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

Request for Proposals
Parents as Teachers
For FY2027
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: Emma Burick, Grants Administrator
PHONE: (907) 306-7213
E-MAIL: emma.burick@alaska.gov

PROPOSAL DUE DATE: March 31, 2026, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: March 23, 2026, 3:59 PM
PROJECT PERIOD BEGINS: July 1, 2026

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Amendments

Amendment 1 Amendment 1 **Posted: 3/20/2026**

Explanation

This amendment serves to amend **scoring criteria b** ("Information about the Agency's Community Advisory Board (CAB), including meeting plans, board participants, and plans to include at least one parent/consumer on the community advisory board is provided), moving it from question 4.06 (1) to question 4.06 (4).

Additional Information

Please ensure that the requested information is documented in the appropriate question:

- **4.06 (1)** In the upload field below, provide a single-file scan of documented community support for the proposed project.
  - (a) Appropriate documentation of support is provided from each community in which the applicant proposes to provide services.
- **4.06 (4)** In the textbox below, please provide information about the Agency's Community Advisory Board (CAB), including meeting plans, board participants, and plans to include at least one parent/consumer. Using the upload field below, provide a single-file scan of the required Community Advisory Board members and the agencies/positions they represent.
  - (a) Included is a roster of the required Community Advisory Board (CAB) members and the agencies/positions they represent.
  - (b) Information about the Agency's Community Advisory Board (CAB), including meeting plans, board participants, and plans to include at least one parent/consumer on the community advisory board is provided.

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health, Division of Public Health, is requesting proposals from eligible applicants to provide evidence-based home visiting services through the Parents as Teachers program for the State of Alaska in FY2027. Program Services are authorized under 7 AAC 78 Grant Programs. Additional governing statutes are AS 14.03.420 Alaska Reads Act. State of Alaska statutes and regulations are accessible at the Department of Law Document Library or through the contact person identified on the cover page of this Request for Proposals (RFP).

1.02 Program Goals and Anticipated Outcomes

The Parents as Teachers Evidence-based Home Visiting Model is the comprehensive parent education model used by Parents as Teachers affiliates. The model provides a wide array of services to families with children from prenatal through kindergarten and offers deep insights into early childhood development. Since 1984, the model has been rigorously tested by peer-reviewed studies and shown to produce outstanding results for families.

The evidence-based model is delivered by a global network of affiliates and Parent Educators. Affiliates follow the essential requirements of the model, which provide minimum expectations for program design, infrastructure, and service delivery. There are four dynamic components to the Parents as Teachers model:

- Personal visits
- Group Connections
- Resource Network
- Child and Caregiver Screening

Together, they form a comprehensive set of services with these goals/outcomes:

- Improve child health and development
- Reduce rates of child abuse and neglect
- Increase school readiness
- Increase parent involvement in children's care and education

Grantees must provide the Parents as Teachers Evidence-based Model to fidelity by gaining or maintaining affiliate status with Parents and Teachers National, as well as actively pursue or maintain Parents as Teachers Blue Ribbon status. The PAT National Annual Performance Report (APR) and the outcome of the APR must be shared with the State of Alaska to demonstrate proof of affiliate status annually. For more information, please visit the Parents as Teachers Affiliates site.

The proposed project must demonstrate a thorough understanding and support of the grant program goals and outcomes anticipated by the Department.

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

1.03 Program Services/Activities

Applicants must upload a timeline for the initiation of services and project activities in the first state fiscal year, starting July 1, 2026, through June 30, 2027. The timeline must address the following prompts:

- How will grantees determine the number of personal visits per family for the grant year?
- How will a resource network be developed and how will families be linked to needed support services?
- What kinds of group connection events will be hosted and how will the program ensure that they are relevant to the participant's needs?
- Which screenings/assessments will be utilized? When and how will often will they be administered?

Applicant proposals must describe the ways in which the project aligns with program intent. The submitted project proposal will identify agency resources available to the project; describe project activities; and clearly state the project's anticipated goals, outputs, and outcomes and how they will be achieved.

Applicants agree to comply with all listed program requirements, service standards, and PAT affiliate requirements listed in this RFP by submitting a response to the solicitation.

