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

Request for Proposals
Supplemental Nutrition Assistance Program Education
For FY2018 Through FY2019

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: Alicia Hughes-Skandijs, Grants Administrator

PHONE: (907) 465-2349

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PROPOSAL DUE DATE: February 28, 2017, 3:59 PM

DEADLINE FOR WRITTEN INQUIRIES: February 20, 2017, 3:59 PM

PROJECT PERIOD BEGINS: July 1, 2017

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Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health and Social Services (DHSS/Department), Division of Public Assistance (DPA), is requesting proposals from eligible applicants to provide Supplemental Nutrition Assistance Program Education services for the State of Alaska in FY2018. Program Services are authorized under 7 AAC 78 Grant Programs and 7 CFR 272.2(e) Supplemental Requirements (http://www.gpo.gov/fdsys/pkg/FR-2013-04-05/pdf/2013-07602.pdf). Access State of Alaska statutes and regulations at http://www.law.state.ak.us/doclibrary/doclib.htmlor through the contact person listed on the cover page of this RFP.

The Supplemental Nutrition Assistance Program (SNAP) is the United Stated Department of Agriculture (USDA) name for the Food Stamp Program. Family Nutrition Services (FNS) receives Federal funds for Supplemental Nutrition Assistance Program-Education (SNAP-ED) services to improve nutrition and prevent obesity among low-income individuals. SNAP-ED services are tied to SNAP expenses and participation.

In 2014, the SNAP-ED program conducted a statewide needs assessment to determine where to best target its limited funding. The results of that needs assessment are available at http://dhss.alaska.gov/dpa/Documents/dpa/pdf/Alaska_SNAP_needs_assessment_report.pdf.

The intent of this solicitation is to seek an additional grantee to provide SNAP-ED services in one or both of the services areas identified in subsection 1.05. Grantees currently providing DHSS funded SNAP-ED services are not eligible to apply for additional funding under this solicitation.

1.02 Program Goals and Anticipated Outcomes

The proposed project must demonstrate a thorough understanding and must be clearly supportive of the grant program goals and outcomes anticipated of the Alaska SNAP-ED program. Proposed projects must meet or exceed anticipated minimums described in this RFP.

The State of Alaska's goals for FY18 are :

1. Increase participant behaviors consistent with the 2010 USDA Dietary Guidelines for Americans and MY Plate;
2. Reduce the percentage of Alaskan children, adolescents, and adults who are obese and overweight by 2%; and
3. Increase the percentage of Alaskan children, adolescents, and adults who meet the Center for Disease Control’s Physical Activity Guidelines for Americans by 2%.

The State of Alaska's anticipated outcomes are:

1. Participants will improve skills in food budgeting and meal planning;
2. Participants will increase consumption of fruits and vegetables;
3. Participants will decrease consumption of sugar-sweetened beverages and replace with more nutritious substitutes such as water or low/nonfat dairy;
4. Participants will increase knowledge of safe food handling practices and age appropriate foods for children; and
5. Participants will increase physical activity to CDC recommended levels.

Applicants must design projects that support the Department of Health and Social Services goals of health and wellness across the lifespan and to protect and promote the health of Alaskans. The primary emphasis must remain on assisting the SNAP-ED target population to establish healthy eating habits and physically active lifestyles to promote health and prevent disease and obesity by maintaining appropriate calorie balance during each stage of life-childhood, adolescence, adulthood, pregnancy, breastfeeding, and older age.

1.03 Program Services/Activities

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

Additional program requirements are contained in the FY17 USDA Guidance for SNAP-ED Program at http://snap.nal.usda.gov/national-snap-ed/snap-ed-plan-guidance-and-templates, as well as the SNAP-ED Policy and Procedure Manual, available for review at: http://hss.state.ak.us/dpa/programs/nutri/default.htm.

FNS stipulates that SNAP-ED funds must be used for evidence-based activities using these three approaches:

1. Individual or group-based nutrition education, health promotion, and intervention strategies;
2. Comprehensive, multi-level interventions at multiple complementary organizational and institutional levels; and
3. Community and public health approaches to improve nutrition.

Applicants are encouraged to implement multiple approaches to deliver evidence-based nutrition education and obesity prevention activities in their SNAP-ED programs, including participant centered services models.

Applicants should refer to the FY15 SNAP-ED Guidance for examples of implementing activities from all three approaches.

Applicants may use curricula provided in the Food and Nutrition Services (FNS) Toolkit of evidenced-based obesity prevention strategies and interventions appropriate for SNAP-Ed (https://snaped.fns.usda.gov/snap/SNAPEdStrategiesAndInterventionsToolkitForStates.pdf) to implement the interventions above.

