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

Request for Proposals
CBHTR Outpatient Treatment- Ketchikan
For FY2025 Through FY2028

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: Medora Rorick, Grants Administrator
PHONE: 907-465-4823
E-MAIL: medora.rorick@alaska.gov

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

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Application Groups

Application Group Name	Description
Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient)	Outpatient services for adults with serious mental illness occur on a continuum of care, ranging from outpatient clinic-based services to community-based supportive services. Required services include client outreach and engagement, clinical/psychiatric services, and support services. See Attachment 2-Grant Programs and Service Standards for additional information regarding service requirements.
Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD)	Adult outpatient substance use disorder services must follow the American Society of Addiction Medicine (ASAM) 3rd edition requirements and include ASAM Outpatient level 1, 2.1, and 2.5. Adult outpatient services include a continuum of care. Applicants must either directly provide or link clients to employment and training, educational support, sober housing, and pharmacotherapy. See Attachment 2-Grant Programs and Service Standards for additional information regarding service requirements.
Category 1: Psychiatric Emergency Services (PES)	Psychiatric emergency services are rendered 7 days a week, 24 hours a day, to any resident of the Ketchikan service area experiencing a behavioral health emergency. Psychiatric emergency services include a 24/7 crisis line, crisis intervention, clinical screening and assessment, and crisis stabilization. PES requires that a master's level clinician, as defined in 7 AAC 70.990 (28), be available 24/7 to respond to emergencies. See Attachment 2-Grant Programs and Service Standards for additional information regarding service requirements.

Amendments

Amendment 1 Answers to written inquiries **Posted: 7/8/2024**

Explanation

This amendment serves to provide answers to written inquiries.

Additional Information

Amendment 1, issued 7/8/2024, serves to provide answers to written inquiries. Please see the document titled "Amendment 1 FY25 CBHTR Ketchikan" in the attachments section of this RFP.

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health (DOH), Division of Behavioral Health (DBH), is requesting proposals from eligible applicants to provide CBHTR Outpatient Treatment services for the State of Alaska in fiscal year FY2025 through FY2026 for the Ketchikan service area. Program Services are authorized under 7 AAC 78 Grant Programs. Additional governing statutes are 7 AAC 78—Grant Programs, 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 the Department of Law Document Library or through the contact person identified on the cover page of this Request for Proposals (RFP).

Proposals are encouraged to identify how proposed services will fill any gaps in the current service continuum. Proposals should identify how grant funds will be utilized for services and activities not covered by other funding sources (e.g., Medicaid). Proposals submitted in response to this RFP must address all requirements of the solicitation, including but not limited to program goals, anticipated outcomes, program services, activities, and the requirement that proposed grant awards consisting of DOH funds are the payer of last resort.

It is an eligibility requirement that applicants for this solicitation must have a behavioral health Medicaid Provider Number and Department Approval to bill Medicaid for behavioral health services.

Structure of this RFP:

In this Request for Proposals, DBH is splitting funds into three categories. It is DBH's intention to fund one project in each category. Applicants will submit a proposal to one of the following categories: Category 1. Psychiatric Emergency Services, Category 2. Outpatient Treatment for Adults with Serious Mental Illness, and Category 3. Adult Outpatient Substance Use Disorder Treatment.

Please review the categories listed in the solicitation carefully, as responding to the incorrect category may result in not being funded. Applicants may apply for more than one funding category but must submit a separate application for each category.

Service Categories for This Solicitation:

Category 1: Psychiatric Emergency Services (PES)

Psychiatric emergency services are rendered 7 days a week, 24 hours a day, to any resident of the Ketchikan service area experiencing a behavioral health emergency. Psychiatric emergency services include a 24/7 crisis line, crisis intervention, clinical screening and assessment, and crisis stabilization. PES requires that a master's level clinician, as defined in 7 AAC 70.990 (28), be available 24/7 to respond to emergencies. See Attachment 2-Grant Programs and Service Standards for additional information regarding service requirements.

Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient)

Outpatient services for adults with serious mental illness occur on a continuum of care, ranging from outpatient clinic-based services to community-based supportive services. Required services include client outreach and engagement, clinical/psychiatric services, and support services. See Attachment 2-Grant Programs and Service Standards for additional information regarding service requirements.

Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD)

Adult outpatient substance use disorder services must follow the American Society of Addiction Medicine (ASAM) 3rd edition requirements and include ASAM Outpatient level 1, 2.1, and 2.5. Adult outpatient services include a continuum of care. Applicants must either directly provide or link clients to employment and training, educational support, sober housing, and pharmacotherapy. See Attachment 2-Grant Programs and Service Standards for additional information regarding service requirements.

1.02 Program Goals and Anticipated Outcomes

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

In each proposal submitted in response to this RFP, the applicant must describe how the proposed grant project will meet the seven (7) grant program goals and anticipated outcomes below.

1. Provide timely, accessible care, particularly for those transitioning from a higher level of care.
2. Ensure that clients receive the most appropriate level of care with change in levels as needed.
3. Provide culturally and linguistically appropriate services.
4. Provide trauma-informed and trauma treatment services.
5. Promote recovery, resilience, and community integration.
6. Recruit, train, and retain a competent workforce including the utilization of peer workers. The proposal must include specific strategies for recruiting and retaining staff to address workforce issues.
7. Maximize client access to sources of insurance including Medicaid and demonstrate effective billing practices.

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

1.03 Program Services/Activities

Applicants must adhere to **Attachment 2 – Grant Programs and Service Standards** containing Standards Applicable to All Grantees and current Specific Program Standards requirements. Applicants agree to comply with all statutes and regulations referenced in this solicitation, including 7 AAC 70 Behavioral Health Services, 7 AAC 135 Medicaid Coverage for Behavioral Health Services, 7 AAC 136 Alaska Substance Use Disorder and Behavioral Health Program: 1115 Demonstration Waiver, 7 AAC 138 1115 Substance Use Disorder Waiver Services, 7 AAC 139 Behavioral Health 1115 Waiver Services, and 7 AAC 160 Medicaid Program; General Provisions. **Providers must accept all individuals eligible for services, regardless of their ability to pay.**

Please Note: in this RFP the terms "Service Type" and "Type", followed by a number, refer to Specific Program Standards found in **Attachment 2 – Grant Programs and Service Standards**. Example: "Type 1." refers to 1. Psychiatric Emergency Services (PES) Program, found in Attachment 2.

This RFP is soliciting the following numbered Service Types:

Category 1: Type 1. Psychiatric Emergency Services (PES) Program

Category 2: Type 4. Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient)

Category 3: Type 16. Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD)

Service Narrative: Applicant must identify the category of service proposed, and must address the following information in the order described below:

1. Identify the category (and numbered Service Type) proposed, and how it will be provided consistent with its requirements in **Attachment 2 – Grant Programs and Service Standards**. Applicants must describe how they will meet the requirements under both Standards Applicable to All Grantees and Specific Program Standards.
2. The individual services to be provided (e.g., community recovery support services, intensive case management, individual psychotherapy, etc.).
3. The anticipated number of clients to be served each year.
4. The intensity of services to be provided (i.e., approximate number of services per person per month).
5. A description of how and when services would be delivered and the degree to which these services are home and community based or clinic based.
6. A list of any Evidence-Based Practice to be used (e.g., Matrix model, Cognitive Behavioral Therapy (CBT), etc.) and level of fidelity to the particular model. Describe any other best practices used or under development.
7. A description of the projected ratio of number of direct service staff to clients and how adequately this would address the need.
8. A description of any past program outcomes that reflect the provision of effective care and any related measures to be utilized in FY25.
9. Additionally, Category 1 (PES programs) must provide:
    - The projected number of crisis calls/contacts to be received and the projected number and location of off-site (Hospital Emergency Department, Correctional Facility, etc.) mental health assessments projected to be completed during the course of the fiscal year. Indicate how those projections were made
    - The amount of Medicaid & other insurance reimbursement anticipated receiving for PES services in FY25.
    - A description of partnerships and collaborations specific to PES (coordination with both referring agencies and agencies applicant will refer to for follow-up care). As crisis response services are developed in communities this should include mobile crisis teams, 23-hour observation service providers and/or crisis residential and stabilization providers.
    - A description of established or planned collaboration with the crisis call center that ensures access to the PES service provider or referrals to the PES provider for 988/crisis callers.
    - For communities with established crisis response services, a Memorandum of Agreement (MOA) with any providers of mobile crisis outreach, 23-hour observation, or crisis residential stabilization services is required for the PES provider.

