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

Request for Proposals
Resource Family Training
For FY2027 Through FY2029

Grants and Contracts

NOTICE: Proposals will ONLY be accepted through GEMS. Applicants are responsible for reviewing the GEMS homepage at https://gems.dhss.alaska.gov/ for details regarding agency registration and availability of technical assistance. Log into GEMS through myAlaska, https://my.alaska.gov/Welcome.aspx to begin the application process. Once you are logged into GEMS, guidance and instruction are available in the Documents tab and from the film strip icon. Applicants are responsible for monitoring GEMS or the State Online Public Notices site for any changes or amendments that may be issued regarding this solicitation.

Relay Alaska provides assisted communication services at 711 or 1-800-770-8973 from a TTY phone, and at 1-800-770-8255 from a voice phone.

CONTACT PERSON: Bernadette Osborne, Grants Administrator

PHONE: 907-465-8142

E-MAIL: bernadette.osborne@alaska.gov

PROPOSAL DUE DATE: March 12, 2026, 3:59 PM

DEADLINE FOR WRITTEN INQUIRIES: March 2, 2026, 3:59 PM

PROJECT PERIOD BEGINS: July 1, 2026

Table of Contents

Section 1 Grant Program Information

1.01 Introduction and Program Description

1.02 Program Goals and Anticipated Outcomes

1.03 Program Services/Activities

1.04 Program Evaluation Requirements and Reporting

1.05 Target Population and Service Area

1.06 Program Funding

Section 2 Applicant Qualifications

2.01 Agency Experience

2.02 Project Staffing

2.03 Administrative, Management, and Facility Requirements

2.04 Support/Coordination of Services

Section 3 General Instructions for Proposal Submission

3.01 Eligibility

3.02 Acceptance of Terms

3.03 Inquiries

3.04 Proposal Costs and Content

3.05 Duration

3.06 Proposal Review

3.07 Final Decision Authority

3.08 Notification of Grant Award and Appeals

3.09 Cancellation of the RFP/Termination of Award

Section 4 Submission Requirements/Evaluation Criteria

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

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

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

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

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

4.06 Demonstration of Support/Coordination of Service

Amendments

Amendment 1 Update to Training Location in 1.03 and 1.05 **Posted: 2/12/2026**

Explanation

Update to Language in Sections 1.03 and 1.05

Training for special needs children, licensed resource families, adoption preparation services is statewide not just for Anchorage and South-central region.

Amendment 2 Questions and Answers #1 **Posted: 2/19/2026**

Explanation

Below are some question(s) we've received so far and answer(s) to some of the question(s):

Q: What is the maximum that can be applied for and how many awards could potentially be granted?

A: The plan is to award one grant for the full amount.

Amendment 3 Questions and Answers #1 **Posted: 2/25/2026**

Explanation

Below are some questions (Q) we've received so far and answers/responses (A):

Q1: Service Area Requirement:

We are located in Ketchikan and intend to support families in Ketchikan and on Prince of Wales Island. The RFP notes that applicants must describe how support services will be made available to resource families statewide. Does this mean that awardees are required to provide training and support across the entire state, or can an applicant propose services focused specifically on Ketchikan and Prince of Wales? It also states “applicant must also maintain physical sites in the urban areas of Anchorage and Fairbanks.” Since we are based in Ketchikan, does this mean we cannot apply for the grant unless we can physically maintain a site in Anchorage and Fairbanks?

A1: *As stated in section 1.05 the chosen grantee will be required to provide services STATEWIDE*

Q2: Anchorage/Southcentral Adoption Training Component:

The fourth service component “Intensive preparatory training to prepare a cohort of 10 or more families a year for adoption of special needs children (OCS Anchorage and South-central region only)” appears to be region specific. Since we are located in Southeast Alaska, can you confirm that this component would not be

required of us?

A2: *The training component is a required program services/activities of section 1.03.*

Q3: Resource Family Advisory Board (RFAB):

The RFP states that the grantee will be expected to oversee and administer the RFAB. Could you provide more detail about what this responsibility entails? Specifically, what are the expectations for meeting facilitation, coordination, and administrative support?