The program uses an evidence-based model to deliver parent education services to eligible children, and to their parents and caregivers. Trained parent educators visit homes to support and build on parent and caregiver strengths, while teaching about optimal early childhood developmental learning. For further information, visit the Parents as Teachers National Office Essential Requirementssite.

Successful project proposals must offer all components of the PAT model, which includes:

Personal visits - Individualized, strength-based visits where parent educators focus on child development and parent-child interaction. The training and curriculum, together with the parent educator's interpersonal and communication skills, bring a valuable service to families and result in measurable impacts. Grantees must provide the required number of personal visits to families based on the reported amount of family stressors and the PAT National requirements to maintain affiliate status.

Resource network - A network of community resources that parents can access as needed. It is essential that projects build comprehensive, collaborative, and community-based partnerships that build on family strengths, support long-term self-sufficiency, and impact real and long-lasting change. Because families often are not aware of services available in their community, the parent educator helps bridge the gap between available resources and families' needs.

Group connection events - An opportunity for parents to share experiences, discuss problems, learn from other parents, support each other, observe their child with other children, and practice parenting skills. In addition, child development information is shared and social connection between parents is fostered.

Screening - Developmental screenings to help parents understand their child's development, recognize strengths, and identify areas of concern that might suggest the need for follow-up services. Health screenings should include overall health, vision, and hearing screenings performed by healthcare professionals. All programs are required to utilize the following screening tools, in addition to any other PAT National screening requirements:

- Ages and Stages Questionnaire (ASQ-3 or most recent version provided by the publisher)
- Ages and Stages Questionnaire: Social Emotional 2 (ASQ:SE-2)
- Parenting Interactions with Children: Checklist of Observations Linked to Outcomes (PICCOLO™)
- Patient Health Questionnaire - 9 (PHQ-9)
- An assessment to measure parent involvement in children's care and education (TBD)

Note: The requirement to use the PHQ-9 indicates that all participating PAT programs must choose depression as one of the two Essential Requirement Indicators.

In response to the RFP, applicant proposals must address or provide the following:

- A copy of the most recent PAT affiliation certificate, or a complete plan to become an affiliate within 6 months of the award. If the applicant is working to complete the plan to become an Affiliate, they must provide a letter or copy of an email from PAT National that acknowledges they are working on the plan with them.
- If a program already maintains a Blue Ribbon status, a copy of that certificate should also be provided.
- The proposed parent, family, and community gathering activities that link groups of families to local supports and resources, and the ways in which Strengthening Families™ will be incorporated into the project. Strengthening Families is a research-informed, strength-based approach to helping families reduce stress, address risk factors, and promote healthy development by embedding protective factors in programs and communities. For more information visit the Office of Children's Services Strengthening Families website.
- The ways in which the project proposes to link individual families to needed support services. Support services include, but are not limited to, special education; Women, Infants, and Children (WIC) programs; housing authorities; health, dental and mental health programs; other needed social services provided Tribally, by the State, or by the local community.

Note: If an applicant receives other federal funding for evidence-based home visiting services, the organization affirms that requested Parents as Teachers grant funds will not be used to substitute for or replace existing financial commitments. All State PAT grant expenditures can be used to expand PAT home visiting services separately from the federal funded program.

1.04 Program Evaluation Requirements and Reporting

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

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

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

Department Priorities

- 3.0 Safe & Responsible Individuals, Families & Communities

Department Core Services

- 3.2 Protect Vulnerable Alaskans

Department Objectives

- Decrease the rate of maltreatment in children
- Decrease the rate of maltreatment in vulnerable populations

Performance Measures

Effectiveness

- Quarterly number of children served
- Quarterly number of families served
- Quarterly number of hosted community events
- Quarterly number of unique organizations linked to families
- Quarterly number of screens completed for each required screening tool (refer to 1.03 Program Services/Activities)
- Meet the threshold of essential requirements met to uphold Affiliate status

Efficiency

- Grantees must meet a minimum caseload capacity of 85% based on the funding and FTEs allowed.
- A program that is not able to make progress on corrective action goals may have their funding adjusted.