Applicant proposals must describe the ways in which the project aligns with program intent. The submitted project proposal will identify agency resources available to the project, describe project activities, and clearly state the project's anticipated goals, outputs, and outcomes.

Applicants must upload a timeline for the initiation of services and project activities. Applicant must demonstrate the ability to begin providing services within 60 days of grant award.

Applicant must provide a detailed sustainability plan for the program for when/if grant funding is reduced or ends.

Applicant must provide a copy of a Board approved sliding scale policy and a copy of their sliding fee schedule.

1.04 Program Evaluation Requirements and Reporting

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
- 1.1.3 Decrease Substance Use and Dependency

FY25 Performance Measures required:

Measure I: AKAIMS Data Entry

Data Collection: For this measure the grantee will report the number of unduplicated clients enrolled and served in the quarter and the number of clients enrolled in AKAIMS.

Collection Method: AKAIMS and grantee's internal data collection system (e.g., electronic health record).

Measure II: AKAIMS Data Entry (PES Providers Only)

Data Collection: For this measure the grantee will report the number of emergency services events in the quarter and the number of events entered into the AKAIMS Emergency Services Module.

Collection Method: AKAIMS and grantee's internal data collection system (e.g., electronic health record).

Applicants awarded a grant will be required to report their compliance rate in their quarterly report to the Division.

The applicant's proposed evaluation plan will incorporate the performance measures identified above. Applicants can propose additional performance measures for evaluating the project's progress in achieving results supportive of program goals and outcomes. (The applicant's evaluation plan must include indicators and data gathering strategies that will be used.)

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.

Behavioral Health Consumer Survey (BHCS): The survey information will be provided after grants are awarded. The Behavioral Health Consumer Survey (Adult, Youth, and Child as appropriate) must be administered to all consumers of community-based services once a year during the month of October. The BHCS survey will be administered to all consumers of residential based services at the point of discharge.

AKAIMS Minimal Data Set (MDS) is required of all applicants. See **Attachment 3 – AKAIMS Minimal Data Set** for a comprehensive description of AKAIMS Minimal Data Set requirements. Applicants must affirmatively agree to comply with the requirements of the AKAIMS Minimal Data Set (which includes the Emergency Services Module for PES), and also agree to participate in an AKAIMS data alignment with DBH staff during the first quarter of each grant year.

1.05 Target Population and Service Area

Applicants must clearly describe the population targeted by the project, including the area or communities that will be served. Proposals will be evaluated for compatibility with the program's intended target population identified in this solicitation.

Target Population: The target population for the solicited services are as follows. Applicants must refer to **Attachment 2 – Grant Programs and Service Standards**, DOH/DBH Regulations, and other authorities as referenced in Attachment 2 for complete information.

Category 1: *Type 1. Psychiatric Emergency Services (PES)***:**

- **Target Population PES.** Crisis response services are rendered to any resident of the grantee's service area, regardless of ability to pay or whether the resident is presently an enrolled client or a beneficiary, or a nonbeneficiary or a person unknown to the grantee.

Category 2: *Type 4. Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient):*

- **Target Population SMI.** An adult 21 years or older qualifies as seriously mentally ill (SMI) by meeting definition in 7 AAC 70.920. Individuals 18-21 years old can be served under this program type if they, except for age, fall within the definition of an adult experiencing a serious mental illness.

Category 3: *Type 16. Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD):*

- **Target Population Adult SUD.** This program is intended to serve individuals aged 18 and older assessed as having a substance use disorder involving alcohol or other drugs, including prescription and over the counter medications and household/general use products that can be used as inhalants. Additionally, this program is intended to include the client's support network in the treatment process, including family members, friends and/or employers, to maximize positive outcomes. Admissions are prioritized for pregnant injection drug users, pregnant women, injection drug users and individuals engaged with Office of Children's Services. Admission will be based on a substance use diagnosis, as defined by the Diagnostic and Statistical Manual of Mental Disorders (DSM 5), and criterion for placement in an outpatient level of care, as defined by the American Society of Addiction Medicine Client Placement Criterion – 3 (ASAM – 3rd Edition).

