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

Request for Proposals
Bring the Kids Home
For FY2017 Through FY2021
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: Diane LoRusso, Grants Administrator
PHONE: (907)465-6148
E-MAIL: diane.lorusso@alaska.gov

PROPOSAL DUE DATE: November 14, 2016, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: November 4, 2016, 3:59 PM
PROJECT PERIOD BEGINS: July 1, 2016

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Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health and Social Services (DHSS/Department), Division of Behavioral Health (DBH/Division), is requesting proposals from eligible applicants to provide Bring the Kids Home (BTKH) Program "Parenting with Love and Limits" (PLL) services for the State of Alaska in FY2017. Program services are authorized under 7 AAC 78 Grant Programs; AS 47.30.520 – 620 Community Mental Health Services Act; AS 47.30.655 - .915 Alaska Civil Commitment Statutes; and AS 47.37 Uniform Alcoholism & Intoxication Treatment Act. State of Alaska statutes and regulations may be accessed at http://www.law.state.ak.us/doclibrary/doclib.html, or through the contact person listed on the cover page of this Request for Proposals (RFP).

In 2010, DBH initiated the implementation of PLL to provide brief, strategic, home-based services to divert children from residential placement and/or to assist them to return from residential settings to their families or communities. Program services are currently provided by nine agencies within the State of Alaska. This RFP serves as the vehicle with which the Division is seeking three additional agencies to implement this program. PLL is an evidence-based program combining a six-week parent education and group therapy program with six or more individual "coaching" (family therapy) sessions for Alternative to Placement Youth and their parents, and 12 or more sessions for Re-entry Youth and their parents. PLL is designed for youth between ages 10 and 18 who have extreme emotional or behavioral problems (running away, extreme disrespect, chronic truancy, depression, drug or alcohol abuse, etc.). PLL is a cohort model with a yearly clinical minimum of 24 youth served (in most areas).

Applicants should be aware that DBH no longer provides PLL grantees with full funding to cover the cost of PLL staff and team operations. PLL grantees are expected to utilize funding from Medicaid, Insurance, Indian Health Services, Individualized Service Agreements and private pay sources to cover the remaining costs of staffing and program operations for PLL.

In their proposed budget and detail (*see 1.06 Proposed Budget)*, applicants must include estimated funding for in-state travel for initial PLL training; schedule and dates to be determined. PLL implementation is resource-intensive and requires a full-time commitment of staff to implement the model. Model implementation requires learning and demonstrating specific skills sets, submitting videos, participating in distance supervision, and "rainmaking" to identify referrals. PLL teams are also required to use clinical outcome measures to monitor progress and submit data to the PLL database for supervision. PLL teams are expected to progress sequentially from the initial stage of "Survival" to "Stable", "Success" and finally to achieve full fidelity and the "Significance" level of operations. Funding awards may be adjusted mid-year during FY17 based on the number of families served and by team progress in terms of moving toward fidelity.

Potential applicants are expected to review information about PLL prior to responding to this RFP. Further information on PLL is available from: http://www.gopll.com. Sites may contact John Burek <jburek@gopll.com> for information about the benefits and requirements of the PLL model in order to determine feasibility and fit with community needs.

***** PLEASE NOTE- Applicants must be current DBH community behavioral health grantees with experience utilizing Medicaid and other insurance to pay for services.**

Application materials must be received through the Department of Health & Social Services Grants Electronic Management System (GEMS) no later than the due date on the cover page of this solicitation. This deadline

allows sufficient time for DHSS staff to review the application materials and to carry out the approval process required in 7AAC 78. **Proposals are due by 3:59 pm Alaska Standard Time on the proposal due date.**

1.02 Program Goals and Anticipated Outcomes

Successful applicants will demonstrate a thorough understanding of BTKH program goals and the outcomes anticipated by the Department. Proposed projects must meet or exceed the anticipated outcomes described in this RFP.

Anticipated Outcomes for Children:
- In-Home (no running away)
- In-School (no truancy or suspension)
- No Law Violations for two consecutive weeks

Anticipated Outcomes for Parents & Family:
- Lower parental resistance to seeking and using outside expertise and services
- Reduce isolation and create a sense of community (for parents and children)
- Fill-in missing core parenting skill deficits
- Parents learn creative consequences to stop child's unwanted behavior
- Educate parents and children on Reactive Attachment Disorder
- Disseminate skills to de-escalate argument
- Enable parents and children to enter into contracts and open up conflict-free lines of communication within the family.