The applicant's proposed evaluation plan must incorporate the performance measures of effectiveness and efficiency identified above. Applicants can propose additional performance measures for evaluating the project's progress in achieving results supportive of program goals and outcomes. The applicant's evaluation plan must include indicators and data gathering strategies that will be used.

Grant Reporting

The program is designed to meet all PAT National requirements. Required reporting will include:

1. Cumulative Fiscal Reports - recording overall grant and match expenditures by budget line in GEMS, due quarterly (within 30 days of the end of each reporting period); and
2. Program Reports- recording of overall program performance in the format prescribed by the program in GEMS, due quarterly (within 30 days of the end of each reporting period) and annually (within 30 days of the end of quarter 4).
3. Cumulative Detailed Expenditure Report verifying amounts reported in Cumulative Fiscal Reports due at Q2 and Q4.
4. PAT National Annual Performance Report (APR) and the outcome of the APR as evaluated by PAT National, due as a project deliverable within five days upon receiving the results.
5. PAT National Blue Ribbon status - due as a project deliverable within 5 days of receiving certification, if applicable.
6. Visit Tracker Data Export Reports– data report extracts downloaded from Visit Tracker including child data, family data, guardian data, and screening data are due annually within 30 days of the end of quarter 4.

1.05 Target Population and Service Area

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

Target Population: The target population for the solicited services is any family with children ages 0- 5 years of age.

Service Areas and Communities: The service areas and communities requested for the services solicited are statewide.

Applicants must clearly describe the population targeted by the project, including the area or communities to be

served. The target population narrative must identify sub-populations most in need of services, must cite community factors that place the targeted population at risk, and identify other factors considered in the selection of the targeted population. Proposals will be evaluated for compatibility with the program's intended target population identified in this solicitation.

Each proposal must include a needs assessment supporting the need for PAT services in the proposed service area.

1.06 Program Funding

Funds available for this program are anticipated to total $931,053.14 in inter-agency receipts for a one-year procurement in FY2027. Past funding cycles have operated on a multi-year award basis. The current program offering is for one year of funding in FY2027. If additional program funding is available, it will be distributed through a competitive process again.

Proposed Budget: The applicant must submit a budget proposal for the fiscal year of the project. The proposed budget detail and narrative will support the program's results-based service delivery and staffing requirements stated in this RFP. It must reflect project and program intent and should be reasonable and substantiated. Clearly describe any necessary allocation of resources among target populations of service areas.

The guideline for proposed budgets:

- Projects proposing to serve 10 children or fewer will be funded in the range of $3,000 – $5,000 per family served
- Projects proposing to serve 11 to 20 families: $35,000 – $100,000
- Projects proposing to serve 21 to 40 families: $70,000 - $185,000

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

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

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

Indirect Costs: If the proposed budget includes indirect costs, 7 AAC 78.160(p) requires a copy of the agency's current federally approved Indirect Cost Rate Agreement. The agreement is to be uploaded in the Agency Administration tab. Lapsed agreements can be used if uploaded with the negotiating federal agency's written approval to continue using the rate until a new agreement is negotiated. If an agency has never entered into a federally approved Indirect Cost Rate Agreement or no longer has a federally approved agreement in place, the recently updated Federal Uniform Guidance 2 CFR 200 now allows that agency to budget the 15% De Minimis.

Payment for Services/Grant Income: If applicable to the services proposed in response to this solicitation, awarded grantees will have a Medicaid Provider Number or apply to obtain one, and will make reasonable effort to bill all eligible services to Medicaid and any other available sources of payment before seeking grant support for delivery

of the proposed services. Department funds are the payer of last resort.

In the applicant's proposed budget, anticipated receipts and expenditures for all grant income must be evident in the detail and narrative. Fiscal reports for awarded income generating projects will include the receipts and expenditure of all grant income.

Section 2 Applicant Qualifications

2.01 Agency Experience

Proposal evaluation will include consideration of the applicant's history of compliance with service and grant requirements, and previous experience in providing the same or similar services. Evaluation may include Department site reviews, program audits, and confirmation of the successful resolution of any findings. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

The applicant must describe previous experience providing services the same or similar to those proposed. The description must clearly identify the time period over which services were provided and the target population served. Where applicable, please describe the Agency's prior success in providing evidenced-based home visiting services.