A3: *Please look at 1.03, it lists some expectations. Also here is a link to the RFAB website: Link*

Q4: Program Director Qualifications:

The RFP states that "Program directors/managers must have a minimum of a Bachelor's Degree in Social Work or closely related field, and four years of experience in child welfare including two years of administrative or program management experience." Can you confirm that this requirement applies only to the designated Program Director/Manager role? Other project staff would not be required to meet this same level of education and experience, correct?

A4: *All Project Staffing requirements are listed under 2.02 of the solicitation.*

Q5: Title IV E Time Studies — cadence & scope:

The RFP indicates that "in half hour increments, time studies will document all activities related to this program (training, recruitment, administration, and non categorized hours) and all staff associated with the awarded project will be required to complete the necessary time studies," with time study results included in quarterly reporting. Could you clarify whether this means continuous time tracking (daily/ongoing in 30 minute increments) for every staff member funded by the project, or whether OCS uses a defined sampling methodology (e.g., a one week or two week study window each quarter, or another set cadence)? If there is a standard frequency, sampling window, tool/template, or policy OCS expects grantees to follow, would you point us to it? We want to ensure our staffing, training, and administrative systems are set up to comply without disrupting services.

A5: *Time periods for the time studies have not been determined at this time. A grantee, however, must be prepared and able to participate in time studies if the need arises/is requested by the State.*

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Family and Community Services, Division of Office of Children's Services, is requesting proposals from eligible applicants to provide Resource Family Training services for the State of Alaska in FY2027 through FY2029. Program Services are authorized under 7 AAC 78 Grant Programs. Additional governing statutes are Federal Title IV B Sub-part II, Federal Title IV-E training, AS 47.32.030 (E) Powers and duties of the department, delegation to municipality and 7 AAC 50.250 Orientation and training. 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).

OCS is seeking comprehensive training and continuous support services for all current and prospective resource families. OCS consistently works with a high number of children requiring out-of-home placements. There is a need to recruit, train, and support resource families to care for children in protective custody. Resource families include licensed foster families, and "kinship" or unlicensed relative caregiver families who are responsible for the day-to-day care of children who must reside outside their parent's home due to abuse or neglect. Resource families serve a vital role in providing safety and stability to children while their parents receive services. A resource family is important to successful reunification of children with their home of origin. Resource families may also become the permanent placement for the child if the child cannot return to their home of origin.

Children in out-of-home care often have characteristics which make them hard to place; such as moderate to significant special needs. Special needs can arise from the trauma of sexual and physical abuse, or emotional, mental, behavioral or physical disabilities. Children who are members of sibling groups are often placed together, which requires the resource family to meet the needs of several children at once. When siblings are not placed together, the resource family is expected to support the child in maintaining contact with siblings. Youth of older ages present challenges for resource families, as youth need additional guidance to negotiate transition to adulthood.

Resource families need the opportunity to receive training; to develop skills and supports which will enhance their abilities to care for children in their care; to support the child's reunification with their birth family; and to reduce the number of placement moves that children experience while in out-of-home care. Training and support can help to mitigate stressors which include: demands that the child's special needs may place on the resource family; adhering to the child's case plan; helping the child with their grief and loss as a result of being out of their home; and ensuring the child is safe at all times.

1.02 Program Goals and Anticipated Outcomes

The proposed project must demonstrate a thorough understanding through text descriptions and be clearly supportive of the grant program goals and outcomes anticipated by the Department. Applicants must propose performance-based outcomes. Proposals will support the OCS Practice Model to enhance the safety, permanency, and well-being of children.

Programs Goals and Anticipate Outcomes

Goal 1: To meet the State of Alaska's need for an available pool of licensed and trained resource families to meet the needs of children in care.

Outcomes:

1. Increase in the overall number of resource families available for placement.
2. Increase in the overall number of Indian Child Welfare Act (ICWA) compliant foster homes.
3. Increase in the number of homes which are available to accept placement of sibling groups.
4. Increase in the number of homes which are available to accept placement of older youth.
5. Increase in the number of homes available to care for medically fragile children.

Goal 2: To provide extensive opportunities for knowledge and skill development in resource families caring for the needs of children residing in out of home care.

