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

Request for Proposals
Nutrition, Transportation and Support Services
For FY2026 Through FY2028

Grants and Contracts

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

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

CONTACT PERSON: Sandra Holst, Grants Administrator
PHONE: (907)465.2835
E-MAIL: sandee.holst@alaska.gov

PROPOSAL DUE DATE: November 14, 2025, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: November 4, 2025, 3:59 PM
PROJECT PERIOD BEGINS: July 1, 2025

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Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health, Division of Senior and Disabilities Services, is requesting proposals from eligible applicants to provide Nutrition, Transportation and Support Services (NTS) for the State of Alaska in FY2026 through FY2028. Program Services are authorized under 7 AAC 78 Grant Programs. 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).

The intent of programs funded by NTS grants is to enhance seniors' quality of life through the provision of effective and efficient services. In a climate of static funding and rising demand and costs, aging services must coordinate to provide the most services for seniors, especially the vulnerable who struggle to maintain their health and independence.

- NTS Services provide an entry point to assess for and provide additional services as needed.
- Services encourage social interaction and contribute to active, meaningful, and involved lifestyles.
- Services help seniors face challenging situations and promote community connections that help Older Alaskans remain safe in their homes and communities.
- Successful Nutrition Services bend the long-term cost curve for health care by promoting healthy aging and reducing the prevalence and severity of nutrient deficiency and chronic disease.

Applicants choose from an array of services (as further described in Section 1.03 Program Services/Activities) to provide relevant programs that best meet Seniors' changing needs and preferences. Grants target the most vulnerable older individuals to forestall costly medical and institutional care. Nursing home predictors include age, low socioeconomic status, health condition, reduced physical functions, living alone, prior health care utilization, and lack of support. The Administration for Community Living conducts research and analysis of programs which confirms that the most vulnerable population is being served and that the services mitigate the effects of declining health and functional ability.

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.

Goal: Older Alaskans will maintain quality of life in a safe environment, in their community of choice.

Services provided through this grant must result in measurable outcomes. Proposals must meet or exceed minimum outcomes describes in this RFP, (see Section 1.04 for more information).

Outcomes:

1. Older Alaskans report services maintain or increase their quality of life, and enhances their ability to age safely in place, and
2. Services are targeted to consumers that indicate social, functional, and/or economic needs, (more in Section 1.05), and
3. Older Alaskans rate services as good to excellent, and
4. Providers manage grants responsibly and services are effective and efficient.

1.03 Program Services/Activities

The following is a list of the approved services for the Nutrition Transportation and Support grant. The definition of services is included in the supporting documentation for the RFP. Proposals must include a description of each planned service and specific activities that support the goal and outcomes for the project.

- Congregate and Home Delivered Meals
- Nutrition Education and Counseling
- Assisted and Unassisted Transportation
- Homemaker
- Information and Assistance, and Outreach
- Volunteer Services
    - Retired Senior Volunteers
    - Senior Companions
    - Foster Grandparent/Elder Mentor
- Statewide Services
    - Legal Assistance
    - Statewide Media

The applicant's narrative of planned services and activities must be consistent with those clearly summarized in the Logic Model, the narrative of the budget, and in the Planned Services & Expenditures (PSE) form.

Applicants will upload a timeline for the initiation of services and project activities.

The applicant will complete a logic model using the instructions and template attached to this RFP [or provided at Section 4.04]. The logic model will identify resources available to the proposed project; summarize project activities; and clearly state anticipated goals, outputs, and outcomes compliant with program intent.

Planned Services and Expenditures (PSE): A PSE with planned number of consumers to be served, planned units (outputs), and expenditures by service is required for each region proposed. The PSE Summary must match the Budget Summary, which is the last page of the form. The Planned Services on the PSE must match the Outputs on the Logic Model.

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

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

Department Objective

- Increase the number of Older Alaskans who live safely in their communities

STARTING NOVEMBER 12, 2020, PERFORMANCE MEASURES ARE REQUIRED TO BE INCLUDED FOR FEDERALLY FUNDED GRANTS. The revised Federal Uniform Guidance 2 CFR 200 now requires that the State inform potential sub-recipients via our solicitation and resulting grant awards of all performance measures included in our Federal Award.

Applicants can propose additional performance measures for evaluating the project's progress in achieving results supportive of program goals and outcomes. The applicant's logic model/outputs metrics will serve as the evaluation indicators and data gathering strategies.