2.02 Project Staffing

Project staffing must be sufficient to implement the proposed activities in order to meet program goals and the anticipated outcomes and meet PAT National Office Essential requirements. The minimum qualifications for parent educators are two years' previous supervised work experience with young children and/or parents, AND a high school diploma, GED, or equivalent degree earned in countries outside the United States.

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

Awarded grantees will be required to provide written notification to the DOH PAT Program Manager no fewer than 14 business days in advance of any Parent Educator's planned leave extending beyond 10 business days. Parent Educator resignations and/or terminations must also be reported in writing to the PAT Program Manager within five (5) business days. This notification must include the agency's proposed plan to fill the vacant position with an employee having appropriate credentials and experience for the position, along with a budget revision request for reallocation of Personal Services funds.

In response to the RFP, applicant proposals must:

- Provide information about staff-to-family ratios, and the frequency of visitations and group/community activities
- Describe the professional development staff will receive: What will be offered, how often, and to whom? In addition to regularly scheduled staff meetings for program development, suggested professional development topics include: orientation; issues of cultural and individual differences; working with, supporting, and strengthening families; developing family, community, and systems collaborations; fostering positive behavior; impact of Adverse Childhood Experiences (ACEs) and trauma; activities aiding cognitive development; reflective supervision; and linking to standards and the Early Learning Guidelines.

2.03 Administrative, Management, and Facility Requirements

The applicant must demonstrate the agency's sustainable fiscal and administrative capacity. Executive, administrative, and financial staff must be qualified, as indicated by the resumes of position holders uploaded as an element of the proposal. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

1. The applicant must ensure procedures are in place to protect client confidentiality compliant with State and federal standards.
2. The applicant must ensure its most recent financial audit was submitted to the appropriate state office (see Audit Requirements below), and any findings identified have been resolved.

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

Audit Requirements:

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

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

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

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

Department of Health Program Audit Requirements: All DHSS grantees are subject to the requirements of 7 AAC 78.230. If awarded, agencies which are not required to file State Single Audits under 2 AAC 45.010 must ensure a fiscal audit of the agency operations under the grant program is performed by an independent, licensed, certified public accountant at least once every two years and submitted to:

State of Alaska Department of Health and Social Services
Finance and Management Services
Audit Section
PO Box 110602
Juneau, AK 99811-0602
Telephone: (907) 465-3120

Facility, Service Access, and Safety:

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

2. The applicant should describe client accessibility to services and the way in which that will enhance project success.
3. All applicants for Department grants should have a written plan for emergency response and recovery that provides for potential safety concerns and the safe evacuation of clients and staff. This plan is mandatory for agencies providing residential and/or critical care services as noted in the State Grant Assurances.

2.04 Support/Coordination of Services

Applicants must demonstrate the proposed project has the necessary support and coordination for the successful delivery of services. The proposal must address the following:

1. Community support where services are proposed;
2. Involvement of the public and potential service recipients in the planning process;
3. Partnerships and collaborations specific to the proposed project; and
4. Coordination with necessary referring agencies and the role of each agency described.

Additionally, applicant responses must provide information about their Community Advisory Board (CAB), including meeting plans, board participants, and plans to include at least one parent/consumer on the community advisory board. The purpose of a CAB is to ensure community input and involvement, assist with coordination of services and linkages to referrals and serving families in need.

Section 3 General Instructions for Proposal Submission

3.01 Eligibility

Applicants must be eligible to apply under 7 AAC 78.030 (Eligible Applicants). Eligible applicants are state agencies; political subdivisions of the state such as cities, organized boroughs, and Regional Educational Attendance Areas; nonprofit organizations and consortia of nonprofits; and Alaska Native entities. As follows, eligibility will be verified by Grants and Contracts.

1. Political subdivisions of the state and Regional Educational Attendance Areas will be verified by State records.
2. Eligible nonprofits are listed in the State's database of registered nonprofit entities or the US Internal Revenue Service's register of tax-exempt organizations. Nonprofit subsidiaries of nonprofit corporations must also provide a letter from the parent organization confirming nonprofit status.
3. Alaska Native entities as defined in 7 AAC 78.950(1) must submit, with the application, a legally binding resolution waiving the entity's sovereign immunity to suit through the duration of the program, identified in RFP Subsection 3.05. The resolution must be authorized in compliance with the tribe's constitution, either by the tribal council or by majority vote of the tribal membership. The required template is provided at Subsection 4.02, Other Technical Requirements.