Outcomes:

1. Resource families report an increase of knowledge and skills to provide care for children in out of home care.
2. Increase in the numbers of licensed resource families who are in compliance with training requirements.
3. Resource Families report an increased understanding in their role in reunification with the birth family, through supported family and sibling contact.
4. Resource families report an increased understanding of the importance of maintaining the child's background and traditions and ways they can help support that continuity.

Goal 3: To positively impact safety and placement stability for children in out of home placements through providing preparation and support services to Resource Families.

Outcomes:

1. Reduction in the overall amount of placement moves of children in licensed foster care.
2. Reduction in the amount of licensed foster home investigations.
3. Increase in the amount of supportive activities accessed by resource families such as peer navigation, resource family support groups, and referrals to other community supports to reduce stressors.

1.03 Program Services/Activities

Applicants must describe proposed activities that support the goals and outcomes to be employed in the project. The applicant must also upload a time line for initiating services and project activities. The timeline must ensure that applicants are able to begin providing services to resource families on July 1, 2026 to avoid an interruption in services to families in training and that continuing resource families remain in compliance with the OCS regulatory training requirement.

Any awarded project will accept referrals through OCS staff, community providers, and resource family self-referrals Proposals must describe a project which will provide training and support services to urban and rural resource families. The project must place a strong emphasis on successful, culturally based training and support of rural resource families. Applicants must describe how they will develop services provision in rural areas; and locate and refer resource families to existing and relevant training provided by Tribal entities and rural communities; and/or will subcontract Resource Family Training services to local Tribal Entities and rural community services providers. Grantees will develop a resource listing for training and receive OCS approval for these trainings to count toward training hours for resource families.

The Resource Family Training program is comprised of four service components:

1. Training of Resource Families
2. Resource Family Support
3. Recruitment of Resource Families

4. Intensive preparatory training to prepare a cohort of 10 or more families a year for adoption of special needs children (OCS Anchorage and South-central region only)

Training of Resource Families

Resource families that are licensed foster care providers are required by regulation to complete the training identified by OCS Licensing in their foster home specific Individualized Training Plan. Failure to complete the mandated training can result in the foster parent being out of compliance with the foster care licensing requirements and can result in non-compliance with federal funding requirements and a loss in federal funding for the program. While kinship caregivers can be licensed foster care providers for a relative child, kinship caregivers may elect to not pursue foster care licensing. The challenges of raising a relative child are unique for relative caregivers, and are equally significant to the importance of safety and stability in the child's placement with a relative and timeliness of reunification with the parents. For this reason, training and support services provided to relative caregivers require specialization related to the issues that may be unique to relative caregivers.

Resource family training and support services helps Resource Families:

1. Increase their knowledge about the needs of children who require out-of-home care;
2. Partner with OCS and the child's family working toward the child's permanency;
3. Identify ways in which a resource family supports the child during the reunification process, during family contact and in maintaining relationships with the family of origin.
4. Understand and meet the special needs of the children in a safe, culturally sensitive, and therapeutically appropriate manner;
5. Identify ways to access services and resources necessary to meet the needs of the child and resource family alike;
6. Prepare for the permanent placement of the child in their care if the child cannot return home to their family of origin.

The training component of services consists of these two elements:

1. **General training for new and returning resource families.** This consists of a multi-session training curricula which covers:

i. OCS expectations of resource families;

ii. An introduction to OCS systems and the role of resource parents with OCS;

iii. Appropriate discipline for children in out-of-home care and consequences of failing to comply;

iv. The impact child abuse and neglect can have on children in care;

v. Separation, grief and attachment issues of children in care;

vi. Positive parenting techniques;

vii. Birth family and cultural considerations, and ways in which resource parents are expected to support such connections for the child; and

viii. Resource family role in supporting reunification;

viv. The importance of relative and kinship placements to include preparing children and youth for transitions to

placements with relatives or return to home of origin.

