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

Request for Proposals
Adult Day Services
For FY2018 Through FY2020

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: Nancy Brooks, Grants Administrator
PHONE: (907)465-2835
E-MAIL: nancy.brooks@alaska.gov

PROPOSAL DUE DATE: February 28, 2017, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: February 20, 2017, 3:59 PM
PROJECT PERIOD BEGINS: July 1, 2017

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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 Senior and Disabilities Services, is requesting proposals from eligible applicants to provide Adult Day Services services for the State of Alaska in FY2018 thru FY2020. Program Services are authorized under 7 AAC 78 Grant Programs and AS 47.05.010 Duties of the Department; AS 47.65 Service Programs for Older Alaskans and Other Adults; 7 AAC 130.200-319 Medicaid Home and Community Based Waiver Services. Access State of Alaska statutes and regulations at http://www.law.state.ak.us/doclibrary/doclib.html or through the contact person listed on the cover page of this RFP.

Adult Day Services (ADS) provide an organized program of services during the day in a facility-based group setting, including supervision and a secure environment for the individuals who experience Alzheimer's Disease and Related Disorders (ADRD), physical, emotional and/or other cognitive impairments. Services incorporate person-centered planning approaches in response to an evaluation of the participant's functional health, social needs, and interests. ADS programs are non-residential and occur during part of a day but less than 24 hours per day.

ADS supports an adult's personal independence and promotes social, physical, and emotional wellbeing. ADS provides a variety of program activities designed to meet the individual's needs and interests including social, recreational and therapeutic activities to assist in supporting optimal mental and physical functioning.

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. The following goal and anticipated outcomes must be recognized throughout the applicant's proposal.

Goal

Eligible individuals will receive physical, emotional, and cognitive impairment support delivered in a person-centered manner that promotes optimum mental and physical functioning in the safe and secure environment of adult day services.

Anticipated Outcomes

1. Increase the number of participants receiving adult day services who have Alzheimer's disease and related dementias (ADRD).
2. Participants and/or families report they are satisfied with adult day services.
3. Participants and/or families report adult day services are essential for the participant to remain living at home.

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 must also upload a Planned Services form as an attachment to their proposal.

Provide a brief and concise description for each of the following and attach any requested documentation:

1. A history of the applicant's adult day program highlighting two important accomplishments. Attach two months of recent ADS activity/programming calendars;
2. Describe how the assessment and reassessment process is accomplished for the participant and attach a copy of current enrollment forms;
3. Describe how a service plan is developed for the participant including the process and frequency for the review; and
4. Describe how the participant progress is reviewed, frequency of review, and how progress is documented and communicated with family/caregivers.

1.04 Program Evaluation Requirements and Reporting

Logic Model

The proposal must contain a Logic Model, submitted on the prescribed form, demonstrating a thorough understanding of the grant program goal and outcomes anticipated by the Department. The Logic Model must include resources, activities, and outputs. Applicants are encouraged to include additional goals and outcomes appropriate to their proposed project(s) and compliant with program intent.

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, Outcomes, and Efficiency and Effectiveness Performance Measures for this program.

Department Priorities

- Health & Wellness Across the Life Span

Department Core Services

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

Outcomes

- Increase the number of participants receiving adult day services who have ADRD and other disabling conditions;
- Participants and/or families report they are satisfied with adult day services;
- Participants and/or families report adult day services are essential for the participant to remain living at home.

Efficiency

- Average cost to provide services per Adult Day recipient.

Effectiveness

- Number of individuals served;
- Number of individuals served with ADRD served;
- Number of individuals with two or more ADL's;
- Number of individuals surveyed;
- Target of 80% or better of those surveyed who rate services good to excellent;
- Target of 80% or better of those surveyed who rate adult day services as essential for the participant to remain living at home.

Grant Reporting

Required reporting for this grant will include:

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

2) Program Reports in the format prescribed by the grantor that will measure the progress in meeting the project goals and anticipated outcomes addressed in the planned services and performance measures;

3) On a monthly basis, grantees will be required to report service delivery data in the division's web-based system, Mediware- Social Assistance Management System, (SAMS).

1.05 Target Population and Service Area

The target population for the services requested in this solicitation includes persons of any age who have Alzheimer's Disease or related dementias (ADRD), persons 55 years or older who are at risk of institutionalization, persons 60 years of age or older; and adults 18 years of age or older with similar disabilities and service needs to older Alaskans who are at risk of institutional placement. Such persons must have service needs that are compatible with current adult day participants so the provision of care is beneficial and does not diminish services to the primary group of persons being served.

Service Areas and Communities: Statewide

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 intended target population identified in this solicitation.