1.03 Program Services/Activities

Applicants must describe the proposed activities that support the goals and outcomes to be employed in the project. The applicant also must upload a timeline for initiating services and project activities as an attachment to their proposal.

The proposal must address the following:

Applicants agree to comply with all of the following additional program requirements and service standards:
- Dedicate one (1) full-time clinical position and one (1) full-time case manager position to PLL;
- Identify a clinical position to participate in "gap filler" training. This clinician also must participate in PLL training and in some of the PLL distance supervision and coaching so as to be prepared to fill in for the PLL team (in the event of staff turnover);
- Demonstrate full participation in ongoing PLL training to be provided by Savannah Family Institute (SFI): initial training, coaching, submission of videos for supervision, completion of required internal measures, rainmaking activities as needed (referral seeking), etc.;
- Develop an adequate plan to ensure appropriate coordination and identify potential families to provide PLL to target population;
- Provide Brief Strategic Home Based Therapy and PLL Group Therapy to at least 24 identified families per year (number of families increases as the PLL team achieves fidelity to PLL);
- Provide services in clinic and home settings and provide services at times that are convenient for families (this often includes evenings);

- Demonstrate significant movement along the stages of PLL team development from "Survival" toward “Stable” (**see attachment titled “PLL COE Stages of Development” in the Attachment section of this RFP**);
- Develop a plan to stay in contact with families who have been served after they graduated the program to ensure their ongoing progress; and
- Demonstrate effective service models through tracking and submitting referral, utilization, demographic, and clinical information, and monitoring project outcomes.

*Please refer to Section 2 Subsection 2.04 for additional requirements under **Support/Coordination of Services** to include demonstration of community involvement and the applicant's Community Action Plan (CAP).*

1.04 Program Evaluation Requirements and Reporting

Applicants are expected to participate in PLL and DBH data-gathering and evaluation activities. Information must be included on how compliance with expressed performance measures will be determined. The applicant's evaluation plan must include indicators and data-gathering strategies that will be used to measure project efficiency and effectiveness.

Grant Reporting

Required Reporting for this grant award:

1) Cumulative Fiscal Report (overall grant and match expenditures reported quarterly by budget line item);

2) Program Reports in the format prescribed by the grantor;

3) Evidence-Based Practices Reporting: PLL requires the use of several assessment measures to evaluate youth and family progress. Grantees must submit these measures as required by PLL, and grantees will receive training in entering the assessment measures into a secured on-line data "dashboard" along with other data related to referrals and services delivered. Training will be provided after award, in coordination with the BTKH-PLL Program Manager. The grantee must comply with both DBH and PLL specific program activities.

4) FFATA: If funding for 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).

Submission of the AKAIMS minimal data set is required for all applicants receiving funding through this solicitation. Grantees will submit their AKAIMS data on a quarterly basis, and it is required that grantees must agree to AKAIMS realignment within 30 days of the grant award.

Results Based Budgeting Framework

Grant programs will be required to align with the Department’s priorities and core services. Utilizing a results-based/budgeting framework, grantees will use performance measures to evaluate progress in order to meet meaningful outcomes and initiate data collection and reporting consistent with Department priorities. Below are the Department Priorities, Core Services, Objectives, and Effective and Efficiency Performance Measures for this program:

Department Priorities

- 1 Health & Wellness Across the Life Span

Department Core Services

- 1.1 Protect and Promote the Health of Alaskans

Department Objective

- 1.1.1 Improve the Health Status of Alaskans

Division Core Service

- 1. Identify behavioral health needs by population and geography, and develop and implement a statewide strategy to meet those needs.

Effectiveness Performance Measure

- Percentage of youth improving in Life Domains *(decreased days of poor mental health in preceding 30 days)* is 75% or greater.

Efficiency Performance Measure

- Cost (Grant Expenditures) per client/family served.