2. **Specialized, ongoing trainings for current and continuing resource parents.** Such trainings should be developed with consideration to the impacts of trauma and to the special needs of children in care. The trainings must include, but are not limited to, topics such as:

i. Emotional and/or mental health issues such as attachment disorders; anxiety disorders; difficulty building trustful relationships; depression in children and teens; loss, grief, and separation issues; and those issues arising for children who have been victims of physical, sexual, emotional abuse and/or neglect;

ii. Behavior issues such as truancy and other school-related issues; drug and/or alcohol abuse; multiple failures in significant social activities; self-abusive behaviors; destruction of property; sexual acting out; and management of aggressive or violent behaviors;

iii. Child development issues such as emotional development in children, brain development, effects of alcohol on children, the impact of child abuse and neglect on children;

iv. The dynamics and rewards of parenting the age group of 14 through 18 and transitional needs of youth beyond age 18;

v. Impacts of family and cultural connections on a child's identity, placement stability, and the child's long-term knowledge of familial and cultural history and connections;

vi. The adoption and guardianship process and related issues;

vii. Other training areas identified by resource families, the grantee, or OCS during the duration of the program.

Training materials and resources may also be made available to parents and OCS staff members as part of the case planning process and reunification efforts.

Resource Family Support Services

Resource families require responsive support services to mitigate family stressors in meeting the needs of the children in care. Support services enhance quality and safety for children in care and also prevent unnecessary placement moves. Resource family stressors may lead to allegations of abuse or neglect of the child by the resource family. If allegations of abuse or neglect against resource parents are substantiated, children are often placed with another foster parent or kinship caregiver. Each placement move that a child experiences can have detrimental effects to the child's ability to form attachments or remain connected to familial or tribal supports in the long term. The grantee will provide information and referral services and either link families to appropriate support groups and peer mentoring services or participate in the creation or maintenance of these services to meet the needs of the community. Project proposals must outline methods for reaching and informing resource families about training opportunities and availability of other supportive resources.

The grantee will also be expected to oversee and administer the Resource Family Advisory Board (RFAB) which was established in November of 2010. This board's mission is to provide support and guidance to resource families and OCS through open and continuing communication with OCS workers and administrators to create a better environment for all children. OCS seeks to improve services as a result of advice and guidance put forth by the experts on the RFAB group which consists of resource families and OCS workers. The grantee will assist in oversight for scheduling and hosting monthly teleconferences, an annual face to face training, and publications or mailings.

Recruitment of Resource Families

Alaska has a high need for availability of licensed homes with a target of licensed homes which are Indian Child Welfare Act (ICWA) compliant and families who are willing to provide care for sibling groups, older youth, youth with complex needs and medically fragile children. As such, this grant program assists with the recruitment and retention of resource families through coordination and collaboration with state and tribal partners to support culturally appropriate placement options. The grantee will provide for prospective resource families, a system of inquiry and general education about the process of becoming a resource family. The grantee will often be the first point of contact for families interested in becoming a resource family through foster care or adoption.

The proposal must describe how the agency will conduct outreach in partnership with OCS and other agencies, to recruit potential resource families, with an emphasis on targeted recruitment. Participation in OCS regional and statewide recruitment planning is expected.

Intensive adoption education and preparation services for special needs children

Additionally, this grant seeks to provide resource families with intensive adoption preparation services for 10 or more families annually from the OCS Anchorage and South-central regions. Intensive education and preparation services will be provided to a cohort of licensed resource families who have expressed an interest and a commitment to adopting legally free, special needs children from OCS, who do not already have an identified permanent placement. The targeted services will include family preparation classes, intensive one-on-one education, matching support, and post-placement support.

1.04 Program Evaluation Requirements and Reporting

The applicant must provide an evaluation plan that addresses the performance measures listed below in the description of Results Based Budgeting, and that the applicant will use to evaluate the progress of the grant project. The applicant's evaluation plan must include indicators and data gathering strategies that will be used to evaluate the progress of the grant project toward achieving the program goals and outcomes. The evaluation plan must also include methods for data collection from resource parents, OCS staff, community-based partners, and Tribes. Analysis will identify trends in resource families' training and support needs, and OCS staff requests for trainings or additional support for resource families.

