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

Request for Proposals
State Opioid Response: Recovery Housing
For FY2019 Through FY2025

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: Christopher Francis, Grants Administrator

PHONE: (907)465-4823

E-MAIL: chris.francis@alaska.gov

PROPOSAL DUE DATE: December 13, 2018, 3:59 PM

DEADLINE FOR WRITTEN INQUIRIES: December 3, 2018, 3:59 PM

PROJECT PERIOD BEGINS: January 1, 2019

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Amendments

Amendment 1 Written Inquiries **Posted: 11/20/2018**

Explanation

This amendment serves to provide answers to written inquiries.

Additional Information

Amendment #1, issued on 11/20/18 serves to provide answers to written inquiries. Please see the attachment titled "AMND 1-State Opioid Response-Recovery Housing RFP".

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, is requesting proposals from eligible applicants to provide State Opioid Response: Recovery Housing services for the State of Alaska in FY2019 through FY2021. Program Services are authorized under 7 AAC 78 Grant Programs. Additional governing statutes are 7AAC 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; 7 AAC 10.930 Request for a Variance. 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).

Over the last several years, Alaska has seen a dramatic rise in opioid misuse and opioid overdose related deaths. In 2017, 144 drug overdose deaths occurred in Alaska, 100 of which were opioid related. Opioid overdose deaths over the past 5 years show an increase trending from 72 deaths in 2013 to 100 in 2017. The service areas targeted have been identified with the highest prevalence of opioid use disorders, opioid death rates, and opioid related emergency room visits. Individuals who complete treatment are often unable to find affordable housing in an environment which supports their recovery. Outcome studies show the longer an individual remains in a treatment or recovery environment, the greater their chances of sustaining long-term recovery. Recovery housing is associated with numerous positive outcomes including decreased substance use, reduced probability of relapse, lower rates of incarceration, higher income, increased employment, and improved family functioning.

The intent of State Opioid Response – Recovery Housing is to increase the number of recovery housing options across the state for individuals with an Opioid Use Disorder, or at risk of an Opioid Use Disorder. The program will expand the operations of recovery residences and develop a standard under which they will operate, to include the establishment of up to ten new houses within the targeted regions. Grant awards may also be made under this program for existing sober residences if adequately justified; proposals from all eligible and responsive applicants will be evaluated according to the requirements of this solicitation. Funds will be awarded to support the operations of recovery housing projects including but not limited to rent, utilities, and basic supplies for residents. All awards under this grant program are operating grants intended to support operations and services; they cannot be used for purchase of real property or facilities, significant renovations, or purchase of major fixed or movable equipment such as vehicles. Applicants may propose basic household furnishings be purchased with grant award funds, as equipment costing less than $5,000 per unit, but with a useful life expectancy of more than one year (see DHSS Grant Budget Preparation Guidelines, in GEMS). Grant projects will be expected to address fiscal, operation, recovery supports, property, and good neighbor standards.

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.

These Recovery Residences will be substance-free housing for individuals with an Opioid Use Disorder (OUD) or at risk for an OUD. Recovery Residences refer to a range of housing models that create safe, healthy, and substance-free living environments. These are mutually-supportive communities where individuals improve their physical, mental, spiritual, and social well-being and gain skills and resources to sustain their recovery. Given the immediate Opioid crisis and the ongoing challenge of substance misuse and addiction in Alaska, it is critical for Recovery

Residences to become more available to those who need them.

This RFP is a response to the need to expand the availability of Recovery Residences. While recovery residences vary greatly in structure, all are centered on peer-support and a connection to services that promote long-term recovery. Recovery housing benefits individuals in recovery by reinforcing a substance-free lifestyle and providing direct connections to other peers in recovery and recovery services and supports. Many residents live in recovery housing during and/or after outpatient addiction treatment. Length of stay varies but can last from several months to a year or more. Residents often share resources, give experiential advice to each other about how to access health care and social services, find employment, budget and manage finances, handle legal problems, and build life skills. Projects will be expected to follow Recovery Residence guidelines from the National Association of Recovery Residences (Level I or II) and prepare to become certified as a NARR Certified Recovery Residence once that certification is established in Alaska.

Overall goals include:

1. Development of safe, healthy, substance-free living environments that support individuals in recovery from addiction.
    i. Locations with access to community resources
    ii. Clear procedures for decision making/leadership
    iii. Maintenance of physical property
    iv. Good neighbor relations
2. Promoting direct connections to other peers in recovery and recovery services and supports.
    i. Encouragement of 12-step programs and/or continued outpatient treatment
    ii. Mutual support for accessing health and social services, legal services, managing finances, and finding/maintaining employment

Anticipated Outcomes include:

1. Decrease in substance abuse
2. Decrease in incarceration
3. Increase in employment
4. Increase in income

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

1.03 Program Services/Activities

Applicants will upload a timeline for the initiation of services and project activities. Timeline will include development of a Policies and Procedures Manual, prioritizing implementation of those policies and procedures necessary to the safety, security, and well-being of residents and the community prior to operations start-up.