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

1.05 Target Population and Service Area

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

Target Population: The target population for this program and services requested in this solicitation includes families with children, aged 10-18 with a severe emotional disturbance (SED) or a substance use disorder (SUD), and extreme emotional or behavioral problems (running away, extreme disrespect, chronic truancy, drug or alcohol abuse, depression, anxiety disorders, oppositional or conduct disorders, etc.). Youth may be in the community or in a behavioral health, foster care, or juvenile justice setting and preparing to transition home. These youth and families must also meet the following criteria (or receive approval from DBH):

- Must have a parent or caregiver willing to participate in the program (foster parents and kinship care are welcome).
- Youth may participate who have committed a sex offense, as long as the referral source understands that PLL is not the sex offender treatment provider.
- Youth and caregiver must be in the same home (or youth must be returning to the caregiver's home).
- Youth must be permitted to attend the PLL group sessions with peers.

Service Areas and Communities: The solicitation is open to:
all agencies in communities with a population of over 100,000 residents, and agencies in communities of over 3,500

residents and under 100,000 residents which do not already have a PLL site/team (***Please refer to FY17-18 Map of Current BTKH-PLL Sites in the Attachments to this RFP).***

Community populations are determined by the 2010 census. Information regarding community populations can be found at: https://www.commerce.alaska.gov/dcra/DCRAExternal/community. Proposals may target more than one community with an itinerant PLL team. Agencies may also serve youth from outside the community as long as there is a plan to coordinate PLL services with family members.

Applicants must be current DBH community behavioral health grantees and eligible to bill Medicaid.

1.06 Program Funding

FY17 partial-year funds are available for three new sites at $50,000 per site for a total of $150,000. The FY18 full-year funding level is anticipated to be slightly higher, at approximately $85,650 per site for a total $256,950, and pending legislative and Departmental approval. FY17 grantees should expect to re-apply for continued available project funding in FY18.

This funding may be used to cover any/all of the following:
- Staff positions
- Travel to in-state PLL initial training (Model Certification Training)
- Cost of initial PLL certification kits ($475.00 each)
- Program supplies (food, etc.)
- Equipment or other program needs
- Travel costs to participate in in-state booster training (no more than once a year)
- PLL training ($1,250) for replacement clinician or training offered prior to scheduled in-state initial training *(Yearly in-state training is covered by DBH)* .

Notes:
- The Division separately contracts for training and clinical supervision with the Savannah Family Institute (SFI) for PLL training and site development for ten Parenting with Love and Limits (PLL) teams across the State. There are currently nine teams operating in-state, and DBH proposes to fill the vacancy with a tenth team and add two additional teams. The SFI services will be available to the successful applicant free of charge. Through this contract, SFI will provide the PLL clinician, PLL case manager and gap-filler with initial training (joining in-state training) as well as in-state booster training, clinical supervision, coaching and oversight. SFI services also include provision of on-site training materials and PLL manuals.
- PLL grant funding is available for FY17; however, grantees are expected to maximize program revenues from other sources and will be expected to provide justification for the need for ongoing funding.
- Should the team experience staff turnover, the agency must cover the cost of travel and re-training.
- As noted above, successful applicants will be required to use other revenues to assist with covering the cost of implementing PLL. Other revenue sources include:

- PLL Individualized Service Agreement (ISA) codes (for information and uses of ISAs to bill for PLL, call Lynn Squires-White, Program Manager, at (907) 465-8469). ISA funds may also include $3,600 in additional funding to assist in covering costs of providing services to families with few or no available resources.
- Medicaid
- Insurance
- Parental Co-Pay

- Self-pay (including sliding fee scale).

***(Match Requirements:** The budget must include matching funds to equal no less than 25.00% of the proposed project. To calculate proper match use the following formula:*

Total Grant Award Amount x Percentage of Match = Total Proposed Match

Restrictions to allowable matching funds are as follows:

1) Federal grant funds may not be used to match federal funds awarded through this grant program.

2) State grant funds may not be used to match funds awarded through this grant program.

3) Grant Income, Medicaid, and other third-party receipts may be used as match.

4) Local match may include in-kind contributions from volunteers as well as donations of supplies, equipment, and space, and other items of value for which the applicant does not incur a cost.

5) Local cash match may include local tax receipts, municipal revenue sharing, cash donations, and other local sources of cash receipts.)

Proposed Budget: The applicant must submit both a detailed and narrative budget for FY17, including any required match, which is fully compliant with the limitations described in 7 AAC 78.160 (Costs), and supports program staffing and service delivery requirements stated in this RFP. The GEMS portal provides applicants instructions and the ability to enter budget details and narrative for the project budget. More detailed instructions can be accessed in the DHSS Budget Guidelines available online at https://gems.dhss.alaska.gov/Home/Documents.