Project proposals must describe the process for tracking all completed training hours for all resource families, with completed training hours reported to OCS as proof of resource parent compliance with the training requirements. Proposals must describe a process for tracking numbers of referrals to orientations, trainings attended and inquiries to the foster care program.

Data results will be reported in the quarterly program reports. Quarterly reporting will consist of performance-based goals and outcomes through data evidence and evaluation; identifying markers for determining whether program goals and outcomes are met/not met; and what program modifications may be necessary to achieve goals and outcomes.

The Title IV-E federal funding for this program requires that the grantee complete detailed time studies to determine the percentages of federal reimbursements. In half-hour increments, time studies will document all activities related to this program: training, recruitment, administration, and non-categorized hours. All staff associated with the awarded project will be required to complete the necessary time studies. Grantees will be responsible for the development and administration of the time studies and required quarterly reporting. Additionally, time studies will reflect the correlation of staffing patterns to program goals and outcomes. Evaluation methods will incorporate data from time studies. This staffing correlation must be included in the evaluation of the

program in determining achievement of program goals and outcomes.

In collaboration with OCS and Tribes, the grantee will be expected to introduce program modifications and improvements based on data-driven, evidence-based evaluation of program goals and outcomes. Applicant proposals must describe the way in which community-based organizations, Tribal and OCS partners will assist with meeting program goals and outcomes, and the way in which the utilization of such partnerships will be incorporated in the evaluation plan.

Results Based Budgeting Framework

Results based budgeting provides a framework in which allocated resources support, and are justified by, a set of outputs and expected results. Within this framework, actual performance and achieved outcomes are measured by objective performance measures.

Projects are required to align with program objectives expressing Department priorities and core services. Projects will use performance measures to evaluate progress toward meaningful outcomes, and to initiate data collection and reporting consistent with Department priorities.

The Department Priorities, Core Services, Objectives, and Performance Measures of Effectiveness and Efficiency for this program are:

Department Priorities

1 Health & Wellness Across the Life Span

3 Safe & Responsible Individuals, Families & Communities

Department Core Services

1.2 Provide Quality of Life in a Safe Living Environment for Alaskans

3.2 Protect Vulnerable Alaskans

Department Objectives

1.2.3 Increase the Number of Alaskans with Disabilities Who are Living Safely in the Least Restrictive Environment

3.2.1 Decrease the Rate of Maltreatment in Children

Reporting on performance measures will be provided bi-annually on the project's report form. Measures will be reported at the end of the second and fourth quarter of award. The program's effectiveness and efficiency measures under the department's results based budgeting are as follows: Projects must meet or exceed anticipated minimum outcomes and performance measures described in this RFP.

Performance Measures of Effectiveness and Efficiency

Measure of Effectiveness for 1.2.1a and 3.2.1.a: Number of caregivers trained that report an increase in knowledge or skills

Measure of Efficiency for 1.2.1b and 3.2.1b: Cost per training

Grant Reporting

Required reporting will include:

- Cumulative Fiscal Reports recording overall grant and match expenditures by budget line item; and
- Program Reports consisting of narrative documenting output and activities will be reported quarterly, including output and activities of the Resource Family Advisory Board and of the preparing of families for special needs adoption in the Anchorage and South-central areas of the state. Program Reports will also include time studies referenced earlier in this subsection.
- Expenditure documentation
- FFATA: This program includes federal funds with reporting requirements that include those imposed under the Federal Funding Accountability and Transparency Act (FFATA), an agency power user must complete a FFATA form in the GEMS Agency Administration tab. Federal reporting requirements are not limited to prime awardees (such as the State) but include awards with federal funds that the State grants out (sub awardee).

1.05 Target Population and Service Area

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 services requested in this solicitation includes all prospective, returning, and current Alaska resource families across the State that provide care for children requiring out of home care placements.

The target population for intensive adoption education and preparation services are licensed resource families in the OCS Anchorage and South-Central regions who have expressed an interest and a commitment to adopting legally free, special needs children from OCS who do not already have a permanent placement. A map identifying the OCS Service Regions area is attached.

