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

Request for Proposals
Positive Pathways for Alaska Recovery: Expanding Harm Reduction
For FY2026 Through 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: Lauren Mallery, Grants Administrator
PHONE: (907)-465-3026
E-MAIL: lauren.mallery@alaska.gov

PROPOSAL DUE DATE: April 24, 2025, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: April 14, 2025, 3:59 PM
PROJECT PERIOD BEGINS: July 1, 2025

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Amendments

Amendment 1 Revisions to Section 1.05 Target Population, Areas and Communities & Section 1.06 Program Funding **Posted: 4/4/2025**

Explanation

This amendment serves to provide updates and corrections to: **Section 1.05 Target Population, Service Areas and Communities** & **Section 1.06 Program Funding**. Please see attachment titled Amendment 1 - Revisions to Section 1.05 Target Population, Service Areas and Communities & Section 1.06 Program Funding.

Additional Information

Amendment 1, issued April 4, 2025, serves to provide updates and corrections to Sections 1.05 and 1.06 of this RFP.

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health (Department or DOH), Division of Behavioral Health (Division or DBH), is requesting proposals from eligible applicants to provide Positive Pathways for Alaska Recovery: Expanding Harm Reduction services for the State of Alaska in FY2026 through FY2027. Program services are authorized under 7 AAC 78 Grant Programs. Additional governing statutes are AS 47.30.475 - Grant-in-Aid Program, AS 47.30.520-620 - Community Mental Health Services Act, AS 47.30.655-.915 - State Mental Health Policy, 7AAC 70 - Behavioral Health Services, 7AAC 135 - Medicaid Coverage for Behavioral Health Services, AS 47.37 - Uniform Alcoholism and Intoxication Treatment Act, 7 AAC 10.930 - Request for a Variance, 7 AAC 138 - 1115 Substance Use Disorder Waiver Services, and 7 AAC 139 - Behavioral Health 1115 Waiver Services. State of Alaska statutes and regulations are accessible at the Department of Law Document Library or through the grants administrator identified on the cover page of this Request for Proposals (RFP).

Positive Pathways for Alaska Recovery: Expanding Harm Reduction program will enhance and expand Syringe Service Programs (SSPs) across the state. This initiative aims to strengthen community health and safety by funding up to three agencies to build or support existing SSPs to advance their services in key areas, including:

- Capacity and Partnership Building: Foster collaborations and strengthen organizational infrastructure to enhance SSP effectiveness.
- Linkage to Care: Facilitate seamless pathways to substance use disorder treatment and recovery services.
- Overdose Prevention and Response: Expand access to naloxone and provide education on overdose response strategies.
- Infectious Disease Prevention: Reduce the spread of HIV, hepatitis, and other infections through safe syringe distribution and disposal.
- Health and Safety Promotion: Educate communities on harm reduction practices and safer substance use.
- Basic Needs and Support Supplies: Provide essential items such as hygiene products, clothing, and food to SSP participants.
- Program Expansion: Increase the geographic reach and service capacity of SSPs to underserved areas.
- Integrated Primary and Behavioral Health Care: Offer comprehensive care, integrating mental health and medical services into SSPs.

This grant program seeks to empower agencies to address public health challenges effectively, reduce harm, and support Alaskans in achieving healthier outcomes.

1.02 Program Goals and Anticipated Outcomes

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

The goal of this program is to reduce overdose-related deaths and harms by implementing a comprehensive harm reduction program that incorporates evidence-based or promising practice harm reduction interventions, while fostering community engagement and reducing stigma among people who use substances.

Minimum Outcomes:

1.
    - Service Expansion: By June 30, 2027, the program will increase the number of individuals served by at

least 10% compared to the baseline established on July 1, 2025.

- Reduction in infectious disease transmission rates (e.g., HIV, Hepatitis C).
- Decrease in overdose deaths in the target population or service area.
- Improvement in linkage to treatment, including substance use disorder treatment, mental health care, or primary care services.