Start-up of residence no later than June 1, 2019.

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

Each residence to provide service to at least 5 individuals over the course of grant year 1, ending June 30, 2019; and at least 10 individuals over the course of grant year 2, ending June 30, 2020.

Follow guidelines of the National Association of Recovery Residences (NARR) for a Level I or II Residence. Programs should follow Version 1.0 Standards and work to achieve the updated Version 2.0 2015 Guidelines (see attachments for both).

Note: With any discrepancy between NARR Standards and the requirements of this solicitation, requirements of this solicitation supersede the NARR standards.

Guidelines address:

Organizational/Administrative Standards

1. Residences should determine whether they will be democratically run and/or have a house manager or senior resident.
2. A manual of Policies and Procedures must be developed to implement all applicable standards addressed within the guidelines of this solicitation.
3. Non-profit status
4. Mission/vision
5. Code of Ethics
6. Owner/operator has liability insurance appropriate to the level of support.
7. Comply with any state, local, and federal requirements.
8. Maintain drug and alcohol free environments.
9. Have written permission from the owner of record to operate a Recovery Residence on their property.

Fiscal Management Standards

1. Maintain an accounting system that fully documents all resident financial transactions such as fees, payments, and deposits (see also Section 2.03 of this application).

Operation Standards

1. Post emergency numbers, protocols, and evacuation map.

Recovery Support Standards

1. Use a consistent applicant screening process that helps to maintain a safe and supportive environment.
2. Clarify anticipated costs to residents.
3. Adhere to confidentiality laws; keep records secure.
4. Provide a grievance policy and procedure for residents and ensure each resident understands its use.
5. Establish and enforce written rights and responsibilities.
6. Have an orientation process.
7. Have house meetings, community gatherings, recreational and other recovery support activities.
8. Have policies that address relapse, drug-screening or toxicology protocols, prescription and non-prescription medication usage and storage.
9. Encourage each resident to establish their own recovery plan.
10. Encourage the use of local treatment and recovery services including 12 step programs.

Property Standards

1. Follow all local building codes.
2. Storage for each resident food and personal items.
3. Fire extinguishers, smoke detectors, carbon monoxide detectors.
4. Non-smoking internal living environment.
5. Community room for meetings and sleeping rooms that adhere to local and state square footage requirements, and fire egress requirements.
6. Accessible laundry services.
7. Maintain interior and exterior in a functional, safe, and clean manner compatible with the neighborhood.
8. Appliances and furniture in good working condition.
9. Address routine and emergency repairs in a timely fashion.

Good Neighbor Standards

1. Provide neighbors with the responsible person(s) contact information. That individual responds to neighbor complaints even if it's not possible to resolve the issue.
2. Have rules regarding noise, smoking, loitering and parking that are responsive to neighbor's reasonable complaints.
3. Have and enforce parking courtesy rules where street parking is scarce.

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

Effectiveness:

- Increase in employment income

Efficiency:

- Cost per resident

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

This grant requires the recipient to conduct Government Performance and Results (GPRA) interviews. This information will be gathered using SAMHSA's Performance Accountability and Reporting System (SPARS); access will be provided upon award. Examples of the type of data collection tools required can be found here: https://www.samhsa.gov/grants/gpra-measurement-tools/csat-gpra/csat-gpra-discretionary-services Data will be collected via a face-to-face interview using this tool at four data collection points: intake to services, three months post intake, six months post intake, and at discharge. Recipients will be expected to do a GPRA interview on all clients in their specified unduplicated target number and are also expected to achieve a three-month follow-up rate of 80 percent and a six-month follow-up rate of 80 percent. GPRA training and technical assistance will be offered to recipients.

Grantees will be required to report client-level data on elements including but not limited to: diagnosis, demographic characteristics, substance use, services received; length of stay in treatment; employment status, criminal justice involvement, and housing. Additional data elements will also be required and will be provided upon award. Grantees are required to ensure all data reported to DBH are accurate.

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.

1.05 Target Population and Service Area

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

Target Population: The target population for the solicited services is those individuals with an Opioid Use Disorder (OUD) or at risk of an OUD.

Service Areas and Communities: The service areas and communities requested for the services solicited are: 1) Municipality of Anchorage, 2) Fairbanks North Star Borough, 3) Kenai Peninsula Borough, 4) Matanuska-Susitna Borough, 5) Southeast Alaska, and 6) Southwest Alaska, as identified on the attached Public Health Regions map.