Federal Funding Accountability and Transparency Act (FFATA): In accordance with 2 CFR Chapter 1, Part 170 Reporting Sub- Award And Executive Compensation Information, reporting is required of any grant award with federal funding equal to or greater than $30,000. FFATA is intended to hold the federal government accountable for spending decisions. Accountability data is available to the public at U.S. Government spending. Reporting requirements extend to recipients of State-issued awards with federal funds. An Agency Power User must complete the FFATA form under Federal Reporting in the GEMS Agency Administration tab. The report data will reflect the audited figures of the agency's most recently completed fiscal year. The report captures expenses and executive compensation for your agency. More information regarding FFATA requirements can be found at Federal Funding Accountability and Transparency Act Subaward Reporting System.

Effective April 4th, 2022, the US Federal Government transitioned from the Dun & Bradstreet Data Universal Numbering System (DUNS) number to a System for Award Management (SAM) generated Unique Entity Identifier (UEI) alpha-numeric value for federal awards management. All grantees receiving awards with federal funds are required to have a UEI. More information regarding this transition can be found on the U.S. General Services Administration.

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

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

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

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

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

3.02 Acceptance of Terms

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

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

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

3.03 Inquiries

Applicants should immediately review this RFP for defects and questionable or confusing content. Questions that can be answered by directing the applicant to a specific section in the RFP may be answered verbally by the contact

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

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

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

3.04 Proposal Costs and Content

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

The applicant is responsible for the content of the proposal.

3.05 Duration

This RFP is for a one-year procurement, beginning 7/1/2026 through 6/30/2027.

3.06 Proposal Review

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

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

If there are multiple responsive proposals for which there is insufficient money to fully fund, or supplementary expertise is deemed necessary to the review of proposed services, the Department may appoint a Proposal Evaluation Committee (PEC) as an additional advisory body. PEC members will initially evaluate proposals, independently of other committee members. As a committee the PEC will meet in a **closed session** (7 AAC 78.090

Review of Proposals) to further review proposals and develop recommendations. Scores will be assigned based on the applicant's response to each individual question and the associated criteria. **Applicants will not earn points for a given question based on a response to another question in the RFP**. The PEC review will include discussion of each proposal's merits. PEC recommendations will rank proposals in priority order and include approval or disapproval for award, modifications to the proposed project, and special compliance conditions.

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

3.07 Final Decision Authority

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

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

3.08 Notification of Grant Award and Appeals

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

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

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

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

3.09 Cancellation of the RFP/Termination of Award

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

result of this RFP may be withheld and the grant terminated by written notice from the State to the grantee at any time for violation by the grantee of any terms or conditions of the grant award, or when such action is deemed to be in the best interest of the State.

Section 4 Submission Requirements/Evaluation Criteria

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

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

1 Applicant is eligible per 7 AAC 78.030.

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

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

Response & Organizational Documentation

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

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

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

Evaluation/Review Criteria		Review	Points
a	The applicant is a recognized Alaska Native entity as verified by the Federal Register at Federal Register. If a tribal consortium, all members are recognized Alaska Native entities.	☑	

b	A Resolution, completed on the provided form, is uploaded in the space provided. If a tribal consortium, a Resolution from each member tribe is uploaded as a single file.	☑	

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

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

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

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

5 Electronically sign the State Grant Assurances form.

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

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

Evaluation/Review Criteria		Review	Points
a	The Federal Assurance and Certification form is electronically signed by an individual authorized to enter into legal agreements on behalf of the applicant.	☑	
b	The applicant agency GEMS record, under General in the Agency Administration tab, contains the agency's DUNS number.	☑	

c	The required Federal Funding Accountability and Transparency Act (FFATA) information, located under the Federal Reporting section of the Agency Administration tab, has been provided for the agency's most recently completed fiscal year. This task can only be completed by an Agency Power User.	☑	

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

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

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

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

Evaluation/Review Criteria	Review	Points

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

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

1 Describe the proposed project in the text box below, identifying the ways in which it will achieve the program goals and anticipated outcomes stated in this RFP.