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

1.03 Program Services/Activities

A. Applicants may request funding for any of the listed services and initiatives, however priority will be given to proposals which most closely align with demonstrated community needs summarized in the proposal. For additional guidance on allowable harm reduction supplies and services, refer to the Substance Abuse and Mental Health Services Administration (SAMHSA) Harm Reduction Framework

B. Implementation of one or more of the following activity categories:

- Capacity and Partnership Building: Explain how your agency will foster collaborations and strengthen organizational infrastructure to enhance the effectiveness of Syringe Service Programs (SSPs).
- Linkage to Care: Describe how your agency will facilitate seamless pathways to substance use disorder treatment and recovery services for SSP participants.
- Overdose Prevention and Response: Explain how your agency will expand access to naloxone and provide overdose prevention education in the communities you serve.
- Infectious Disease Prevention: Describe how your agency will reduce the spread of HIV, hepatitis, and other infections through harm reduction strategies.
- Health and Safety Promotion: Explain how your agency will educate communities on harm reduction practices and safer substance use.
- Basic Needs and Support Supplies: Describe how your agency will provide essential items to SSP participants to support overall well-being.
- Program Expansion: Explain how your agency will increase the geographic reach and service capacity of SSPs, particularly in underserved areas.
- Integrated Primary and Behavioral Health Care: Describe how your agency will offer comprehensive care by integrating mental health and medical services into your SSP.

Applicants must provide detailed descriptions, including implementation strategies, staffing plans, community partnerships, and anticipated challenges for each section. The proposal should clearly outline how the agency will meet the objectives of this grant and track measurable outcomes to assess program effectiveness. This structured approach ensures that funded agencies can effectively expand harm-reduction services, strengthen public health efforts, and improve outcomes for Alaskans impacted by substance use.

C. Applicants must submit a timeline for the initiation of services and project activities, with a required start date no later than July 1, 2025. The submitted timeline should outline:

- Key project phases, including service implementation, expansion, sustainability planning over the two-year period.
- Major milestones related to harm reduction services, such as overdose prevention, treatment referrals, and community engagement.
- Dates for key activities, including start and end dates, with responsible positions identified.

- Evaluation and reporting checkpoints to track progress and inform adjustments.

Project Proposal Requirements

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.

Applicants must demonstrate how their project aligns with program intent by detailing:

- Agency resources allocated to harm-reduction activities.
- Core project activities and service delivery strategies.
- Anticipated goals, outputs, and outcomes for the grant period.

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.

Applicants agree to comply with the following additional program requirements and service standards.

1.04 Program Evaluation Requirements and Reporting

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.)

Evaluation Requirements

Applicants must submit a Program Evaluation Plan within six months of the project start date, aligning with the reporting requirements outlined in this RFP. The plan must describe the methodology for tracking program effectiveness, ensuring data quality, and applying findings for continuous improvement. The plan should also integrate performance measures related to:

- Service expansion and impact
- Overdose prevention efforts
- Linkage to treatment services

Results Based Budgeting Framework

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

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

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

Department Priority

- 1 Health & Wellness Across the Lifespan

Department Core Services

- 1.1 Protect and Promote the Health of Alaskans

The revised Federal Uniform Guidance 2 CFR 200 now requires that the State inform potential sub-recipients via our solicitation and resulting grant awards of all performance measures included in our federal award.

The applicant's proposed evaluation plan will 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 Requirements

Required reporting will include:

1. Cumulative Fiscal Reports recording overall grant and match expenditures by budget line.
2. Program Reports to include the following:

The awardee(s) must comply with State Opioid Response grant reporting requirements as set by SAMHSA, ensuring accurate and timely submission of all required data.

Reports must include:

- Naloxone distribution: Total units purchased and distributed.
- Overdose reversals: Number of reported reversals using naloxone.
- Fentanyl test strips: Purchase and distribution data.
- Community education efforts: Number of individuals trained, including school-aged youth, first responders, and key community members.
- Program implementation progress: Quarterly updates on service expansion, outreach efforts, and changes in overdose prevention strategies.
- Accomplishments & challenges: Summary of key successes, barriers encountered, and adjustments made to improve program effectiveness.
- Strategies to increase accessibility: Efforts to expand harm reduction outreach to target groups and special populations.