Service Areas and Communities: Applicants must describe how support services will be made available to resource families statewide. Training must be provided in urban and rural locations through on-site trainings, web-based courses, self-study packets, video, audio, and telephonic conferencing. While services must be provided statewide, applicant must also maintain physical sites in the urban areas of Anchorage and Fairbanks. Proposed projects must describe the way in which urban and rural services will be equitably balanced and maintained.

1.06 Program Funding

Funds available for this program are anticipated to total $2,969,655 in State and Federal funds ($989,885 per fiscal year).

Match Requirement: The budget must include matching funds equal to 10.00% of the proposed Department funds. Calculate required match with the following formula.

Total Requested Grant Award x Required Match Percentage = Required Match

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

Eligible sources of matching funds include:

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

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

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

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

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

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

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

Applicants with experience in working with resource families and/or the provision of comprehensive training systems to resource families in similar or related programs must demonstrate their experience by providing documents as attachments to the proposal. Documentation may include: agency brochures describing services provided; list of other grants awarded by the State of Alaska for programs providing services similar or related to those outlined in this RFP; and other documents that demonstrate actual service provision.

2.02 Project Staffing

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

Program directors/managers must have a minimum of a Bachelor's Degree in Social Work or closely related field, and four years of experience in child welfare including two years of administrative or program management experience.

As part of the proposal applicants must attach position descriptions for each position funded through the grant program, as well as resumes and professional credentials for each of the key staff where the position is filled. Direct service and supervisory position descriptions must include minimum education and experience requirements and clearly outline position responsibilities.

Applicants may subcontract for the delivery of training and support services. Refer to subsection 1.06 for instructions on how applicants must indicate subcontracting in the proposed budget.

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.
3. Executive administrative and financial staff must be qualified, as indicated by their professional and educational experience detailed in attached resumes.

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

Audit Requirements:

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

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

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

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

Department of Family and Community Services Program Audit Requirements: All 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 be able to demonstrate, through text descriptions and uploaded documentation, that the proposed project has the necessary support and coordination for the successful delivery of services. A critical component of the program is the need to partner, network and interface with other community providers and available services in order to provide effective, responsive training and support services to resource families. Applicants must describe the ways in which the applicant will develop and maintain partnerships with resource families, community-based organizations and Tribes. The proposal must upload tangible documentation of the following:

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

Tangible documentation may include memorandums of understanding and letters of support.

Enhancement of the grantee's training and support services will occur through partnerships with the local OCS offices and other Tribal and community based partners. It is recognized that these partners have valuable training and support services that will assist resource families. Services will be made accessible to families through a coordinated system of referrals to partner agencies.

The grantee must also be able and willing to participate in work groups, activities, and events as requested and led by OCS State Office management staff. The grantee will be required to work in collaboration with OCS to enhance or improve the process for recruiting, informing, assisting, and referring prospective families for foster care licensing and adoption.

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 atFederal 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 three-year period, beginning 7/1/2026 through 6/30/2029. 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 three-year grant cycle is based on the following general conditions:

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

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

This RFP is for fiscal year FY2027, 7/1/2026 through 6/30/2029.

3.06 Proposal Review

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

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

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

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

3.07 Final Decision Authority

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

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

3.08 Notification of Grant Award and Appeals

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

Per 7 AAC 78.305 (Request for Appeal), an applicant may appeal a final grant award decision. Requests for hearing must be addressed to the Commissioner and received in writing at the address below within 15 days after the applicant receives notification of the decision. The request must contain the reasons for the appeal and must cite the law, regulation, or terms of the grant upon which the appeal is based.

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

Tracy Dompeling, Acting Commissioner

Department of Family and Community Services

PO Box 112650

Juneau, AK 99811-2650

3.09 Cancellation of the RFP/Termination of Award

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

Section 4 Submission Requirements/Evaluation Criteria

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

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

1 Applicant is eligible per 7 AAC 78.030.

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

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

Response & Organizational Documentation

1 If applying as a non-profit organization, confirm non-profit status is documented.

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

2 If applying as a Federally recognized tribal entity, upload the signed Resolution for Tribal Entities using the template provided below. Confirm the following criteria are met.