Evaluation/Review Criteria		**Review**	**Points**
a	The description demonstrates a thorough understanding of program goals and outcomes, and clearly identifies the ways in which they will be achieved. The proposed project meets or exceeds the anticipated outcomes.	☐	80
b	Applicant provided a brief description of how they will achieve or maintain PAT Affiliate status as required by the State of Alaska.	☐	40

2 Provide the timeline for the initiation of services and implementation of project activities in the upload field below.

Evaluation/Review Criteria	**Review**	**Points**

a	The Timeline proposed for initiation of services and project activities is compatible with program intent, and the prompts listed in Section 1.03 are adequately addressed.	☐	120

3 ***In the text box below, describe the ways in which the project aligns with program intent. The response will identify project resources, activities, and clearly state the project's anticipated goals, outputs, and outcomes. Applicants must provide a brief description of how they will offer all components of the PAT model in their program, as listed in Section 1.03.***

Evaluation/Review Criteria		**Review**	**Points**
a	The described activities are well developed, reasonable and supportive of program intent.	☐	80
b	The proposed project offers all components of the Parents as Teachers model, which includes personal visits, resource network, group connection events, and screening.	☐	100

4 ***In the text box below, applicant must describe or upload proof of PAT Affiliation status, Blue Ribbon status (if applicable), or a 6 month plan to become an Affiliate with an email or email from PAT National confirming the program's intent. Applicants must also describe how they will incorporate the Strengthening Families framework in their program and how they will link families to necessary resources.***

Evaluation/Review Criteria		**Review**	**Points**
a	Proof of PAT Affiliation and/or Blue Ribbon status, or the 6 month plan to become an Affiliate has been provided with a letter or email from PAT National confirming the program's intent.	☐	40
b	The proposed project offers all components of the Parents as Teachers model, which includes personal visits, resource network, group connection events, and screening.	☐	40
c	Applicant described how they will incorporate Strengthening Families framework in their PAT program, and how they will connect families to community support services.	☐	40

5 In the text box below, describe the project evaluation plan, including indicators and data gathering strategies that will be implemented to address the program's performance measures identified in Subsection 1.04. Projects are required to align with program objectives expressing Department priorities and core services. In addition, the proposed evaluation plan must identify the data collection system the program will use and how they will ensure staff are adequately trained to report in the system consistently and accurately.

Evaluation/Review Criteria		Review	Points
a	The proposed evaluation plan includes indicators and data gathering strategies aligned with the program performance measures identified in Subsection 1.04.	☐	80
b	The proposed evaluation plan will identify the required data collection systems the program will use and how they will ensure staff are adequately trained to report in the system consistently and accurately.	☐	60

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

Evaluation/Review Criteria		Review	Points
a	The description clearly identifies the proposed target population and service area and meets the intent of the services solicited. This must include sub-populations most in need of services, community factors that place the targeted population at risk, and other factors considered in the selection of the targeted population.	☐	80
b	Applicant described various community needs assessments or data points that support the need for PAT services in the proposed service area.	☐	100

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

Evaluation/Review Criteria		Review	Points
a	The budget narrative is complete and mutually consistent with the budget detail.	☑	
b	Cost line items are allowable under 7 AAC 78.160 and are compliant with stated program requirements.	☑	

c	Travel costs are consistent with 7 AAC 78.160(h) and (i), and with any program requirements or limitations identified in the solicitation.	☑	
d	Equipment costs and subcontract costs are allowed by the program and consistent with 7 AAC 78.280.	☑	
e	Indirect costs are fully compliant with rates and exemptions of the agency's current Federally Negotiated Indirect Cost Rate Agreement, uploaded in the General section of the Agency Administration tab.	☑	
f	The budget supports the proposed project and program intent, and the project appears achievable with demonstrated resources.	☐	40
g	Costs are reasonable and substantiated in the narrative.	☐	20
h	The proposed budget narrative clearly describes any necessary allocation of resources among target populations or service areas.	☐	20
i	Proposed sources of Required Match are identified in the budget narrative as well as in the Matching Fund Source table located near the beginning of the application. All proposed sources of matching funds are eligible, and the level of match is met.	☑	
j	Applicant has provided a brief description in the budget narrative of how they will maintain the project's financial sustainability efforts, describing the other agency resources available for the project's continued operations in the event State funding is reduced and/or delayed.	☐	40