More information and examples of allowable activities for each of the three approaches is also detailed in the FY17 USDA Guidance for SNAP-ED. Also, see the attached Alaska SNAP-ED Resources List.

1.04 Program Evaluation Requirements and Reporting

The applicant must provide an evaluation plan that addresses the objectives listed below in the description of Results Based Budgeting, and that the applicant will use to evaluate the progress of the grant project. The applicant's evaluation plan must include indicators and data gathering strategies that will be used to evaluate the progress of the grant project toward achieving the program goals and outcomes.

The Evaluation Plan must address the following questions:

1. What information will be gathered and how and when it will be collected and documented;
2. How baseline information is established so that it can be compared to later quantifiable results;
3. Who performs the evaluation;

4. How data is analyzed to determine whether there is progress toward anticipated outcomes;
5. Established timeframes for data collection and analysis that support a plan to evaluate for the short term, intermediate term, and long term outcomes proposed by the applicant; and
6. How new or revised service systems will be evaluated for effectiveness, efficiency, and other characteristics.

Applicants must use the Western Regional Office, SNAP-ED Evaluation Framework 2014 (http://snap.nal.usda.gov/snap/WesternRegionEvaluationFramework.pdf) to develop their evaluation plans, and select short, medium and long-term impacts from them. Applicants are encouraged to focus on the priority indicators identified on page 10 of the Western Region Evaluation Framework, particularly as they relate to achieving the State SNAP Ed Program Goals and Objectives, and the Healthy Alaskans 2020 targets outlined in Section 1.02.

Grant Reporting

Required reporting for this grant will include:

1. Cumulative Fiscal Report (overall grant and match expenditures are reported quarterly by budget line item);
2. Program Reports in the format prescribed by the grantor;
3. Annual Report-Training on USDA format will be provided by Family Nutrition Programs;
4. In addition to State reporting requirements, the federal SNAP-ED program requires all State programs to collect and submit regular data into the Education and Administration Reporting System (EARS). EARS is an administrative tool used to collect uniform data and information on SNAP-ED activities. Grantees are expected to collect, compile and submit accurate EARS data to the State Agency annually. EARS data must be submitted prior to December 1st of each year. All successful grantees will be required to participate in training on EARS reporting requirements. The EARS report template can be found at http://snap.nal.usda.gov/snap/EARS/FormFNS-759.pdf.
5. FFATA: Funding for this program is federal funds with reporting requirements that include those imposed under the Federal Funding Accountability and Transparency Act (FFATA), an agency power user must complete a FFATA form in the GEMS Agency Administration tab. Federal reporting requirements are not limited to prime awardees (such as the State) but include awards with federal funds that the State grants out (sub awardee).

Results Based Budgeting Framework

Grant programs will be required to align with the Department's priorities and core services. Utilizing a Results-Based Budgeting (RBB) framework, grantees will use performance measures to evaluate progress in order to meet meaningful outcomes and initiate data collection and reporting consistent with Department priorities. Below are the Department Priorities, Core Services, and Objectives. The Division/Program has yet to identify the Effective and Efficiency Performance Measures for this program. Further information regarding RBB will be provided to the successful applicant through the grant agreement.

Department Priorities:

- 1 Health & Wellness Across the Life Span

Department Core Services:

- 1.01 Protect and Promote the Health of Alaskans

Objectives:

- 1.1.1 Improve the Health Status of Alaskans

1.05 Target Population and Service Area

Under this solicitation, the state is seeking an additional grantee who will provide SNAP-ED services in one or both of the areas identified below to eligible participants who are not currently receiving SNAP-ED services. While SNAP-ED services are to be directed at SNAP eligible individuals, not all individuals eligible for SNAP actually receive SNAP benefits. Applicants must clearly describe the population targeted by the project, including the area or communities served. Proposals will be evaluated for compatibility with the intended target population below. Grantees currently providing DHSS funded SNAP-ED services are not eligible to apply for additional funding under this solicitation.

Target Population:

The target population for the services requested in this solicitation includes three specific target populations prioritized for SNAP-ED services in Alaska, based on the SNAP-ED Needs Assessment. They are:

1. Youth K-12 in schools with greater than 50% of students receiving Free/Reduced Price lunches;
2. SNAP eligible Alaska Native Adults;
3. SNAP eligible adults.