Grant Reporting

Required reports will include the following. All reports are submitted in GEMS (Grant Electronic Management System) except #1:

1. Monthly data entry in the GetCare database: new registered consumers, annual Consumer Characteristics updates, and monthly service delivery
2. Quarterly Cumulative Fiscal Report (CFR) recording overall grant and match expenditures by budget line
3. Quarterly Cumulative Fiscal Report 2 (CFR2) for expenditures by service and source (Grant and Match)
4. Biannual Narrative Progress Report including comparative data chart
5. Annual Survey of Consumers (which address RBB program anticipated outcomes)
6. Final Narrative Progress Report which includes Survey Results, Outcomes and Effectiveness and Efficiency Performance Measures results
7. For meal providers, Monthly NSIP Claim for supplemental payment

Reporting changes to approved Grant Project: As per 7AAC 78.260, any changes to the service plan must be submitted in writing to the Program Manager for approval prior to implementation of the change. The SDS Program Manager must be notified immediately whenever it becomes known to the grantee that a key staff position will become vacant. The grantee must submit a copy of the resume for the new hires for positions supported in whole or in part by the grant funds, matching funds, or with grant income earned through 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. The proposal must describe how the target population will be identified and outreached. Provide assurance that preference will be given to the provision of services to those with the greatest economic and social need.

Target Population:

- Greatest economic need is defined as living with an income at or below the Federal Poverty Guideline
  - The poverty guidelines are updated periodically in the Federal Register by the US Department of Health & Human Services under the authority of 42 USC 902(2) and have values specific for Alaska
  - The poverty guidelines are used for assigning priority for services only; the term "low income" should not be used as a descriptor of persons served under this grant
  - No "means testing" or income determinations are allowed to establish eligibility under Title III, only a voluntary indication of living at or below the poverty level is permitted
- Social need is attributed to non-economic factors
  - Mental and physical disability such as inability to perform Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs), frail, and at risk for institutional placement
  - Language barriers such as limited English proficiency
  - Cultural, social, or geographic (rural) isolation, including isolation caused by racial and ethnic status.

Consumer Eligibility:

- In general, eligible consumers are age 60 and over. Eligibility for specific services may vary.
- Applicant must assure that written Consumer Eligibility Policies and Procedures will be readily available to the State, personnel, their representatives, and the public, including clarification of waitlists (if applicable) for each service offered.
- Providers may not decline services to any individual that meets eligibility guidelines. In the event that the provider is unable to serve all eligible people who request services, waitlist criteria must be established and approved by the program manager.
- Spouses and individuals with a disability may be eligible for services, if it is determined to be in the best interest of the eligible consumer, as defined and explained in the Provider's policy and procedure for that service.

Additional eligibility for Congregate Meals includes:

- Spouses (any age) of an eligible individual
- Individuals with a disability (any age) that reside with an eligible individual or in a facility that predominately serves older adults
- Participants of Adult Day Care Centers (age 60 and over)
- Volunteers any age that assist in meal service during meal hours

Furthermore, eligibility for Home Delivered Meals includes consumers aged 60 and over who are unable to travel to the Congregate Meal site because:

- Congregate Meals are not available in residency area
- Individual is homebound due to illness or condition
- Individual is physically, mentally, or socially impaired, such that attending congregate site would negatively impact or risk the health or well-being of the individual and/or other consumers at the site.

Home Delivered Meals and Homemaker services eligibility includes:

- An eligibility determination based on ADL/IADLs score that is entered in the GetCare database
- A system of priority based on greatest need which includes economic and social need, and ADL/IADL score

Individual seniors eligible for services under CHOICE Medicaid Waivers have been means tested to qualify for

services through their care plan and are not eligible individuals under Title III regardless of age, unless it is for a service that is NOT provided under CHOICE Medicaid Waivers.

Service Areas and Communities: The State of Alaska is a single planning and service area under the Older Americans Act. The State uses DOH nine regions that consist of groups of census areas that share common locations and conditions. The tenth region is considered statewide services. The regions are detailed on the attached FY26 NTS Funding by Region.

Applicants that collaborate to avoid duplicating existing services within the communities proposed will be looked at more favorably. Applicants will describe how they will assure outreach and services to the target population within their service area.

1.06 Program Funding

Funds available for this program are anticipated to total $210,960 Federal Funds, and $193,567 General Funds per year. The Federal Funds are distributed by service as follows:

- Statewide Legal: $196,351
- Region 1: $156,274
- Region 7: $51,902

The Department may fund responsive proposals from eligible applicants, contingent upon federal funding from the Administration for Community Living (ACL), Administration on Aging (AoA) Programs, and Title III of the Older Americans Act (OAA), appropriations from the Alaska State Legislature, and the Governor's approval. This solicitation is competitive and competition for limited funds is expected. Please refer to the attached Regional Distribution List for a summary breakdown of the funds available to each region.