In the applicant's proposed budget, both anticipated receipts and expenditures for all grant income must be clearly evident in both the detailed and narrative budgets, and actual receipts and expenditures must be reported on a quarterly basis.

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. Agencies with current DHSS grant agreements can review the Indirect Cost Rate Agreement information in GEMS. Agencies without current grant agreements with the Department must upload a copy of the Indirect Cost Rate Agreement in the "Agency Administration" tab of the GEMS portal. Help instructions are available in the portal to upload and review such documents.

Grant Income: Applicants providing Medicaid reimbursable services must also have a Medicaid Provider Number and will make reasonable effort to bill all eligible services to Medicaid or any other available sources of payment before seeking payment through this grant agreement.

Section 2 Applicant Qualifications

2.01 Required Experience

Proposal evaluation will include a description of the applicant's history of compliance with service and grant requirements, and previous experience in providing behavioral health service to children, youth, and families, which may include evaluation of site reviews/program audits and the successful resolution of any findings. Please briefly describe any previous experience implementing evidence-based practices to fidelity. The

description must clearly identify the time period over which services were provided and the target population that was served.

Each applicant must be a current Division of Behavioral Health community behavioral health grantee.

2.02 Program Staffing Experience

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

Implementation of the PLL model involves use of a structured evidence-based practice to achieve consistently positive outcomes. The DBH PLL contractor will provide the successful applicant's PLL team with intensive clinical oversight and implementation coaching. PLL uses videotapes to provide supervision of family group PLL sessions and individual family coaching sessions. Sites will download these videos to the PLL website. PLL also provides coaching via video webinar. It uses specific evaluation measures, which also are uploaded to the PLL dashboard. It may require "rainmaking" (referral seeking) to educate referral sources and ensure sufficient PLL referrals. These activities require a full-time clinician and a full-time case manager dedicated to PLL.

Because PLL requires specific skill sets and a significant investment of resources, the PLL contractor will act as a consultant to sites in selecting the PLL teams so that the likelihood of success is increased. (Note that is not necessary for the PLL staff to be highly experienced at family work; PLL training is useful to develop family intervention skills).

Resumes, job descriptions, and professional credentials must be uploaded for key project personnel.

2.03 Administrative, Management and Facility Requirements

The applicant must demonstrate the agency's ability to responsibly administer the grant, including both sustainable fiscal and administrative capabilities necessary to support the project.

1) The applicant will ensure procedures are in place to protect client confidentiality. These procedures must meet State of Alaska and federal standards.

2) The applicant will ensure their most recent financial audit has been submitted to the appropriate state office (see Audit Requirements below) and any audit findings identified in that audit have been resolved.

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

4) The applicant must attach a current organizational chart that demonstrates the relationship of this project to other functions within the agency.

Successful grant applicants will be required to submit additional agency information with submission of their signed grant agreement, if that information is not current and already on file in GEMS.

Audit Requirements:

Federal Requirements: Effective immediately, if you expend $750,000 or more total Federal Financial Assistance in

your fiscal year, you 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 defined in 2 CFR 200.

State Requirements Chapter 045 Grant Administration**:** For audit periods that begin or continue on after March 31, 2008, if you expend $500,000 or more total State Financial Assistance in your agency's fiscal year, you are required to comply with the conditions of Alaska Administrative Code, 2 AAC 45.010-090. The current regulations may be viewed at the State of Alaska, Department of Law website, http://www.law.state.ak.us/doclibrary/doclib.html, or copies may be obtained from the State agency issuing the solicitation to which this statement is attached.

Information on compliance with the State and Federal Single Audit Acts may be obtained from, and audits completed in compliance with the Acts must be submitted to:

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

DHSS Program Audit Requirements: All DHSS grantees are subject to the requirements of 7 AAC 78.230, and if an audit under 7 AAC 45.010 has not been conducted and submitted to the State Single Audit Coordinator, the grantee must ensure that a fiscal audit of the grantee's operations under the grant program is performed by an independent 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
P.O. Box 110602
Juneau, AK 99811-0602
Telephone: (907) 465-3120

Facility(ies)/Safety and Service Access:

1) The applicant must address potential safety concerns for both clients and staff in the management of services proposed in response to this RFP.