Service Areas and Communities: The service area and community requested for the services solicited is the Ketchikan service area.

1.06 Program Funding

Estimated annual funding for these three program categories is $708,852.56. Funding sources are as follows: Alchl/Drug. Estimated 2-year funding is $1,417,705.12.

Funding will be broken out as follows:

Category 1—PES: $168,832.13

Category 2—SMI Outpatient: $440,020.43

Category 3—Adult Outpatient SUD: $100,000.00

Match Requirement: The budget must include matching funds equal to 25.00% of the proposed Department funds. Calculate required match with the following formula.

Total Requested Grant Award x Required Match Percentage = Required Match

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

Eligible sources of matching funds include:

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

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

Program-Specific Budgeting Requirements:

1. Proposals should budget according to the available funding identified per category type for which the proposal applies.
2. Proposed Grant Project Budget must be developed in GEMS.
3. Budgets must be comprehensive, and reflect all costs associated with the project.
4. Applicants must adhere to DOH Grant Budget Preparation Guidelines (see GEMS Documents tab, and below). Refer to examples provided in the Guidelines for content and formatting of all budget line items. For each single line item in the Budget Detail of a Budget Category, there must be a corresponding single description of the line item in the Narrative field for that Budget Category. The corresponding line items and narrative descriptions must agree in name or label, content, and amounts.

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

Resources specific to budgeting are also available under the GEMS Documents tab. The Department's Grant Budget Preparation Guidelines provide information and guidance about budget lines, cost detail groupings, and narrative requirements. Grantee User Manual Part I provides detailed instructions for entering a budget proposal in the chapter "Responding to a Solicitation."

Other Agency Funding: Prior to submitting a proposal, applicants are required to list all other agency funding received and applied for. This task must be completed by an Agency Power User in the Other Funding section of the Agency Administration tab. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Indirect Costs: If the proposed budget includes indirect costs, 7 AAC 78.160(p) requires a copy of the agency's current federally approved Indirect Cost Rate Agreement. The agreement is to be uploaded in the Agency Administration tab. Lapsed agreements can be used if uploaded with the negotiating federal agency's written approval to continue using the rate until a new agreement is negotiated. If an agency has never entered into a federally approved Indirect Cost Rate Agreement or no longer has a federally approved agreement in place, the recently updated Federal Uniform Guidance 2 CFR 200 now allows that agency to budget the 15% De Minimis.

Payment for Services/Grant Income: If applicable to the services proposed in response to this solicitation, awarded grantees will have a Medicaid Provider Number or apply to obtain one, and will make reasonable effort to bill all eligible services to Medicaid and any other available sources of payment before seeking grant support for delivery of the proposed services. Department funds are the payer of last resort.

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

Section 2 Applicant Qualifications

2.01 Agency Experience

Proposal evaluation will include consideration of the applicant’s history of compliance with service and grant requirements, and previous experience in providing the same or similar services. Evaluation may include Department site reviews, program audits, and confirmation of the successful resolution of any findings. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

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

2.02 Project Staffing

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

Applicants must refer to **Attachment 2 - Grant Programs and Services Standards**, and DBH Regulations 7 AAC 70 and 7 AAC 135 for staffing requirements.

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

Applicants must comply with the background check requirements as established in AS 47.05.300-390 for employees and contractors.

Applicants awarded grants must adhere to regulations in 7 AAC 78 for Grant Programs including Section 7 AAC 78.260 (c). If the person designated by the grantee as director of a grant project relinquishes or expects to relinquish active direction of the grant project, the grantee shall immediately notify the department in writing. If the grantee wishes to continue the grant project, the grantee must select a replacement for the director, and must obtain department approval of the replacement.

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 $1,000,000 or more total Federal Financial Assistance in the agency fiscal year may be required to comply with conditions of the Single Audit Act of 1984, P.L. 98-502, as amended by the Single Audit Act Amendments of 1996, P.L. 104-156, and as defined in 2 CFR 200.