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)

This grant funding is not intended to support the entire cost of the NTS program. Applicants are expected to use Additional Match/Project Support to demonstrate a viable program and to present an accurate accounting of what it costs to provide these services.

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.

Budgets that clearly demonstrate administrative efficiencies, reasonable balance of funding between services, and that do not duplicate existing services within the community(ies) proposed, will be looked at more favorably.

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, including Title VI funding. 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.

Nutrition Services Incentive Program (NSIP): Successful applicants for meal services will be offered the opportunity to enter into a Provider Agreement with DOH to receive additional funds for eligible Congregate and Home Delivered Meals.

1. The estimated rate for NSIP is sixty cents per meal and this amount should be used in planning the budget and PSE. Projected NSIP funds are not included in the Grant Award and cannot be used to meet the minimum 10% Required Match.
2. NSIP funds are received monthly after submitting a Claim for Reimbursement and must be used to enhance the nutrient quality of meals.
3. NSIP funds must pay for domestically produced foods as much as practical.
4. If a Provider subcontracts meals through a School District, the NSIP funds must be identified in the mandatory Subcontract. NSIP must pass through to the School District to reimburse for any USDA Commodity Foods that may have been used by the schools in the preparation of the meals that are not for children. Required elements of a subcontract for meals are posted online at Approved SDS Forms . Applicants

proposing subcontracts must confirm compliance with those required elements and provide a description of the services to be provided, the roles and responsibilities of each party and the rate of payment with their proposal.

Section 2 Applicant Qualifications

2.01 Agency Experience

Proposal evaluation will include consideration of the applicant's history of compliance with service and grant requirements, and previous experience in providing the same or similar services. Evaluation may include Department site reviews, program audits, and confirmation of the successful resolution of any findings. Affirmation must be provided that the agency has the financial strength and capacity to manage grants and verifies capacity to implement funds if received. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

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

2.02 Project Staffing

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

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

Background Checks: This program is subject to the licensing and certification authority of the Department of Health. This program receives payments in whole or in part, from DOH and is subject to the statutory requirements of AS 47.05.300–47.05.390 requiring background checks. Applicants will describe how this is accomplished for staff in outlying service areas.

The Alaska Background Check Unit (BCU) provides centralized background check support for programs that provide for the health, safety, and welfare of persons who are served by the programs administered by the Department of Health (DOH). This requirement applies to unsupervised volunteers. More information may be found at Background Check Program**.**

Critical Incidents and Mandatory Reporting: Senior and Disabilities Services have policies and procedures and applicable state laws in relation to reporting critical incidents and mandatory reporting. Information about and the centralized reporting form may be found at Centralized Reporting.

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. The applicant must include a list of topics for planned or ongoing employee training that directly relates to services under this grant, including a plan for GetCare database management.

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

Audit Requirements:

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

State Requirements: Agencies spending $1,000,000 or more total State Financial Assistance in the agency fiscal year are required to comply with the conditions of 2 AAC 45.010-090. The current regulations may be viewed at the State of Alaska, Department of Law website, Department of Law Document Library, or copies may be obtained from the contact identified on the cover page of the RFP.

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

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

Department of Health Program Audit Requirements: All DOH 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
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.

4. For meal services, the facility shall have adequate storage space that allows food and kitchen supply storage which meets Alaska Department of Environmental Conservation (DEC) commercial food service preparation requirements.

2.04 Support/Coordination of Services

Applicants must demonstrate the proposed project has the necessary support and coordination for the successful delivery of services. In addition, the project must describe coordination with Title VI programs if applicable **(see the list of Title VI Programs at Older Americans Act Title VI.** 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, including Title VI collaboration in your area, if applicable; 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 $30,000. FFATA is intended to hold the federal government accountable for spending decisions. Accountability data is available to the public at U.S. Government spending. Reporting requirements extend to recipients of State-issued awards with federal funds. An Agency Power User must complete the FFATA form under Federal Reporting in the GEMS Agency Administration tab. The report data will reflect the audited figures of the agency's most recently completed fiscal year. The report captures expenses and executive compensation for your agency. More information regarding FFATA requirements can be found at Federal Funding Accountability and Transparency Act Subaward Reporting System.

Effective April 4th, 2022, the US Federal Government transitioned from the Dun & Bradstreet Data Universal Numbering System (DUNS) number to a System for Award Management (SAM) generated Unique Entity Identifier (UEI) alpha-numeric value for federal awards management. All grantees receiving awards with federal funds are

required to have a UEI. More information regarding this transition can be found on the U.S. General Services Administration.

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

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

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

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

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

3.02 Acceptance of Terms

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

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

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

3.03 Inquiries

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

prospective applicants.