2) The applicant should describe how access is provided to clients and how that will enhance the success of the project.

3) All applicants for DHSS grants must have an emergency response and recovery plan for the safe evacuation of clients and staff, and which provides for other potential safety concerns. This plan is mandatory for grantees providing residential and/or critical care services (see DHSS Grant Assurances).

2.04 Support/Coordination of Services

Applicants must be able to demonstrate the undertaking of necessary support and coordination to ensure the successful delivery of services through the project. The proposal must address the following:

1. The agency's plan for educating the public and referral sources about the availability of PLL family therapy.
2. The agency's willingness to participate in PLL "rainmaking" (referral seeking) as necessary to fill PLL cohorts.
3. The agency's plan to seek feedback from clients and family members related to how PLL services are received.

An updated Community Action Plan (CAP) for FY17 also must be included as an Attachment to the applicant's response. The FY17 instructions for completing the CAP are included in the Attachments to this solicitation.

Section 3 General Instructions for Proposal Submission

3.01 Eligibility (Who May Apply)

Applicants must be eligible to apply under 7 AAC 78.030 (Eligible Applicants). They include nonprofit organizations; municipalities and Regional Educational Attendance Areas or other political subdivisions of the state; other State agencies; and Alaska Native Tribes. See subsection 1.05 of this RFP for additional eligibility information specific to the program and this solicitation. The following documentation of eligibility is required for Nonprofit Corporations or Alaska Native Tribal applicants:

1. **A Nonprofit Corporation or a Nonprofit Subsidiary of a Nonprofit Corporation.** The agency must be listed on the United States Internal Revenue Service's most recent register of tax-exempt organizations, or provide a copy of the organization's current State of Alaska Certificate of Incorporation clearly establishing nonprofit status. Nonprofit subsidiaries must also submit a letter from the parent organization confirming nonprofit status;
2. **An Alaska Native entity as defined in 7 AAC 78.950(1).** The entity must submit with their application a legally binding resolution waiving the entity's sovereign immunity to suit, using the template provided. This form is designed to encompass the multi-year grant duration period identified in subsection 3.05. To be eligible for consideration, the resolution must include authorization compliant with the tribe's constitution:
    i. Federally recognized tribes for which the tribal constitution grants authority to the tribal council to waive sovereign immunity and enter into a grant agreement on behalf of the tribe.
    ii. Federally recognized tribes for which the tribal constitution requires a majority vote of the tribal membership to waive sovereign immunity and enter into a grant agreement.

Applicants must be current DBH community behavioral health grantees with experience utilizing Medicaid and other insurance to pay for services.

Applicants must also submit in GEMS a valid State of Alaska business license and a current governing board member list with titles, contact information, and terms of office. The list must include emergency contact information outside the applicant agency for one or more responsible officers of the governing board.

Applicants who have a previous contract or grant to help write this current RFP will be precluded from submitting a proposal unless a written statement of refusal of the contract or grant funds is attached. Proposals submitted without this statement shall be deemed non-responsive.

3.02 Acceptance of Terms

By submitting a proposal, an applicant accepts all terms and conditions of this Request for Proposals including all attachments and guidelines identified in this solicitation, 7 AAC 78, and any other applicable statutes and

regulations. Copies of these may be accessed through the contact person listed 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 their 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 about the RFP that can be answered by directing the applicant to a specific section in the RFP may be answered verbally by the contact person in the cover page. Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared to be of a substantive nature. The applicant will be directed to state the question in writing. Questions of a substantive nature must be received, **in writing**, at the email address listed on the cover page of this RFP, no less than ten days before the deadline for receipt of proposals (see the Deadline for Written Inquiries on the cover page of this RFP). This will allow issuance of any necessary amendments to all prospective applicants. **(Please note: Technical assistance will not be available after 3:59 PM AKST the day of the proposal deadline.)**

Applicants are responsible for monitoring the State's Online Public Notice website located at: http://aws.state.ak.us/OnlinePublicNotices/ for any subsequent clarifications or amendments that may be issued regarding this solicitation.

3.04 Proposal Costs and Content

The Department will not be responsible for any expenses incurred by the grantee 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 of Grant

This RFP is for fiscal year FY2017, 7/1/2016 through 6/30/2017. Continued funding may be available for FY18, pending legislative appropriation and Departmental approval.