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 for this Harm Reduction initiative includes individuals at high risk of substance-related harm in Alaska, particularly those impacted by opioid and stimulant use. This population includes:

- People Who Use Drugs (PWUD): Individuals using fentanyl, methamphetamine, heroin, or other substances,

particularly those engaged in polysubstance use.
- Pregnant Individuals: People who are pregnant and using substances, requiring specialized care and harm reduction support.
- Individuals at Risk of Overdose: Alaskans at increased risk due to fentanyl exposure, past overdoses, or non-prescribed opioid use.
- Persons Experiencing Homelessness or Housing Instability: A subgroup with limited access to healthcare and harm reduction services, disproportionately impacted by substance use-related harms.
- Justice-Involved Individuals: People recently released from incarceration, a population at elevated overdose risk due to loss of opioid tolerance.
- Indigenous and Rural Alaskans: Communities with geographic barriers to harm reduction services and increased health disparities related to substance use.
- Individuals at Risk of Infectious Disease Transmission: Those at high risk of contracting HIV and Hepatitis C due to syringe sharing or unsafe drug use practices.
- Young Adults (25-44): The age group experiencing the highest rates of overdose fatalities in Alaska.
- Men at Disproportionate Risk: Given that 65% of overdose deaths in Alaska occur among males, with a concentration in Anchorage and the Matanuska-Susitna Valley.

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

- Region 1: Anchorage Municipality
- Region 2: Gulf Coast Region
- Region 3: Interior Region
- Region 4: Mat-Su Region
- Region 6: Southeast Region
- Region 7: Southwest Region

A detailed map of these service regions is provided in **Attachment 1** of this solicitation.

1.06 Program Funding

Funding is estimated at $350,000 per fiscal year, totaling $700,000 over two years. Funding source is SAMHSA State Opioid Response funding. Up to three agencies may be funded.

*(**Match Requirement**: The budget must include matching funds equal to 25.00% of the proposed Department funds. Calculate required match with the following formula:*

Total Requested Grant Award X Required Match Percentage = Required Match

Federal grant funds may not be used to match federal funds awarded through this grant program, and State grant funds may not be used to match State funds awarded through this grant program.

Eligible sources of matching funds include:

- *Local Cash: local sources, including local tax receipts, municipal revenue sharing, cash donations*
- *Local In-Kind: donated items of value for which the applicant incurs no cost, including volunteer labor and donations of supplies, equipment, space*
- *Other Sources: government and non-government grant awards, third party receipts, direct receipts such as gaming or sales of goods*
- *Grant Income: earnings anticipated as a result of this project proposal receiving award, and Medicaid*

reimbursements if award of this grant is required for the applicant to bill Medicaid for awarded services
- *Medicaid: includes Medicaid which is not Grant Income, as well as other third-party receipts)*

Proposed Budget: The applicant must submit a budget proposal for the first fiscal year of the project. The proposed budget detail and narrative *(including required match)* will support the program's results-based service delivery and staffing requirements stated in this RFP.

The following **funding restrictions apply** as outlined by the funding source:

- Syringes are not to be purchased.
- Liability insurance cannot be purchased.
- Food can be included as a necessary expense for participants receiving SAMHSA-funded mental and/or substance use disorder prevention, harm reduction, treatment, and recovery support services, not to exceed $10.00 per person per day.
- Program funds may not be expended through the award or a sub-award by any agency which would deny any eligible client, patient, or individual access to services because of their use of FDA-approved medications for the treatment of substance use disorders (e.g., methadone; buprenorphine products, including buprenorphine/naloxone combination formulations and buprenorphine monoproduct formulations; naltrexone products, including extended-release and oral formulations; or long-acting products, such as extended release injectable or buprenorphine). Specifically, patients must be allowed to participate in methadone treatment rendered in accordance with current federal and state methadone dispensing regulations from an Opioid Treatment Program and ordered by a practitioner who has evaluated the client and determined that methadone is an appropriate medication treatment for the individual's OUD. Similarly, medications available by prescription or office-based injection must be permitted if it is appropriately authorized through prescription or administration by a licensed prescriber or provider. In all cases, MOUD (Medications for Opioid Use Disorder) must be permitted to be continued for as long as the prescriber or treatment provider, in conjunction with the patient, determines that the medication is clinically beneficial. Recipients must ensure that participants will not be compelled to no longer use MOUD as part of the conditions of any programming if stopping is inconsistent with a licensed prescriber's recommendation or valid prescription.
- Funds may not be used to make direct payments to individuals to enter treatment or continue to participate in prevention or treatment services; *see 42 U.S.C. § 1320a-7b:* *42 USC 1320*.