1.06 Program Funding

Funds available for this program are anticipated to total $1,721,489 per year in State funds.

The funding methodology for the anticipated $1,721,489 is as follows:

1. Approximately 50% of available funding is used toward an equal base grant for each program awarded, and

2. The remainder of funding is applied to a formula based on the 3 year measure of service delivery based on the service evaluation form submitted by the applicant.

Match Requirements: The budget must include matching funds to equal 10.00% 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 a 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 the first fiscal year of the grant, 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

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: DHSS is the payer of last resort. If applicable to the services provided under this agreement, the grantee will have a Medicaid Provider Number, or apply to obtain one, 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.

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.

Section 2 Applicant Qualifications

2.01 Required Experience

Proposal evaluation will include consideration of the applicant's history of compliance with service and grant requirements, and previous experience in providing the same or similar services, which may include evaluation of site reviews/program audits and the successful resolution of any findings.

The applicant must describe previous experience providing same or similar services to those being proposed. The description must clearly identify the time period over which services were provided and the target population that was served. In addition, applicants are requested to complete the ADS Service Evaluation (attached) and upload it with their application.

By applying for and accepting an award under this program, applicants agree to comply with all of the following additional program requirements and service standards:

1. Maintain the 2003 Adult Day service standards available at http://dhss.alaska.gov/dsds/Documents/regspackage/AdultDayServicesCOP.pdf, and any future standards or condition of participation that are adopted during the grant cycle;
2. Maintain certification as a Home and Community Based Waiver (HCBW) Provider of Adult Day Services throughout the duration of the grant cycle which includes additional program administrative requirements specific to HCBW certification; and
3. Upon acceptance of award, implement and provide a copy of your agency's sliding fee scale based on Federal Poverty Guidelines for Alaska, as updated annually. The intent of funding for this grant program is not for individuals who are eligible for services under the HCBW program or individuals able to cover the full cost of services. Implementation of sliding scale allows eligible individuals the opportunity to receive adult day services who would otherwise not be able to due to the lack of financial resources. No one may be denied services due to the inability to pay.

2.02 Program Staffing Experience

Program staffing levels must be commensurate with meeting the requirements stated in Adult Day Services Conditions of Participation, and activities/strategies for service delivery appropriate to the proposed project.

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

Applicants must describe the agency's employee orientation process and the staff training plan, including training for special populations served. Provide the following:

1. A narrative description or attach a copy of the applicant's employee orientation process and background check procedures; and
2. A narrative description or attach a copy of the applicant's staff training plan, including training for special populations such as dementia, and other skills common for staff providing adult day services such as universal precautions, fall prevention, as well as critical incident reporting and mandatory reporting requirements.

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 capability necessary to support the project. Provide a current copy of your agency's ADS handbook.

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

2) The applicant will ensure their most recent financial audit has been submitted to the appropriate state office (see audit section 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.

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 with DHSS, Grants and Contracts.

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 should describe the facility and processes program staff demonstrate to encourage safe entry and exiting of the building.
2) The applicant must address potential safety concerns for both clients and staff in the delivery of services

proposed in response to this RFP.
3) All applicants for DHSS grants should have an emergency response and recover plan for the safe evacuation of participants and staff, and that 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 proposed project has the necessary support and coordination for the successful delivery of services. The proposal must address the following:

1. Current letters of support for services being proposed;
2. Involvement of the participants in shaping the activities offered by the program;
3. Partnerships and collaborations specific to the proposed project; and
4. Necessary referral agencies and a description of their roles.

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. 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 also submit in GEMS, or have on file with DHSS, 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 herein; 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 Request for Proposals 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 4:00 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 a three-year period, beginning 7/1/2017, through 6/30/2020. At the discretion of the Department, a project funded under this RFP may be considered for continued funding in subsequent program year(s). The decision to continue funding for the subsequent year(s) of the three-year grant cycle is based on the following general conditions:

1. the Department's judgment that there is a continued need for the grant project service;
2. the grantee's satisfactory performance during the previous grant year;
3. the availability of sufficient grant program funds, and whether continuation of the financing is consistent

with public health and welfare; and
4. the ability of the grantee and the Department to agree on any adjustments in payments or service.

Applicants will submit a budget for year one of the grant only. Funding in the subsequent year(s) will require submission and approval of documents needed to update service plans, evaluation measures and budgets. Grantees will be notified by Grants and Contracts of specific submission requirements necessary to qualify for consideration of continued funding.

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 nonresponsive proposals from consideration.
3. Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), DHSS staff will evaluate each responsive proposal. Scores 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 designee.