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

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

3.04 Proposal Costs and Content

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

The applicant is responsible for the content of the proposal.

3.05 Duration

This RFP is for a 3-year period, beginning 7/1/2025 through 6/30/2028. 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 3 -year grant cycle is based on the following general conditions:

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

Applicants will submit a budget 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 FY2026, 7/1/2025 through 6/30/2028.

3.06 Proposal Review

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

1. Proposals will be evaluated in a manner that will avoid disclosure of contents before notices of grant award have been issued.
2. Department of Health staff will evaluate each proposal for minimum responsiveness and other technical requirements and eliminate nonresponsive proposals from consideration.
3. Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), Department staff will evaluate each responsive proposal. **Scores for each criterion will be based solely on the response to the associated question. Points will not be earned if the information was provided in response to another question in Section 4**. Department staff will also review relevant departmental documentation regarding the

applicant. Staff recommendations regarding awards and levels of funding will include consideration of the following:

i. a history of the applicant's compliance with grant requirements, to include records of program performance, on-site program reviews, and prior year audits;
ii. priorities in applicable State health and social services plans;
iii. requirements of applicable State and federal statutes; and
iv. municipal ordinances or regulations applicable to the grant program.

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

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

3.07 Final Decision Authority

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

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

3.08 Notification of Grant Award and Appeals

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

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

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

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

3.09 Cancellation of the RFP/Termination of Award

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

Section 4 Submission Requirements/Evaluation Criteria

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

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

1 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 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 the grant program goals and outcomes and clearly identifies the ways in which they will be achieved.	☐	120

2 Provide the timeline for the initiation of services including outcome determinations and performance measures.

Evaluation/Review Criteria		Review	Points
a	The timeline is reasonable and includes outcome determinations and performance measures.	☐	60

3 The Logic Model will identify project resources, activities, and clearly state the project's anticipated goals, outputs, and outcomes. In the upload field, provide the project's completed Logic Model.

Evaluation/Review Criteria		Review	Points
a	The applicant's logic model identifies project resources, activities, outputs and projected outcomes that meet program intent. The project outputs contain metrics that are consistent with the program narrative and the PSE. The outputs look reasonable.	☐	120

4 Planned services on the PSE are consistent with the services requested in the RFP and Logic Model outputs and look reasonable.

Evaluation/Review Criteria		Review	Points
a	Planned services on the PSE are consistent with the services requested in the RFP and Logic Model outputs and look reasonable.	☐	100
b	The budget for each service and cost per unit look reasonable and the budget summary is consistent with the project budget.	☐	80

5 In the text box below, describe the service areas of the proposed project and how they meet the definition of target population. Describe how the target population will be identified and outreached.

Evaluation/Review Criteria		Review	Points
a	The description clearly identifies the target population in the proposed service area(s) and meets the intent of the services solicited.	☐	100

b	The description of how the target population will be identified and reached is clearly identified and meets the intent of the RFP.	☐	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.	☐	80
g	Costs are reasonable and substantiated in the narrative.	☐	80
h	The proposed budget narrative clearly describes any necessary allocation of resources among target populations or service areas.	☐	40
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.	☑	

j	Amount of additional match is complete, represents the total cost of the program and is consistent with the match reported on the PSE.	☐	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. Affirmation has been provided that the agency has the financial strength and capacity to manage grants and verifies capacity to implement funds if received. 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 it 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. Identify the proposed project's training and employee orientation plan, including database management. Agency has indicated in the narrative proposal what the overall staff turnover rate has been during the past two years.***

Evaluation/Review Criteria		Review	Points
a	Staff providing services are qualified and competent as demonstrated by the uploaded position descriptions, resumes, and professional credentials. Staffing described must match budget narrative.	☐	100
b	Staffing levels are sufficient to support the requirements of the proposed project and compliant with all identified program mandates.	☐	60
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.	☐	60
e	Administrative capacity demonstrates capability to meet management and reporting needs.	☐	80
f	The training and orientation plan was identified, including database management, including database management.	☐	60

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.	☐	80

4 In the text box below, describe the service delivery facilities locations and vehicles (if applicable) and the ways in which the target population will access services.

Evaluation/Review Criteria		Review	Points
a	The facilities described are safe and appropriate to the purpose of the program.	☐	80
b	How the target population will access services has been described.	☐	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 communities in which the applicant proposes to provide services.	☐	80

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.	☐	60

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

Evaluation/Review Criteria		**Review**	**Points**
a	Partnerships and collaborations necessary for the effective delivery of services are well described. Evidence specific to the proposed project is provided.	☐	60
b	Description of collaboration with Title VI is provided, if applicable.	☐	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