Note: Sub-recipients are permitted to offer noncash incentives of up to $30 per individual for participation in required GPRA data collection follow-up interviews. This incentive may be provided for each required follow-up interview, helping to ensure compliance with federal reporting standards. However, these incentive amounts may be subject to change based on updated funding or policy guidance.

For programs that incorporate Contingency Management (CM) as part of treatment, additional restrictions apply. Participants may not receive more than $750 in total contingencies per budget period, ensuring compliance with funding limitations. Additionally, participants may not be enrolled in more than one program offering Contingency Management incentives at the same time. These guidelines are in place to maintain the integrity of incentive-based treatment approaches while ensuring fair and equitable distribution of resources.

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, as part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200. This task must be completed by an Agency Power User in the Other Funding section of the Agency Administration tab.

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 to 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

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

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

2.02 Project Staffing

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

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

Resumés and/or job descriptions must include the behavioral health personnel and other staff the applicant will integrate into agency operations for the project.

2.03 Administrative, Management, and Facility Requirements

As part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200, 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. Applicant must include the staff turnover rate for the past two years.

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.

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

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

Facility, Service Access, and Safety:

1. The applicant must address potential safety concerns for clients and staff in the management of services

proposed in response to this RFP.

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

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 described.

Section 3 General Instructions for Proposal Submission

3.01 Eligibility

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

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

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

Effective April 4th, 2022, the U.S. 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 has required 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 two-year period, beginning 7/1/2025 through 6/30/2027. At the discretion of the Department, a project funded under this RFP may be considered for continued funding in subsequent program year(s). The annual decision to continue funding for the subsequent year(s) of the two-year grant cycle is based on the following general conditions:

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

Applicants will submit a budget proposal for year one of the grant only. Funding in each subsequent year will require submission and approval of documents needed to update service plans, evaluation measures, and budgets. Grants and Contracts will notify grantees of specific submission requirements necessary to qualify for consideration of continued funding.

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 UEI 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 as 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 as 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.	☐	80

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.	☐	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.

Evaluation/Review Criteria		Review	Points
a	The described activities are well-developed, reasonable and supportive of program intent.	☐	80
b	The response identifies project resources, activities, and clearly states the project's anticipated goals, outputs, and outcomes.	☐	40

4 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.

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

5 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.	☐	80

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

Evaluation/Review Criteria		Review	Points
a	The budget narrative is complete and mutually consistent with the budget detail.	☑	

b	Cost line items are allowable under 7 AAC 78.160 and are compliant with stated program requirements.	☑	
c	Travel costs are consistent with 7 AAC 78.160(h) and (i), and with any program requirements or limitations identified in the solicitation.	☑	
d	Equipment costs and subcontract costs are allowed by the program and consistent with 7 AAC 78.280.	☑	
e	Indirect costs are fully compliant with rates and exemptions of the agency's current Federally Negotiated Indirect Cost Rate Agreement, uploaded in the General section of the Agency Administration tab.	☑	
f	The budget supports the proposed project and program intent, and the project appears achievable with demonstrated resources.	☐	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.	☑	

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 during which services were provided and the population served. As part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200, affirmation has been provided that the agency has the financial strength and capacity to manage grants and verifies its capacity to implement funds if received.***

Evaluation/Review Criteria	Review	Points

a	The agency'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 also will include documentation such as prior year performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.	☐	60
b	The agency has the financial strength and capacity to manage grants, and verifies that is has the capacity to implement funds if received.	☑	

2 In the text box below, describe the proposed project's program and administrative staffing needs as part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200. 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 4) Staff turnover for the past two years.

Evaluation/Review Criteria		**Review**	**Points**
a	Staff providing services are qualified and competent as demonstrated by the uploaded position descriptions, resumes, and professional credentials.	☐	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
f	Agency has indicated in the narrative proposal what the overall agency staff turnover rate has been during the past two years.	☑	

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, describe the service delivery facilities and locations and the ways in which access to services will enhance project success.

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 text box below, describe the in-place or planned coordination with the State or other providers for referrals necessary to project success. Identify the project staff involved as well as the responsible positions at the referring agencies.

Evaluation/Review Criteria	Review	Points

a	The applicant's description demonstrates a clear understanding of the roles that must be performed by the applicant and by referring agencies for the effective delivery of services to the targeted population.	☐	60