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) and 78.100

Response & Organizational Documentation

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

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.	☑	

2 If applying as a Federally recognized tribal entity, please verify the following criteria.

Evaluation/Review Criteria		Review	Points
a	Using the template provided, a correct Waiver of Sovereign Immunity is included as an attachment to the proposal 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 Assurance form.

Evaluation/Review Criteria		Review	Points
a	DHSS State Assurance form is completed, signed and dated by a person authorized to enter into legal agreements on behalf of the applicant.	☑	

5 Please ensure the following information is uploaded to the applicant's agency administration tab 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).	☑	

6 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.	☐	30
b	The proposed project supports the grant program goals and outcomes anticipated by the Department.	☐	20

2 In the text box below, describe the proposed activities that will be performed as a part of this program and how they will support the goals and outcomes of the project. Complete the Planned Services template provided and upload in the requested field below.

Evaluation/Review Criteria		Review	Points
a	The described activities are well developed, reasonable and support program intent.	☐	30
b	A planned services form is attached and compatible with program intent.	☐	20

3 ***In the text box below, provide a history of the applicant's day program highlighting two important accomplishments. Upload two months of recent ADS activity/programming calendars.***

Evaluation/Review Criteria		Review	Points
a	A description of the history of the applicant's adult day program is included with accomplishments.	☐	30
b	Two months of historical program activities have been uploaded.	☐	20

4 ***Describe in detail, in the text box below, how the assessment and reassessment process is accomplished for the participant and attach a copy of the current enrollment forms used for this process.***

Evaluation/Review Criteria		Review	Points
a	A description of the assessment and reassessment process has been provided.	☐	30
b	Current enrollment forms have been uploaded by applicants.	☐	20

5 ***In the text box below, describe how a service plan is developed for the participant including how the process and frequency for the review is determined. How is particpant's progress reviewed and how often? What is the documentation process and how is that progress communicated with family/caregivers?***

Evaluation/Review Criteria		Review	Points
a	A description of how a plan of is developed has been provided along with the how the process and frequency is reviewed.	☐	30
b	Documentation has been provided describing how participant's progress.	☐	20

6 ***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. In the document upload field below, attach a completed Logic Model form using the template provided.***

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.	☐	30
b	The applicant's Logic Model includes resources, activities and projected outputs that meet program intent. The description of activities and anticipated outputs are achievable with the identified resources.	☐	20

7 In the text box below, describe the target population and service location(s), including the area or communities, of the proposed project.

Evaluation/Review Criteria		Review	Points
a	The description of the target population, and service area are clearly identified, and meet the intent of the RFP.	☐	30

8 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 Subcontract 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.	☐	10

g	Costs are reasonable and well supported in 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 detail and fully described in the narrative. If applicable, a project funded by multiple sources has disclosed the overall resources in the appropriate field(s).	☐	10

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. Using the template provided, complete and upload the ADS Service Evaluation.

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.	☐	20
b	Applicant has attached a completed ADS Service Evaluation.	☐	20

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).	☐	10
e	Administrative capacity demonstrates capability to meet reporting and management needs.	☐	10

3 In the text box below, describe your employee background check procedure and employee orientation process. Provide further explanation on your staff training, including training procedures for special populations and other skills necessary for providing adult day services. Describe the procedures that will be used to protect client confidentiality. Attach policy and procedures documentation from your agency in regards to employee hiring and training.

Evaluation/Review Criteria		Review	Points
a	Applicant has adequately described and provided necessary documentation on employee background checks and orientation.	☐	20
b	Staff training procedures, including special populations, has been provided and documented policy and procedures have been attached.	☐	20
c	The applicant's description adequately addresses the necessary procedures to protect client confidentiality and meet State and Federal standards.	☐	20

4 In the text box below, describe the facilities and location(s) where services will be provided and how potential safety concerns for both clients and staff will be addressed. Attach a copy of your current Adult Day Services handbook that is provided to participants and caregivers.

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.	☐	20
b	The description includes how staff will encourage safe entry and exiting of the building and any potential safety concerns have been noted.	☐	20
c	A copy of the applicant's handbook provided to clients has been attached.	☐	10

4.06 Demonstration of Support/Involvement of Service

1 In the document upload field below, scan and attach documentation demonstrating the proposed project has the necessary support and coordination for the successful delivery of services.

Evaluation/Review Criteria		Review	Points
a	Current letter(s) of support is attached for the services applicant proposes to provide.	☐	20

2 In the text box below, describe how you have involved service recipients in planning for services provided in the past.

Evaluation/Review Criteria		Review	Points
a	The applicant's description demonstrates a successful efforts to involve participants in developing activities offered by the program.	☐	30

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.	☐	20

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