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

1 ***In the text box below, describe the agency's previous experience in providing services the same as, or similar to, those proposed. Clearly identify the time period over which services were provided and the population served. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.***

Evaluation/Review Criteria	**Review**	**Points**

a	The applicant's previous experience providing the same or similar services demonstrates the resources and capacity needed to provide the solicited program services. Note: the review by department staff will also include documentation such as prior year performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.	☐	60

2 In the text box below, describe the proposed project's program and administrative staffing needs. Scan the following documents as a single file and upload in the space provided below: 1) Position descriptions for key project positions 2) Resumes and professional credentials for position holders 3) Resumes of administrative staff providing supervision, fiscal, reporting, and management needs. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Evaluation/Review Criteria		Review	Points
a	Staff providing services are qualified and competent as demonstrated by the uploaded position descriptions, resumes, and professional credentials.	☐	120
b	Staffing levels are sufficient to support the requirements of the proposed project and compliant with all identified program mandates.	☐	80
c	Position descriptions support the intent of the RFP and the project proposed.	☐	60
d	Administrative staff is qualified as demonstrated by the resumes provided.	☐	80
e	Administrative capacity demonstrates capability to meet management and reporting needs.	☐	80

3 In the text box below, describe the procedures that will be used to protect client confidentiality.

Evaluation/Review Criteria		Review	Points
a	The applicant's description identifies the procedures necessary to protect client confidentiality compliant with State and Federal standards.	☐	100

4 In the text box below, provide information about staff-to-family ratios, and the frequency of visitations and group/community activities. Applicant must also describe the professional development staff will receive: What will be offered, how often, and to whom. In addition to regularly scheduled staff meetings for program development, suggested professional development topics include: orientation; issues of cultural and individual differences; working with, supporting, and strengthening families; developing family, community, and systems collaborations; fostering positive behavior; impact of Adverse Childhood Experiences (ACEs) and trauma; activities aiding cognitive development; reflective supervision; and linking to standards and guidelines.

Evaluation/Review Criteria		Review	Points
a	Proposal includes description of staff-to-family ratios, frequency of PAT activities and professional development offered to staff.	☐	60

5 In the text box below, describe the service delivery facilities and locations and the ways in which access to services will enhance project success. Applicants must acknowledge they have a written plan for emergency response and recovery that provides for potential safety concerns and the safe evacuation of clients and staff.

Evaluation/Review Criteria		Review	Points
a	The facilities described are safe and appropriate to the purpose of the program.	☐	60
b	Access to the locations will enhance delivery of services to the targeted populations.	☐	60

4.06 Demonstration of Support/Coordination of Service

1 In the upload field below, provide a single-file scan of documented community support for the proposed project.

Evaluation/Review Criteria		Review	Points
a	Appropriate documentation of support is provided from each community in which the applicant proposes to provide services.	☐	60

2 In the text box below, describe the ways in which the project planning process involved the public and potential service recipients.

Evaluation/Review Criteria		Review	Points
a	The applicant's description demonstrates the involvement of the public and potential recipients of services in planning the project proposed.	☐	40

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

Evaluation/Review Criteria	Review	Points

a	Partnerships and collaborations necessary for the effective delivery of services are well described. Evidence specific to the proposed project is provided.	☐	60

4 ***In the textbox below, please provide information about the Agency's Community Advisory Board (CAB), including meeting plans, board participants, and plans to include at least one parent/consumer.***

Using the upload field below, provide a single-file scan of the required Community Advisory Board members and the agencies/positions they represent.

Evaluation/Review Criteria		**Review**	**Points**
a	Included is a roster of the required Community Advisory Board (CAB) members and the agencies/positions they represent.	☐	60
b	Information about the Agency's Community Advisory Board (CAB), including meeting plans, board participants, and plans to include at least one parent/consumer on the community advisory board is provided.	☐	60