3.06 Proposal Review

Following the deadline for receipt of proposals, DHSS staff will verify all submission requirements have been met. No amendments or corrections will be accepted after the deadline unless they are 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 to competing offerors** before

notice of grant award has been issued.

2. DHSS staff will evaluate each grant proposal for minimum responsiveness and other technical requirements, and eliminate non-responsive proposals from consideration.
3. Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), DHSS staff will evaluate each responsive proposal. Scores 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**. DHSS staff will also review relevant documentation and information regarding the applicant that is available to the Department. Recommendations regarding whether each proposal should be financed, and at what level, 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. Then as a committee, they 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 will include in their review discussion of each proposal's merits. Recommendations will include approval or disapproval for award, modifications to the proposed project, special compliance conditions, and ranking proposals in priority order.

All advisory recommendations, including staff recommendations, and if applicable the recommendations of the Proposal Evaluation Committee, as well as all other review materials, will be submitted for consideration by the Director of the Division, who will make recommendations to the Commissioner of the Department of Health and Social Services or the Commissioner's designate.

3.07 Final Decision Authority

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

PLEASE NOTE: The final decision may include additional considerations, such as the lack of 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, the applicant will be notified of the final funding decision and any conditions of award or modifications. Following any necessary negotiations for revisions to the proposed budget and scope of services, 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.

Send appeal to:

Valerie Davidson, Commissioner
Department of Health & Social Services
P.O. Box 110601
Juneau, AK 99811-0601

with a **copy** to the Grants Administrator named on the cover page.

3.09 Cancellation of the RFP/Termination of Award

Contingent upon funding appropriations and the Governor's approval, the Department may fund proposals from eligible applicants. DHSS may withdraw this competitive Request for Proposals 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 grantor 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 by the grantor to be in the best interest of the State.

Section 4 Submission Requirements/Criteria for Proposal

4.01 Minimum Responsiveness Criteria per 78.100(2)(a)

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

1 Applicant is eligible per 7 AAC 78.030.

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

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

Response & Organizational Documentation

1 If applying as a non-profit organization, please verify the following criteria pertaining to non-profit status and additional Division requirements.

Evaluation/Review Criteria	Review	Points

a	The agency must be listed on the State's non-profit corporation database "in good standing." The link to the database is http://commerce.alaska.gov/CBP/Main/CBPLSearch.aspx?mode=Corp; **and/or**	☑	
b	The agency is listed on the federal tax-exempt site indicating current 501(c)3 status. The link to the database is http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check.	☑	
c	If the agency is a non-profit subsidiary, a verifying letter from the parent non-profit agency must be uploaded to the applicant's agency record in GEMS. The parent corporation must meet criteria a and/or b.	☑	
d	The applicant is a current DBH community behavioral health grantee with experience utilizing Medicaid and other insurance to pay for services, and currently eligible to bill Medicaid.	☑	

2 If applying as a federally recognized tribal entity, please verify the following criteria and attach a completed Waiver of Sovereign Immunity, using the template provided in this question.

Evaluation/Review Criteria		Review	Points
a	A correct Waiver of Sovereign Immunity is completed, attached to this criterion, and indicates the correct fiscal years and duration of the solicitation.	☑	
b	The tribe is listed on the Federal Register as an Alaska Native entity recognized & eligible to receive services from the U.S. BIA http://www.gpo.gov/fdsys/pkg/FR-2015-01-14/pdf/2015-00509.pdf.	☑	

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

Evaluation/Review Criteria		Review	Points
a	The agency is either another State Agency, such as the University; an incorporated municipality (verify at http://commerce.alaska.gov/dcra/DCRAExternal/community); or an REAA under AS 14.08.031 (verify at http://education.alaska.gov/facilities/pdf/doe2013map.pdf).	☑	

4 Please sign the DHSS State Assurances form.

Evaluation/Review Criteria	Review	Points

a	DHSS State Assurances form is completed, signed and dated by a person authorized to enter into legal agreements on behalf of the applicant.	☑	

5 Verify the applicable criteria below are met if the program is federally funded.

Evaluation/Review Criteria		Review	Points
a	The Federal Assurance and Certification form is completed, signed, and dated by a person authorized to enter into legal agreements on behalf of the applicant.	☑	
b	The applicant's agency record in GEMS contains the required Federal Funding Accountability and Transparency Act (FFATA) information and is complete.	☑	

