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

Request for Proposals
Early Intervention for Young Children - Early Childhood Mental Health Technology Transfer Project
For FY2016 Through FY2018

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: Donna Jones, Grants Administrator
PHONE: (907)465-3469
E-MAIL: donna.jones@alaska.gov

PROPOSAL DUE DATE: March 6, 2015, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: February 24, 2015, 3:59 PM
PROJECT PERIOD BEGINS: July 1, 2015

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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 Office of Children's Services (OCS), is requesting proposals from eligible applicants to provide Early Childhood Mental Health Technology Transfer services under the Early Intervention for Young Children program for the State of Alaska in FY2016 thru FY2018. Program Services are authorized under 7 AAC 78 Grant Programs. 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 Request For Proposals (RFP).

The purpose of the Early Childhood Mental Health (ECMH) Technology Transfer Services project is to increase access and improve the quality of early childhood mental health services to young children and their families in community based behavioral health centers.

Mental health services for young children must be empirically-supported, family responsive and culturally and linguistically competent. They should address the specific needs of this age group, which are different from those of older children and youth. Since many mental health concerns are often the result of environmental and relational difficulties, the child's primary caregiver must be involved. Practitioners need to be informed about the impacts of trauma and other early childhood adversities. When services are uniquely tailored to help these children, the savings in terms of cost and suffering are substantial. Alaska needs a workforce of early interventionists and mental health professionals skilled in assessment, diagnosis and evidence-based interventions for young children and their families.

The successful applicant of the ECMH Technology Transfer Services project will provide assessment for change and readiness, and implement a package of training and technical assistance to community based behavioral health centers to support age-appropriate mental health services to young children and their families.

Only applicants who have submitted a response and have been recommended to receive an award under the Early Intervention for Young Children Request for Proposal will be considered for the Early Childhood Mental Health Technology Transfer Project.

1.02 Program Goals and Anticipated Outcomes

The proposal must demonstrate a thorough understanding of the grant program goals and outcomes anticipated by the Department. Proposed projects must meet or exceed anticipated minimums described in this RFP.

The goal of the ECMH Technology Transfer Services project is to increase the capacity of community behavioral health centers, mental health clinicians and associates to deliver age appropriate, evidence informed/based mental health services to young children (birth to five) and their families.

The anticipated outcome is that the number of young children receiving services will be increased and the quality of early childhood mental health services to young children and their families in community based behavioral health centers will be improved.

1.03 Program Services/Activities

Proposals must include a description of the proposed activities to be employed by the project in support of the goals and outcomes.

Early Childhood Mental Health Technology Transfer services includes providing technical assistance and support to two community behavioral health centers to embed or increase early childhood mental health services in their agencies. This assistance will include helping mental health centers assess and develop their screening and assessment procedures, theories of change, billing mechanisms and documentation, and quality improvement cycles and provide professional development on serving this population.

The successful applicant will develop a selection process for behavioral health centers. At a minimum agency readiness and capacity to change, engagement of leadership, potential numbers of children served, number of clinicians dedicated to serving young children, and commitment to fully participating will be considered.

1.04 Program Evaluation Requirements and Reporting

Proposals must include proposed evaluation plans to measure project success. Proposed evaluation plans must include clear statements of activities and outcomes in addition to indicators and data collection strategies. Applicants must demonstrate the way in which the proposed project's outcomes will have a direct and positive impact on the skills and expertise of the professionals engaged, as well as the outcomes for the children served. Applicants must provide a detailed timeline for implementation of proposed service strategies in the first year, and a general timeline for subsequent program years.

Applicants must describe their commitment to work with State of Alaska program staff to finalize the evaluation process.

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 submitted quarterly in the format prescribed by the grantor. Project evaluation and program reports will include, at a minimum, the following data:

1.
    i. positions and number of staff engaged at Leadership Team level in each program
    ii. positions and number of staff engaged in training in each program
    iii. topics and hours of training provided for each program
    iv. topics and hours of consultation provided for each program
    v. pre and post numbers of young children served in each center
    vi. practice changes made in each program
    vii. level of satisfaction with service for each program

4) A year-end report will summarize the achievements, opportunities, barriers, and program outcomes.

Results Based Accountability Framework

Grant programs will be required to align with the department's priorities and core services. Utilizing a results-based management/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

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

Department Objective

- 1.2.1 Improve the Safety of Children Receiving Department Services

Division Core Service: Well-being

Performance Measures:

- 1.2.1a Effectiveness: Percentage of participants receiving consultation or training that report an increased capacity to deal with children's behaviors and support social/emotional development.
- 1.2.1b Effectiveness: Percentage of participants receiving consultation or training that report an increased number of young children and their families served.
- 1.2.1.c Efficiency: Cost of participant receiving consultation and/or training.

1.05 Target Population and Service Area

Proposals must clearly describe the population targeted by the project. Proposals will be evaluated for compatibility with the intended target population identified in this document. Only applicants who have submitted a response and been recommended to receive an award under the Early Intervention for Young Children Request for Proposal will be considered for the Early Childhood Mental Health Technology Transfer Project.

Target Population: The target population for this program and services requested in this solicitation consists of two community based behavioral health centers in the state of Alaska.

Service Areas and Communities: The service area for this solicitation is the state of Alaska.

1.06 Program Funding

Anticipated funds available for this program in FY 2016 total $45,000 in State General Funds. Only a single award will be issued to an agency that has applied for and is recommended to receive an Early Intervention for Young Children grant award in FY16.

Proposed Budget: The proposal must contain 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 http://dhss.alaska.gov/fms/grants/Documents/DHSS%20Budget%20Guidelines.pdf.

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: 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; 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.

Describe the 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.