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

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

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

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

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

Facility, Service Access, and Safety:

1. The applicant must address potential safety concerns for clients and staff in the management of services proposed in response to this RFP.
2. The applicant should describe client accessibility to services and the way in which that will enhance project success.
3. All applicants for Department grants should have a written plan for emergency response and recovery that provides for potential safety concerns and the safe evacuation of clients and staff. This plan is mandatory for agencies providing residential and/or critical care services as noted in the State Grant Assurances.

2.04 Support/Coordination of Services

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

1. Community support where services are proposed; and
2. Partnerships and collaborations specific to the proposed project.

Section 3 General Instructions for Proposal Submission

3.01 Eligibility

Applicants must be eligible to apply under 7 AAC 78.030 (Eligible Applicants). Eligible applicants are state agencies; political subdivisions of the state such as cities, organized boroughs, and Regional Educational Attendance Areas; nonprofit organizations and consortia of nonprofits; and Alaska Native entities. As follows, eligibility will be verified by Grants and Contracts.

1. Political subdivisions of the state and Regional Educational Attendance Areas will be verified by State records.
2. Eligible nonprofits are listed in the State's database of registered nonprofit entities or the US Internal Revenue Service's register of tax-exempt organizations. Nonprofit subsidiaries of nonprofit corporations must also provide a letter from the parent organization confirming nonprofit status.
3. Alaska Native entities as defined in 7 AAC 78.950(1) must submit, with the application, a legally binding resolution waiving the entity's sovereign immunity to suit through the duration of the program, identified in RFP Subsection 3.05. The resolution must be authorized in compliance with the tribe's constitution, either by the tribal council or by majority vote of the tribal membership. The required template is provided at Subsection 4.02, Other Technical Requirements.

Federal Funding Accountability and Transparency Act (FFATA): In accordance with 2 CFR Chapter 1, Part 170 Reporting Sub- Award And Executive Compensation Information, reporting is required of any grant award with federal funding equal to or greater than $30,000. FFATA is intended to hold the federal government accountable for spending decisions. Accountability data is available to the public at U.S. Government spending. Reporting requirements extend to recipients of State-issued awards with federal funds. An Agency Power User must complete the FFATA form under Federal Reporting in the GEMS Agency Administration tab. The report data will reflect the

audited figures of the agency's most recently completed fiscal year. The report captures expenses and executive compensation for your agency. More information regarding FFATA requirements can be found at Federal Funding Accountability and Transparency Act Subaward Reporting System.

Effective April 4th, 2022, the US Federal Government transitioned from the Dun & Bradstreet Data Universal Numbering System (DUNS) number to a System for Award Management (SAM) generated Unique Entity Identifier (UEI) alpha-numeric value for federal awards management. All grantees receiving awards with federal funds are required to have a UEI. More information regarding this transition can be found on the U.S. General Services Administration.

The Grants Electronic Management System (GEMS) has been updated to include fields for both the DUNS nine-digit number and the UEI twelve-digit alpha-numeric value under the General section of the Agency Administration tab. An Agency Power User must confirm the current UEI number is listed in GEMS. The DUNS number will continue to be displayed in GEMS until further notice.

Applicant agency GEMS records must contain the agency's current State of Alaska Business License number, and a current governing board roster which includes titles, contact information, and terms of office for each seat. The roster must include emergency contact information outside the applicant agency for one or more officers.

Grants and Contracts will verify neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving grant assistance from any State or federal department or agency. If an agency or its principals are excluded from receiving grant assistance, the proposal may not be considered.

If this grant program includes Federal funding, effective November 12, 2020 Federal Uniform Guidance 2 CFR 200 requires that agencies be registered on the System for Award Management (SAM) website at System for Award Management (SAM). If an applicant is recommended for award and is not registered on this site, the offered award will not be executed, and funds will not be issued until agency registration is confirmed.

Applicants who have had a contract or grant to help produce this RFP are not eligible to apply and any submitted proposal will not be considered.

3.02 Acceptance of Terms

By submitting a proposal, an applicant accepts all terms and conditions of this RFP including all identified attachments and guidelines, 7 AAC 78, and any other applicable statutes and regulations. Copies of these may be accessed through the contact person identified on the cover page or through the web address(es) identified in this RFP.