6 Please ensure the following information is uploaded to the applicant's agency record in GEMS.

Evaluation/Review Criteria		Review	Points
a	The applicant's agency record in GEMS contains a current governing board member list with contact information.	☑	
b	The applicant's agency record in GEMS contains all other agency funding information received and applied for, including state and federal grants.	☑	
c	The applicant's agency record in GEMS contains a valid State of Alaska business license number (verify at https://www.commerce.alaska.gov/cbp/Main/CBPLSearch.aspx?mode=BL).	☑	

7 Please ensure the current approved Federally Negotiated Indirect Cost Rate Agreement is attached to the applicant's agency record in GEMS, if applicable.

Evaluation/Review Criteria		Review	Points
a	The applicant's agency record in GEMS contains a current approved Federally Negotiated Indirect Cost Rate Agreement.	☑	
b	If the Federally Negotiated Indirect Cost Rate Agreement is expired, verify there is written confirmation from the cognizant federal agency they are accepting the most recent rate until a new agreement is approved.	☑	

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

1 Verify the following criteria pertaining to past performance and history of compliance are met.

Evaluation/Review Criteria		Review	Points
a	Prior year(s) reporting is complete and timely (includes fiscal, narrative and data reporting).	☑	
b	Required audits have been submitted (verify at http://doa.alaska.gov/dof/ssa/ssainfo.html). Prior year audit exceptions, if any, are resolved (verify by contacting the Finance Management Services audit section at http://dhss.alaska.gov/fms/Pages/Audit.aspx).	☑	
c	Prior year(s) activities demonstrate effective delivery of services. Review could include tangible documentation such as prior year performance reports, audit reports, site visits, etc.	☑	
d	Program historically maintains required standards as demonstrated in quality assurance reviews, licensing or certification standards, etc.	☑	

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

1 In the text box below, describe your project and how the program goals and anticipated outcomes stated in this RFP will be achieved by the proposed project.

Evaluation/Review Criteria		Review	Points
a	The applicant's description demonstrates a thorough understanding of program goals and outcomes, and it is clear how the proposed project will achieve that intent.	☐	20

2 In the text box below, describe the proposed activities that will be performed as a part of this program. In the document upload field below, please attach a timeline for initiating services and project activities, including an anticipated deadline for project start-up.

Evaluation/Review Criteria		Review	Points
a	The described activities are well-developed, reasonable and support program intent.	☐	20
b	A timeline for initiating services and project activities is attached and compatible with program intent.	☐	10

3 In the text box below, describe the project evaluation plan, including indicators and data gathering strategies that will be implemented to address the Department's performance measures for Results Based Budgeting. Identify clearly how compliance with expressed performance measures will be determined.

Evaluation/Review Criteria		Review	Points
a	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.	☐	20
b	The description of activities and anticipated outputs are achievable with the identified resources.	☐	20

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

Evaluation/Review Criteria		Review	Points
a	The target population and service area are clearly identified, and their description meets the intent of this RFP.	☐	20

5 Provide the proposed budget for the project, including narrative, details, and matching funds availability. Verify the following criteria are met.

Evaluation/Review Criteria		Review	Points
a	The budget narrative and budget detail are complete and mutually consistent.	☑	
b	Cost line items are for allowable costs under 7 AAC 78.160, and are compliant with program requirements.	☑	
c	Travel costs are consistent with 7 AAC 78.160(h) and (i), and with any requirements or limitations imposed by the program.	☑	
d	Equipment and sub-contract costs are allowed by the program and consistent with 7 AAC 78.280.	☑	
e	The Indirect cost line item in the budget is compliant with the Federally Negotiated Indirect Cost Rate Agreement "specific" rates and exemptions applicable to the cost.	☑	

f	The budget supports the proposed project and program intent, and the project appears achievable with demonstrated resources. The budget adequately describe how the agency will maximize program revenues from other sources (see Notes: Program Funding Section 1.06).	☐	10
g	Costs are reasonable and well-supported by the budget narrative.	☐	10
h	Budget Detail(s) and Narrative support any necessary allocation of resources among target populations or service locations.	☐	10
i	Required match is met with both the source of funds and planned expenditures evident in the budget detail and fully-described in the budget narrative. If applicable, a project funded by multiple sources has disclosed the overall resources in the appropriate field(s).	☐	10

