include:

1. Cumulative Fiscal Reports recording overall grant and match expenditures by budget line; and
2. Program Reports in the format prescribed by the program.
3. All sub-recipients of this SAMHSA funding are required to collect and report certain data so that SAMHSA can meet its obligations under the Government Performance and Results (GPRA) Modernization ACT of 2010. Recipients will be required to report client-level data at intake to services, every six months thereafter, and at discharge from services.
   Data elements will include, but not limited to diagnoses, services received, criminal justice status, hospitalizations, employment, mental health functioning, social connectedness, and substance use. This

information will be gathered using a uniform data collection tool provided by SAMHSA. Recipients are required to submit data via SAMHSA's data entry and reporting system; access will be provided upon award. Data submission to SAMHSA may require utilizing Alaska's AKAIMS system. An example of the type of GPRA data collection tool can be found at https://www.samhsa.gov/grants/gpra-measurement-tools. Recipients will be expected to complete a GPRA interview on all clients in their specified unduplicated percent. DBH may include additional reporting requirements as appropriate and feasible. Please document your agreement to comply with GPRA and other data collection requirements. (NOTE: for some funding opportunities, SAMHSA has recently permitted modifications to its GPRA data collection to facilitate data collection via appropriate phone/web technology rather than face-to face during the COVID 19 pandemic.)

1.05 Target Population and Service Area

Applicants must clearly describe the population targeted by the project, and the specific Community Planning area and 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 are individuals affected by the COVID 19 pandemic with Serious Mental Illness, children and youth with a Serious Emotional Disturbance, or Substance Use Disorders (with or without a co-occurring serious mental illness). The target population also includes individuals impacted by the epidemic but with less severe disorders such as depression, anxiety, trauma, grief, and substance misuse.

Service Areas and Communities: The service areas and communities requested for the services solicited are communities throughout Alaska excluding the Anchorage, Fairbanks, Palmer/Wasilla, Kenai and Juneau Community Planning Areas described in **Attachment 1**. A maximum of one proposal will be funded in a Community Planning Service Area.

Applicants are expected to serve all communities within the Community Planning Area proposed.

Applicants serving more than one Community Planning Area can apply for more than one area but must submit separate proposals for each.

1.06 Program Funding

Funds available for this program are anticipated to total $669,123 in federal funding for FY21. Seven awards are being offered with a maximum funding amount of $95,589. Note: If additional funding is available after making these seven awards, additional awards may be made based on Proposal Evaluation Committee scores until funding has been fully utilized.

Match *Requirement*: *The budget must include matching funds equal to 25% of the proposed DHSS 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. DHSS 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.

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. DHSS funds are the payer of last resort.

Recipients must utilize third party reimbursements and other revenue realized from the provision of services to the extent possible and use grant funds only for services to individuals who are not covered by public or commercial health insurance programs, individuals for whom coverage has been formally determined to be unaffordable, or for services that are not sufficiently covered by an individual's health insurance plan.

Recipients are also expected to facilitate the health insurance application and enrollment process for eligible uninsured clients. Recipients should also consider other systems from which a potential service recipient may be eligible for services (for example, the Veterans Health Administration or senior services), if appropriate for and desired by that individual to meet his/her needs. In addition, recipients are required to implement policies and procedures that ensure other sources of funding are utilized first when available for that individual.

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

Section 2 Applicant Qualifications

2.01 Agency Experience

Proposal evaluation 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 DHSS 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.

Applicants must be either a Psychiatric Emergency Services (PES) provider, or show a plan to coordinate with the local PES provider for those types of services.

Applicants must describe having a minimum of two (2) years of experience providing the services being requested, and must be appropriately licensed, accredited and certified. DBH will review all applications to determine that the applicant has had department approval for the services they are applying to provide for at least two (2) years.

2.02 Project Staffing

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

Resumes for filled positions, position descriptions for vacant positions, and professional credentials for key project personnel must be uploaded as part of the response. At minimum key project personnel must include Executive Director, Behavioral Health/Clinical Director, Finance Director and Clinician(s). This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

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, http://www.law.state.ak.us/doclibrary/doclib.html, 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

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

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

Facility, Service Access, and Safety:

1. The applicant must address potential safety concerns for clients and staff in the management of services proposed in response to this RFP.
2. The applicant should describe client accessibility to services and the way in which that will enhance project success.
3. All applicants for DHSS 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. Partnerships and collaborations specific to the proposed project. Letters of Commitment must be included from any agency which will provide a key service (e.g. Emergency Services) or provide service to a key population (e.g. SMI, SED, SUD); and
3. 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.