1.06 Program Funding

Funds available for this program are estimated to total $1,021,000 per year, Federal Funds. Total estimated funding for the 2-year duration is $2,042,000.

Funding estimated above will support the development of up to ten recovery residences, one or more in each of the six service areas listed in Section 1.05.

There is no Required Match for this State Opioid Response - Recovery Housing grant program.

Proposed Budget: The applicant must submit a budget proposal for the first fiscal year of the project, January 1, 2019 through June 30, 2019. The proposed budget detail and narrative will support the program's results based services delivery and staffing requirements stated in this RFP. In addition, applicants must submit a supplemental budget showing the amount of grant funds needed for year two of the project (FY20).

Please note: *annual award amount per recovery housing residence will be limited to $110,000.*

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."

Sustainability Plan*: The applicant must include with their proposal a sustainability plan for recovery residence operation after the end of grant funding.*

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.

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.

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.

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.

Resumes *(and/or position descriptions)* and professional credentials for key project personnel must be uploaded as part of the response.

NARR standards require one paid position for a Level II residence. Level I residences do not require paid staff but do require an identified "responsible person" or "overseeing officer". Applicants may propose grant award funding for paid staff in the grant project budget, consistent with NARR standards and this solicitation.

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.

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. Involvement of the public and potential service recipients in the planning process;
3. Partnerships and collaborations specific to the proposed project; and
4. Coordination with necessary referring agencies and the role of each described.

Section 3 General Instructions for Proposal Submission

3.01 Eligibility

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

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

(*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.

All grantees receiving awards with federal funds are required to obtain a Data Universal Numbering System (DUNS) number. A DUNS number can be secured at no charge at https://fedgov.dnb.com/webform. An Agency Power User must add the agency DUNS number in the General section of the Agency Administration tab.)

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

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

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

3.02 Acceptance of Terms

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

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

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

3.03 Inquiries

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

Applicants are responsible for monitoring GEMS or the State's Online Public Notices website

(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 a 1.5-year period: a partial FY19, 1/1/2019 through 6/30/2019; and full FY20, 7/1/2019 through 6/30/2020. At the discretion of the Department, a project funded under this RFP may be considered for continued funding in subsequent program year(s). The annual decision to continue funding for the subsequent year(s) of the 1.5-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 an FY19 budget proposal for year one of the grant. Applicants will also submit a supplemental budget for year two of the grant, per **1.06 Program Funding**. 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.

***Sustainability Plan**: The applicant must include with their proposal a sustainability plan for recovery residence operation after the end of grant 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. 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:

Jay Butler, M.D., Commissioner
Department of Health & Social Services
P.O. Box110601
Juneau, AK 99811-0601

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/entities and/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/2017/01/17/2017-00912/indian-entities-recognized-and-eligible-to-receive-services-from-the-united-states-bureau-of-indian. 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 Systems for Awards Management at https://www.sam.gov/portal/SAM/#1.	☑	

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.	☑	
c	The General section contains a State of Alaska business license number, verified at https://www.commerce.alaska.gov/cbp/Main/Search/Businesses.	☑	
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. 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 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

2 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

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

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.

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

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 description clearly identifies the proposed target population and service area, and meets the intent of the services solicited.	☐	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	Total proposed annual award amount does not exceed $110,000.	☑	
g	The budget supports the proposed project and program intent, and the project appears achievable with demonstrated resources.	☐	40
h	Costs are reasonable and substantiated in the narrative.	☐	20
i	The proposed budget narrative clearly describes any necessary allocation of resources among target populations or service areas.	☐	20

7 In the upload field below, attach a summary budget of operating costs for year two (FY20) of the award.

Evaluation/Review Criteria		Review	Points
a	The FY20 budget estimates show operating costs for a full fiscal year. Total proposed annual award amount does not exceed $110,000.	☑	
b	Cost line items are for allowable costs under 7 AAC 78.160. Costs, and are compliant with program requirements.	☑	

8 In the text box below, enter a Sustainability Plan to provide for operation of the recovery residence after the end of grant funding.

Evaluation/Review Criteria		Review	Points
a	Applicant's Sustainability Plan provides for recovery residence operation after the end of grant funding.	☑	

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

1 In the text box below, describe the agency's previous experience in providing services the same as, or similar to, those proposed. Clearly identify the time period over which services were provided and the population served.

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

2 In the text box below, describe the proposed project's 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.

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 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 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 In the text box below, describe partnerships or collaborations necessary to the proposed project. In the upload field below, provide a single-file scan documenting existing partnerships and collaborations specific to the proposed project.

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

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

Evaluation/Review Criteria		Review	Points

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