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.

The person(s) providing Technology Transfer Services through the proposed project must be a licensed mental health clinician or mental health clinician in a community behavioral health center with two years experience working with young children. The mental health professional must be an employee of the applicant agency or under contract to the applicant agency for such a purpose. The person providing services must also have experience in diagnosing young children by utilizing the Diagnostic Classification of Mental Health and Development Disorders of Infancy and Early Childhood (DC: 0-3R). Ideally, staff will have experience training, supporting professional development or providing training or technical assistance.

Resumes, job descriptions and professional credentials must be submitted for key project personnel (see Requirement #2 in subsection 4.05).

2.03 Administrative, Management and Facility Requirements

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

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 OMB Circular A-133.

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 should have an emergency response and recovery plan for the safe evacuation of clients 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 partnerships and collaborations specific to the proposed project.

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 3.06. 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 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 RFP; 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. This will allow issuance of any necessary amendments to all prospective applicants.

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 3-year period, beginning 7/1/2015 , through 6/30/2018 . 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 3 -year grant cycle is based on the following general conditions:

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

4. the ability of the grantee and the Department to agree on any adjustments in payments or service.

Proposals submitted in response to this RFP must contain a detailed plan for services in the first year of the grant, and should include a brief outline of services planned in subsequent years. This includes 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:

i. Proposals will be evaluated in a manner that will **avoid disclosure of contents to competing offerors** before notice of grant award has been issued.
ii. DHSS staff will evaluate each grant proposal for minimum responsiveness and other technical requirements, and eliminate nonresponsive proposals from consideration by a PEC.
iii. 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 based on the contents of the proposal as well as 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:
    a. a history of the applicant's compliance with grant requirements, to include records of program performance, on-site program reviews, and prior year audits;
    b. priorities in applicable State health and social services plans;
    c. requirements of applicable State and federal statutes; and
    d. 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. 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.	☑	
b	Applicant has submitted a response to the Early Intervention for Young Children RFP.	☑	

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	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.bia.gov/cs/groups/public/documents/text/idc006989.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/dnn/dcra/Home.aspx); or an REAA under AS 14.08.031 (verify at http://education.alaska.gov/Facilities/pdf/doe2008map.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 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 other agency funding information.	☑	

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 and prior year audit exceptions, if any, are resolved (verify at http://doa.alaska.gov/dof/ssa/ssainfo.html).	☑	
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 Describe the goals and expected outcomes of the proposal.

Evaluation/Review Criteria		**Review**	**Points**
a	Proposal demonstrates a thorough understanding of grant program goals, and desired outcomes.	☐	20
b	Proposed goals and anticipated outcomes are achievable and compatible with program goals and planning documents.	☐	15

2 Describe the proposed activities that will be performed as a part of this program.

Evaluation/Review Criteria		**Review**	**Points**
a	Proposed activities are well developed, reasonable & support program intent.	☐	20

3 Upload the evaluation plan that will be used to measure project success. Also describe the agencies commitment to working with State program staff on finalizing the evaluation process.

Evaluation/Review Criteria		**Review**	**Points**
a	Proposed evaluation plan includes clear statements of activities and outcomes in addition to indicators and data collection strategies.	☐	20
b	Evaluation plan demonstrates the way in which the proposed project's outcomes will have a direct and positive impact on the skills and expertise of the professionals engaged, as well as outcomes for the children served.	☐	20

4 Upload the timeline for the project including performance measures and when they will be implemented.

Evaluation/Review Criteria		Review	Points
a	Proposed timeline for project implementation is both reasonable and compliant with grant program timelines.	☐	20

5 Describe the target population of the proposed project.

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

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

Evaluation/Review Criteria		Review	Points
a	The narrative and detail are mutually consistent.	☑	
b	Cost line items are for allowable costs under 7 AAC 78.160, and are in compliance with program cost restrictions (if any).	☑	
c	If there are Travel costs, ensure they are consistent with 7 AAC 78.160(h) & (i), and with any requirements or limitations imposed by the program.	☑	
d	If there are Equipment or Subcontract costs, ensure they are allowed by the program and are 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	Proposed budget is supportive of program intent and costs are reasonable.	☐	10
g	Budget Detail(s) & Narrative are achievable with demonstrated resources.	☐	5
h	Budget Detail(s) and Narrative support any necessary allocation of resources among target populations or service locations.	☐	5

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

1 Describe the previous experience that your agency has in providing services similar to those being proposed.

Evaluation/Review Criteria		Review	Points
a	The applicant's description of previous experience in providing the same or similar services meets the intent of the program. 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.	☐	15

2 Describe the staff available for the proposed project. Scan and attach as a single document resumes, job descriptions and professional credentials for key project personnel as well as resumes for administrative staff.

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.	☐	20
c	Job descriptions support the intent of the RFP and the applicant's proposed project.	☐	15
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 Describe the procedures that will be used to protect client confidentiality.

Evaluation/Review Criteria		Review	Points
a	Proposal adequately addresses necessary procedures to protect client confidentiality and meets State and Federal standards.	☐	25

4 Describe the facilities that will be used as a part of this proposal.

Evaluation/Review Criteria	Review	Points

a	Facilities proposed for services are safe and appropriate to the purpose of the program; and provide adequate physical access for the proposed target population.	☐	15

4.06 Demonstration of Support/Involvement of Service

1 Describe any partnerships or collaborations necessary for the proposed project. Attach as a single document tangible evidence of these partnerships or collaborations.

Evaluation/Review Criteria		Review	Points
a	Proposal adequately describes the partnerships or collaborations necessary for the effective delivery of services. Tangible evidence of these partnerships or collaborations are specific to the proposed project.	☐	15