Federal Funding Accountability and Transparency Act (FFATA): In accordance with 2 CFR Chapter 1, Part 170 Reporting Sub- Award And Executive Compensation Information, reporting is required of any grant award with federal funding equal to or greater than $25,000. FFATA is intended to hold the federal government accountable for spending decisions. Accountability data is available to the public at www.USASpending.gov. Reporting requirements extend to recipients of State-issued awards with federal funds. An Agency Power User must complete the FFATA form under Federal Reporting in the GEMS Agency Administration tab. The report data will reflect the audited figures of the agency's most recently completed fiscal year. The report captures expenses and executive compensation for your agency. More information regarding FFATA requirements can be found atwww.fsrs.gov.

The U.S. Federal Government is transitioning from the Dun & Bradstreet Data Universal Numbering System (DUNS) to a System for Award Management (SAM.gov) generated Unique Entity Identifier (UEI) alpha-numeric value for federal awards management. During this transition the DUNS number will be phased out and al grantees receiving awards with federal funds will be required to have a UEI. More information regarding this transition can be found or the U.S. General Services Administration webpage at https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-information-kit/unique-entity-identifier-update.

The Grants Electronic Management System (GEMS) has been updated to include fields for both the DUNS nine digit number and the UEI twelve digit alpha-numeric value under the General section of the Agency Administration tab. An agency Power User must confirm the current DUNS number is listed in GEMS and is responsible for adding the UEI once one has been assigned. The DUNS number will continue to be displayed in GEMS until the Federal Government's transition to the UEI is complete.

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.

SAMHSA Requirements:

SAMHSA grant funds may not be used to:

1. Directly or indirectly purchase, prescribe, or provide marijuana or treatment using marijuana. Treatment in this context includes the treatment of opioid use disorder. Grant funds also cannot be provided to any individual who or organization that provides or permits marijuana use for the purposes of treating substance use or mental disorders. See, e.g., 45 C.F.R. § 75.300(a) (requiring HHS to "ensure that Federal funding is expended . . . in full accordance with U.S. statutory . . . requirements."); 21 U.S.C. §§ 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase or distribution of marijuana). This prohibition does not apply to those providing such treatment in the context of clinical research permitted by the DEA and under an FDA-approved investigational new drug application where the article being evaluated is marijuana or a constituent thereof that is otherwise a banned controlled substance under federal law.
2. Pay for promotional items including, but not limited to, clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags.
3. Pay for the purchase or construction of any building or structure to house any part of the program.
4. Provide residential or outpatient treatment services when the facility has not yet been acquired, sited, approved, and met all requirements for human habitation.

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

(http://aws.state.ak.us/OnlinePublicNotices/) 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 fiscal year FY2021, 7/1/2020 through 6/30/2021.

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. DHSS 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), DHSS 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**. DHSS staff will also review relevant departmental documentation regarding the applicant. Staff recommendations regarding awards and levels of funding will include consideration of the following:
    i. a history of the applicant's compliance with grant requirements, to include records of program performance, on-site program reviews, and prior year audits;
    ii. priorities in applicable State health and social services plans;
    iii. requirements of applicable State and federal statutes; and
    iv. municipal ordinances or regulations applicable to the grant program.

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

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

Adam Crum, Commissioner
Department of Health & Social Services
3601 C Street, Suite 902
Anchorage, AK 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. DHSS 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 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 https://www.commerce.alaska.gov/cbp/main/search/entitiesand/or	☑	
b	The agency's current 501(c)(3) status is confirmed on the Exempt Organizations page, accessible at https://apps.irs.gov/app/eos/.	☑	
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 https://www.federalregister.gov/documents/2019/02/01/2019-00897/indian-entities-recognized-by-and-eligible-to-receive-services-from-the-united-states-bureau-of. 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 https://www.commerce.alaska.gov/web/dcra/LocalBoundaryCommission/MunicipalCertificates.aspx; or an REAA under AS 14.08.031 verified at http://education.alaska.gov/facilities/pdf/doe2013map.pdf.	☑	

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	Neither the applicant agency nor its principals are barred from receiving federal assistance as verified in the federal System for Awards Management at https://www.sam.gov/SAM/.	☑	

5 Electronically sign the State Grant Assurances form.

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

6 This program receives federal funds. Confirm the following criteria are met.

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

c	The required Federal Funding Accountability and Transparency Act (FFATA) information, located under the Federal Reporting section of the Agency Administration tab, has been provided for the agency's most recently completed fiscal year. This task can only be completed by an Agency Power User.	☑	

7 Confirm the following information is provided at the Agency Administration tab. These tasks must be completed by a Power User. If the information is found to be incomplete or not current, there may be delay in execution of any offered award.