If a grant is awarded, this RFP and the applicant's proposal become part of the grant agreement. The applicant will be bound by the provisions contained in the awarded proposal unless the Department agrees that specific parts of the proposal are not part of the agreement.

Proposals and other materials submitted in response to this RFP become the property of the State and may be returned only if the State allows. Proposals are public documents and may be inspected or copied by anyone after grants have been awarded.

3.03 Inquiries

Applicants should immediately review this RFP for defects and questionable or confusing content. Questions that can be answered by directing the applicant to a specific section in the RFP may be answered verbally by the contact person identified on the RFP cover page. Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared substantive. The applicant will be directed to submit the question in writing to the contact person at the email address on the cover page no later than the Deadline for Written Inquiries, also identified on the cover page. This will allow issuance of any necessary amendments and/or clarifications to all prospective applicants.

Applicants are responsible for monitoring GEMS or the State's Online Public Notices website (Online Public Notices) for any clarifications or amendments that may be issued regarding this solicitation.

Proposals will not be accepted after 3:59 PM prevailing local time on the due date identified on the cover page.

3.04 Proposal Costs and Content

The Department will not be responsible for any expenses incurred by the applicant prior to the authorized grant performance period. All costs of responding to this RFP are the responsibility of the applicant.

The applicant is responsible for the content of the proposal.

3.05 Duration

This RFP is for a two-year period, beginning 7/1/2024 through 6/30/2026. At the discretion of the Department, a project funded under this RFP may be considered for continued funding in subsequent program year(s). The annual decision to continue funding for the subsequent year(s) of the two-year grant cycle is based on the following general conditions:

1. the Department's judgment that there is a continued need for the grant project service;
2. the grantee's satisfactory performance during the previous grant year;
3. the availability of sufficient grant program funds, and whether continuation of the financing is consistent with public health and welfare; and
4. the ability of the grantee and the Department to agree on any adjustments in payments or service.

Applicants will submit a budget proposal for year one of the grant only. Funding in each subsequent year will require submission and approval of documents needed to update service plans, evaluation measures, and budgets. Grants and Contracts will notify grantees of specific submission requirements necessary to qualify for consideration of continued funding.

3.06 Proposal Review

Following the deadline for receipt of proposals, no revisions will be accepted unless provided in response to a request from the contact person named in this RFP. Proposals will be reviewed as follows:

1. Proposals will be evaluated in a manner that will avoid disclosure of contents before notices of grant award have been issued.
2. Department of Health staff will evaluate each proposal for minimum responsiveness and other technical requirements and eliminate nonresponsive proposals from consideration.

3. Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), Department staff will evaluate each responsive proposal. **Scores for each criterion will be based solely on the response to the associated question. Points will not be earned if the information was provided in response to another question in Section 4**. Department staff will also review relevant departmental documentation regarding the applicant. Staff recommendations regarding awards and levels of funding will include consideration of the following:
    i. a history of the applicant's compliance with grant requirements, to include records of program performance, on-site program reviews, and prior year audits;
    ii. priorities in applicable State health and social services plans;
    iii. requirements of applicable State and federal statutes; and
    iv. municipal ordinances or regulations applicable to the grant program.

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

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

3.07 Final Decision Authority

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

NOTE: The final decision may include additional considerations, such as a lack or duplication of services in certain locations, or alternative services that may be available; a critical need for services by vulnerable populations; and matters of health, life and safety. The Department has the responsibility to ensure public monies are utilized in a manner that protects the interests of the people of the State and retains the right to make final awards that ensure responsible distribution of grant funds.

3.08 Notification of Grant Award and Appeals

Within fifteen (15) days after the decision regarding grant awards, applicants will be notified of the final funding decisions, and, if awarded, any conditions of award or modifications. Following any necessary negotiations for revisions to the proposed budget and scope of services, successful applicants will be issued a grant agreement. This formal agreement will contain specific performance and reporting requirements consistent with Department policy and procedure and 7 AAC 78.

Per 7 AAC 78.305 (Request for Appeal), an applicant may appeal a final grant award decision. Requests for hearing

must be addressed to the Commissioner and received in writing at the address below within 15 days after the applicant receives notification of the decision. The request must contain the reasons for the appeal and must cite the law, regulation, or terms of the grant upon which the appeal is based.