6 Please provide proposed reporting documentation that will meet program and Department data needs.

Evaluation/Review Criteria		Review	Points
a	The applicant's proposed reporting documentation meets program/Dept. needs.	☑	
b	A statement has been uploaded to this criterion confirming the agency's commitment to AKAIMS realignment within 30 days of the grant award.	☑	

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

1 In the text box below, describe the previous experience that your agency has in providing services similar to those being proposed. Clearly identify the time period over which services were provided and the target population that was served. Please upload a current organizational chart that demonstrates the relationship of the project to other functions within the agency.

Evaluation/Review Criteria		Review	Points
a	The applicant's description of previous experience providing the same or similar services demonstrates the skills and capacity needed to provide program services. Note: In addition to this criteria, DHSS staff will have access to tangible documentation such as prior year performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.	☐	10

b	A current organizational chart has been uploaded to this criterion.	☑	

2 In the text box below, describe the program and administrative staffing needed for the proposed project. In the document upload field below, scan and attach as a single document the position descriptions for key project personnel, and if those positions are filled, include resumes and professional credentials. Also include resumes for administrative staff who will provide supervision, fiscal, reporting, and management needs.

Evaluation/Review Criteria		Review	Points
a	Staff providing services are qualified and competent as demonstrated by the necessary attached professional credential(s) and resume(s).	☐	30
b	Staffing levels are compliant with the program mandates and sufficient to support the requirements of the proposed project.	☐	20
c	Job descriptions support the intent of the RFP and the applicant's proposed project.	☐	10
d	Administrative staff are qualified as demonstrated by attached resume(s).	☐	20
e	Administrative capacity demonstrates capability to meet reporting and management needs.	☐	20

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 adequately addresses the procedures necessary to protect client confidentiality and meets State of Alaska and federal standards.	☐	10

4 In the text box below, describe the facilities and location(s) where services will be provided and how that will enhance the success of the project. Please address any potential safety concerns for clents and staff.

Evaluation/Review Criteria		Review	Points
a	The facilities described are safe and appropriate to the purpose of the program, and the location(s) will enhance access to services by the proposed target population. Potential safety concerns for clients and staff have been adequately addressed.	☐	30

4.06 Demonstration of Support/Involvement of Service

1 In the document upload field below, scan and attach documentation of community support for your agency.

Evaluation/Review Criteria		Review	Points
a	Appropriate documentation of support is provided from each community in which the applicant proposes to provide services.	☐	10

2 In the text box below, describe how you have involved potential service recipients and the public in planning for services provided in the past. Please include a description of how feedback will be obtained from service recipients and the public about the project, and upload to this question a statement affirming the applicant agency's willingness to participate in PLL "rainmaking" as necessary.

Evaluation/Review Criteria		Review	Points
a	The applicant's description demonstrates their successful efforts to involve potential recipients of services and the public in planning for and providing services.	☐	10
b	The proposal includes a plan to educate the public and potential referral sources to identify appropriate service recipients for the project.	☐	10
c	A statement has been uploaded affirming the agency's willingness to participate in "rainmaking" as necessary.	☑	
d	The proposal demonstrates how feedback will be obtained from service recipients and the public.	☐	10

3 In the text box below, describe any partnerships or collaborations necessary for the proposed project. In the document field below, scan and attach as a single document tangible evidence of these partnerships or collaborations specific to this project.

Evaluation/Review Criteria		Review	Points
a	Partnerships or collaborations necessary for the effective delivery of services are well-described. Tangible evidence specific to the proposed project is attached to this criterion.	☐	10

4 In the text box below, describe the roles that will be performed to implement referral plans with state or other agencies necessary to accomplish the proposed project.

Evaluation/Review Criteria		Review	Points
a	The applicant's description demonstrates a clear understanding of the roles that must be performed by state or other agencies necessary for the effective delivery of services.	☐	10

5 Please upload to this criterion a Community Action Plan (CAP) for FY17 using the template provided. The FY17 CAP instructions are included as an Attachment to this solicitation.

Evaluation/Review Criteria		Review	Points
a	An updated FY17 Community Action Plan has been uploaded.	☑	