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

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

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

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

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

5 Electronically sign the State Grant Assurances form.

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

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

Evaluation/Review Criteria	Review	Points

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

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

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

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

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

Evaluation/Review Criteria		Review	Points
a	Fiscal, narrative, and data reporting in prior years has been complete and timely.	☑	
b	Required State and Federal Single Audits have been submitted, verified at Division of Finance, State Single Audit. Any prior year audit exceptions have been resolved, verified by the Finance and Management Services Audit Section contact identified at Finance and Management Services Audit Contact.	☑	
c	Activities in prior year(s) demonstrate effective delivery of services. The departmental review may include documentation such as performance reports, audit reports, grant records, site visits, etc.	☑	
d	Agency historically maintains required standards. Verification may include, though is not limited to, quality assurance reviews, licensing, and certifications.	☑	
e	If a site visit was conducted at the agency for any Department of Health Grant Programs within the past three years, please identify in the application response, the date of the visit and if there were findings. If there were findings, please identify what the findings were.	☑	

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
b	Proposal describes how services provision will be developed in rural areas; how resource families will be located and referred to existing and relevant training provided by Tribal entities and rural communities; and/or if Resource Family Training services will be sub-contracted to local Tribal Entities and rural community services providers.	☐	60
c	The description clearly outlines how the applicant will conduct outreach in partnership with OCS and other agencies to recruit potential resource families.	☐	60
d	Description outlines methods for reaching and informing resource families about training opportunities and availability of other supportive resources.	☐	60

3 In the text box below, describe how all project partners will assist with meeting program goals and outcomes and how these partnerships will be incorporated into the evaluation plan. Also describe the process for tracking all completed training hours, number of referrals, trainings attended and inquiries.

Evaluation/Review Criteria		Review	Points
a	The applicant has clearly described the process for tracking all completed training hours for all resource families and the process for tracking numbers of referrals to orientations, trainings attended and inquiries to the foster care programs.	☐	80

4 The applicant's evaluation plan includes indicators and data gathering strategies designed to provide the data needed to report the project's progress in meeting the Department's performance measures for this program, and addresses methods of data collection from resource parents, OCS staff, community-based partners, and tribes.

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
b	The description clearly identifies how support services will be made available to resource families statewide, how training will be provided in urban and rural locations and the way in which urban and rural areas will be equitably balanced and maintained.	☐	80
c	The description clearly identifies the location of the applicant's offices in the State of Alaska.	☐	80

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

Evaluation/Review Criteria		**Review**	**Points**
a	The budget narrative is complete and mutually consistent with the budget detail.	☑	
b	Cost line items are allowable under 7 AAC 78.160 and are compliant with stated program requirements.	☑	
c	Travel costs are consistent with 7 AAC 78.160(h) and (i), and with any program requirements or limitations identified in the solicitation.	☑	
d	Equipment costs and subcontract costs are allowed by the program and consistent with 7 AAC 78.280.	☑	
e	Indirect costs are fully compliant with rates and exemptions of the agency's current Federally Negotiated Indirect Cost Rate Agreement, uploaded in the General section of the Agency Administration tab.	☑	
f	The budget supports the proposed project and program intent, and the project appears achievable with demonstrated resources.	☐	40
g	Costs are reasonable and substantiated in the narrative.	☐	20

h	The proposed budget narrative clearly describes any necessary allocation of resources among target populations or service areas.	☐	20
i	Proposed sources of Required Match are identified in the budget narrative as well as in the Matching Fund Source table located near the beginning of the application. All proposed sources of matching funds are eligible, and the level of match is met.	☑	

7 ***In either the text box or uploaded document, describe the ability to provide virtual/telephonic for rural locations.***

Evaluation/Review Criteria		Review	Points
a	Applicant provide detailed description of agency capacity to deliver virtual/telephonic services to resource families in rural communities.	☐	60

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. 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
b	Agency has the financial strength and capacity to manage grants and verifies that is has the capacity to implement funds if received.	☑	

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. 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
f	Agency has indicated in the narrative proposal what the overall agency staff turnover rate has been during the past two years.	☑	
g	Program directors/managers have a minimum of a Bachelor's Degree in Social Work or closely related field, and four years of experience in child welfare including two years of administrative or program management experience.	☐	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