With a copy to the contact identified on the solicitation cover page, send appeal to:

Heidi Hedberg, Commissioner
Department of Health
3601 C Street, Suite 902
Anchorage, Alaska 99503-5923

3.09 Cancellation of the RFP/Termination of Award

Contingent upon funding appropriations and the Governor's approval, the Department may fund proposals from eligible applicants. The Department may withdraw this RFP at any time and reserves the right to refrain from making an award when such action is deemed to be in the best interest of the State. Funds awarded for a grant as a result of this RFP may be withheld and the grant terminated by written notice from the State to the grantee at any time for violation by the grantee of any terms or conditions of the grant award, or when such action is deemed to be in the best interest of the State.

Section 4 Submission Requirements/Evaluation Criteria

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

Proposals that fail to meet the minimum responsiveness requirements below will be eliminated from consideration per 7 AAC 78.090(b)(2).

1 (Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) - Applicant is eligible per 7 AAC 78.030.

Evaluation/Review Criteria		Review	Points
a	Applicant is eligible per Alaska Administrative Code 7 AAC 78.030.	☑	

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

Response & Organizational Documentation

1 (Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) - If applying as a non-profit organization, confirm non-profit status is documented.

Evaluation/Review Criteria	Review	Points

a	The agency is listed as a non-profit in good standing on the State's corporation database, confirmed at State Corporation Database and/or	☑	
b	The agency's current 501(c)(3) status is confirmed on the Exempt Organizations page, accessible at IRS Tax Exempt Organization Search.	☑	
c	If a non-profit subsidiary of a non-profit corporation, a verifying letter from the parent non-profit agency is uploaded to the applicant's agency GEMS record (under General in the Agency Administration tab). The parent corporation must meet criteria a and/or b.	☑	

2 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) - If applying as a Federally recognized tribal entity, upload the signed Resolution for Tribal Entities using the template provided below. Confirm the following criteria are met.***

Evaluation/Review Criteria		**Review**	**Points**
a	The applicant is a recognized Alaska Native entity as verified by the Federal Register at Federal Register. If a tribal consortium, all members are recognized Alaska Native entities.	☑	
b	A Resolution, completed on the provided form, is uploaded in the space provided. If a tribal consortium, a Resolution from each member tribe is uploaded as a single file.	☑	

3 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) - If applying as a government entity, confirm the following criterion is met.***

Evaluation/Review Criteria		**Review**	**Points**
a	The applicant is another State Agency, such as the University; a political subdivision such as a city or municipality, verified at Local Boundary Commission ; or an REAA under AS 14.08.031 verified at Department of Education Alaska School Map.	☑	

4 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) - Confirm neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving grant assistance from any State or federal department or agency. If an agency or its principals are excluded from receiving grant assistance, the proposal may not be considered.***

Evaluation/Review Criteria		**Review**	**Points**
a	The applicant agency nor its principals are barred from receiving federal assistance as verified in the federal System for Awards Management at System for Award Management (SAM).	☑	

5 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) - 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 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) -***

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

Evaluation/Review Criteria		**Review**	**Points**
a	The Federal Assurance and Certification form is electronically signed by an individual authorized to enter into legal agreements on behalf of the applicant.	☑	
b	The applicant agency GEMS record, under General in the Agency Administration tab, contains the agency's UEI number.	☑	
c	The required Federal Funding Accountability and Transparency Act (FFATA) information, located under the Federal Reporting section of the Agency Administration tab, has been provided for the agency's most recently completed fiscal year. This task can only be completed by an Agency Power User.	☑	

7 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) - Confirm the following information is provided at the Agency Administration tab. These tasks must be completed by a Power User. If the information is found to be incomplete or not current, there may be delay in execution of any offered award.***

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

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

1 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) - Previous recipients of grant awards will confirm the following criteria pertaining to past performance and compliance are met. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200. All other applicants will mark Complete without confirming.***

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

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

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

1 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) - Describe the proposed project in the text box below, identifying the ways in which it will achieve the program goals and anticipated outcomes stated in 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 they will be achieved.	☐	80
b	Proposal includes specific strategies for recruiting and retaining staff to address workforce issues.	☐	60

2 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) -***

Provide the timeline for the initiation of services and implementation of project activities in the upload field below.