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

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

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

Evaluation/Review Criteria	Review	Points

a	Fiscal, narrative, and data reporting in prior years has been complete and timely.	☑	
b	Required State and Federal Single Audits have been submitted, verified at http://doa.alaska.gov/dof/ssa/ssainfo.html. Any prior year audit exceptions have been resolved, verified by the Finance and Management Services Audit Section contact identified at http://dhss.alaska.gov/fms/Pages/Audit.aspx.	☑	
c	Activities in prior year(s) demonstrate effective delivery of services. DHSS review may include documentation such as performance reports, audit reports, grant records, site visits, etc.	☑	
d	Agency historically maintains required standards. Verification may include, though is not limited to, quality assurance reviews, licensing, and certifications.	☑	

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

1 Describe the proposed project in the text box below, identifying the ways in which it will achieve each program goal and anticipated outcome stated in Subsection 1.02 of this RFP.

Evaluation/Review Criteria		**Review**	**Points**
a	The description demonstrates a thorough understanding of program goals and outcomes, and clearly identifies the ways in which each goal and each outcome will be achieved.	☐	80

2 Provide the timeline and corresponding narrative for the initiation of services and implementation of project activities in the upload field below. Service delivery must begin by August 1, 2020.

Evaluation/Review Criteria		**Review**	**Points**
a	The timeline proposed for initiation of services and project activities is compatible with program intent.	☐	120
b	The corresponding narrative provides a comprehensive picture of the project throughout the full fiscal year.	☐	120

3 In the text box below, describe the ways in which the project aligns with program intent. The response will identify project resources, activities, and clearly state the project's anticipated goals, outputs, and outcomes.

Evaluation/Review Criteria		Review	Points
a	The described activities are well developed, reasonable and supportive of program intent.	☐	80
b	The response identifies project resources, activities, and clearly states the project's anticipated goals, outputs, and outcomes.	☐	40
c	The Applicant clarly explains which services they will provide and which services (if any) will be provided through collaboration with another community provider.	☐	60

4 In the text box below, describe the project evaluation plan, including indicators and data gathering strategies that will be implemented to address the program's performance measures identified in Subsection 1.04. Please also document your agreement to comply with GPRA and other data collection requirements.

Evaluation/Review Criteria		Review	Points
a	The proposed evaluation plan includes indicators and data gathering strategies aligned with the program performance measures identified in Subsection 1.04.	☐	80
b	The applicant has documented their agreement to comply with GPRA and other data collections requirements.	☑	

5 In the text box below, describe the target population and service area(s) of the proposed project.

Evaluation/Review Criteria		Review	Points
a	The proposed target population is clearly described and meets the intent of the RFP.	☐	80
b	The proposed Community Planning Area is clearly identified and compatible with the RFP.	☐	80

6 Provide the proposed budget for the first year of the project. Include detail and supporting narrative as shown in the DHSS 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.	☑	

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

1 In the text box below, describe the agency's previous experience in providing services the same as those proposed. Clearly identify the time period over which services were provided and the population served. Applicants must have 2 years minimum experience providing the services being solicited, and be a Psychiatric Emergency Services (PES) provider, or describe their plan to coordinate with the local PES provider. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Evaluation/Review Criteria		Review	Points
a	The applicant has clearly described how they meet the minimum 2 year experience requirement and has demonstrated they have the resources and capacity needed to provide the solicited program services. Note: DHSS staff review will also include DHSS documentation such as prior year performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.	☐	60
b	The description clearly explains how psychiatric emergency services will be provided and who will provide them.	☐	120

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

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

3 In the text box below, describe the procedures that will be used to protect client confidentiality.

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

4 In the text box below, describe the service delivery facilities and locations and the ways in which access to services will enhance project success.

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

4.06 Demonstration of Support/Coordination of Service

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

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

2 In the text box below, describe collaborations necessary to the proposed project. In the upload field below, provide a Letter of Commitment from each collaborating agency as a single-file scan. Letters of Commitment must be current and specific to the proposed project.

Evaluation/Review Criteria		Review	Points
a	Collaborations necessary for the effective delivery of services are well described.	☐	80
b	A Letter of Commitment is provided from each agency being collaborated with; letters are current and specific to this project; and all letters are fully executed and compatible with the proposed project.	☐	120

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.	☐	60