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

a	The timeline proposed for initiation of services and project activities is compatible with program intent.	☐	120
b	Applicant demonstrated the ability to begin service delivery within 60 days of grant award.	☑	

3 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) -***

In the text box below, describe the ways in which the project aligns with program intent and with the program services and activities in subsection 1.03. 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 response comprehensively addresses all elements of the required Service Narrative identified in Subsection 1.03.	☐	120
d	The described activities are consistent with the DBH Grant Programs and Service Standards Manual and the proposal describes how requirements under both Standards Applicable to All Grantees and Specific Program Standards are met.	☐	80
e	The response indicates the utilization of Evidence-Based or Best Practices.	☐	60
f	The response includes a comprehensive sustainability plan that appears achievable.	☐	80
g	The proposal includes a statement confirming that all individuals eligible for services will be accepted, regardless of their ability to pay.	☐	20

4 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) -***

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. Affirm the agency's agreement to satisfy AKAIMS Minimal Data Set requirements and participate in an AKAIMS data alignment during the first quarter of each year. Affirm the agency's agreement to distribute the Behavioral Health Consumer Survey (BHCS) to all consumers.

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 they will comply with the requirements of AKAIMS Minimal Data Set (including the Emergency Services Module if providing PES) and agree to participate in an AKAIMS data alignment with DBH staff.	☐	40
c	The applicant has documented they will distribute the Behavioral Health Consumer Survey (BHCS) to all consumers.	☑	

5 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) - In the text box below, describe the target population and service area(s) of the proposed project.***

Evaluation/Review Criteria		**Review**	**Points**
a	The description clearly identifies the proposed target population and service area and meets the intent of the services solicited.	☐	80

6 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) -***

Provide the proposed budget for the first year of the project. Include detail and supporting narrative as shown in the DOH Grant Budget Preparation Guidelines (Documents tab). Confirm the following criteria are met. Additionally, please scan and attach as a single document a copy of the Board approved sliding scale policy and sliding fee schedule.

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. This also includes cost for at least one person to attend the Two-day OPTUM Collaborative Conference/DBH Provider Conference to be held in Anchorage.	☑	
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	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.	☑	
i	The budget is comprehensive and includes all costs associated with operating the project.	☐	60
j	Applicant has provided a copy of their Board approved sliding scale policy and sliding fee schedule consistent with requirements of Attachment 2 - Grant Programs and Service Standards	☑	

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

1 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) -***

In the text box below, describe the agency's previous experience in providing services the same as, or similar to, those proposed. Clearly identify the time period over which services were provided and the population served. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Evaluation/Review Criteria		**Review**	**Points**
a	The applicant's previous experience providing the same or similar services demonstrates the resources and capacity needed to provide the solicited program services. Note: the review by department staff will also include documentation such as prior year performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.	☐	60

2 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) - 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 key project positions 2) Resumes and professional credentials for position holders 3) Resumes of administrative staff providing supervision, fiscal, reporting, and management needs. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.***

Evaluation/Review Criteria		**Review**	**Points**
a	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 support the intent of the RFP and the project proposed.	☐	60
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 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) - 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 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) - 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 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) -***

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 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) - In the text box below, describe the ways in which the project planning process involved the public and potential service recipients.***

Evaluation/Review Criteria	Review	Points

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

3 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) - In the text box below, describe partnerships or collaborations necessary to the proposed project. In the upload field below, provide a single-file scan documenting existing partnerships and collaborations specific to the proposed project.***

Evaluation/Review Criteria		**Review**	**Points**
a	Partnerships and collaborations necessary for the effective delivery of services are well described. Evidence specific to the proposed project is provided.	☐	60
b	For PES: Partnerships/collaborations are specific to PES such as established or planned coordination with the Crisis Call Center for access to the PES provider or referrals to the PES provider for 988/crisis callers. If applicable, MOA is attached for the Crisis Call Center, mobile crisis outreach, 23-hour observation, and crisis residential services providers.	☑	

4 ***(Category 2: Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient), Category 3: Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD), Category 1: Psychiatric Emergency Services (PES)) - 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