Individuals readily identifiable as members of the target population include: persons referred by the local SNAP office; persons reached through direct marketing to SNAP participants; persons participating in the Food Distribution Program on Indian Reservations; parents ineligible for SNAP who receive SNAP benefits on behalf of their children; and SNAP participants in a SNAP Job Readiness Training Program.

The following measures must be used to identify additional persons appropriate for the Target Population:

1. Income-based - Persons eligible for other means-tested Federal assistance programs, such as Supplemental Security Income (SSI), the WIC Program, or Temporary Assistance for Needy Families (TANF). Persons typically not eligible for SNAP such as incarcerated persons, boarders, or some college/university students are ineligible for SNAP-ED;
2. Location-based - Persons at places such as food banks, food pantries, soup kitchens, public housing, and SNAP/TANF, and job readiness program sites would qualify. Persons at venues when it can be documented the location/venue serves generally low-income persons where at least 50% of persons have gross incomes at or below 185% of poverty guidelines/thresholds. This would include persons residing or schools located in census tract areas or other defined areas where at least 50% of persons have gross incomes that are equal to or less than 185% of the poverty threshold or children in schools where at least 50% of children receive free and reduced priced meals; and
3. Persons shopping in grocery stores when the store is documented to redeem average monthly SNAP benefits of $50,000 or more, or persons shopping in grocery stores located in census tracts where at least 50% of persons have gross incomes that are equal to or less than 185% of the poverty threshold.

Service Areas and Communities:

Applicants may apply to provide SNAP-ED services in one or both the communities listed below. These communities are prioritized for SNAP-ED services based on findings from the SNAP-ED Needs Assessment:

1. Matanuska-Susitna Borough
2. Municipality of Anchorage

Applicants must describe how the proposed program will target SNAP participants and other eligible individuals in communities and regions with high rates of poverty and obesity. Include the availability and gaps in service of other nutrition related programming in the region.

Applicants must describe the positive impact on the nutrition status and behaviors of the targeted population without duplicating existing programming. Collaborating with existing programs is encouraged.

1.06 Program Funding

Total funds available under this solicitation for FY18 is anticipated to total $95,000 in federal funds from USDA.

The State will expect the successful applicant to design and implement effective SNAP-ED programs while coordinating, as appropriate, with nutrition education programs already in place.

Proposed Budget: The applicant must submit both a detailed and narrative budget for the first fiscal year of the grant which is fully compliant with the limitations described in 7 AAC 78.160 (Costs), and supports program staffing and service delivery requirements stated in this RFP. The GEMS portal provides applicants instructions and the ability to enter budget details and narrative for the project budget. Instructions that are more detailed can be accessed in the DHSS Budget Guidelines available on-line at https://gems.dhss.alaska.gov/Home/Documents.

Applicants may sub-contract previously State office approved components of the scope of work. Organizations proposing to sub-contract must identify the sub-contracting agency, include the sub-contracting agencies scope of work and budget at time of application, and justify all sub-contracting work is reasonable and necessary for implementation of the program and does not duplicate proposed administrative or program functions. Sub-contractors staff who would be working on this project must meet the staffing requirements stipulated in Section 2.02 of this RFP. Sub-contracting information and expenses must be included in the project budget.

Matching Funds: The SNAP-ED Program does not have a USDA required match. However, applicants must list all in-kind contributions or other program funding in the additional match column of the budget to demonstrate in-kind contributions or leveraging of other funding. SNAP-ED funding must be used to supplement, not replace, existing funding for programs.

Indirect Costs: If the proposed budget includes indirect costs, 7 AAC 78.160(p) requires a copy of the agency's current federally approved Indirect Cost Rate Agreement. Agencies with current DHSS grant agreements can review the Indirect Cost Rate Agreement information in GEMS. Agencies without current grant agreements with the Department must upload a copy of the Indirect Cost Rate Agreement in the "Agency Administration" tab of the GEMS portal. Help instructions are available in the portal to upload and review such documents. Indirect costs at colleges and universities are limited to 26 percent of Modified Total Direct Costs, based on 2 CFR 220 (OMB Circular A-21).

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

Section 2 Applicant Qualifications

2.01 Required Experience

The intent of this solicitation is to seek an additional grantee to provide SNAP-ED services in one or both of the services areas identified in subsection 1.05. Grantees currently providing DHSS funded SNAP-ED services are not eligible to apply for additional funding under this solicitation.

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

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

Applicants should have experience in one or more of the following areas.

1. Work with SNAP or SNAP participants at/or below 185% of poverty.
2. Provide behaviorally focused nutrition education and obesity prevention.
3. Deliver low-literacy and culturally appropriate nutrition and health information.
4. Deliver services in high need, low-income communities at priority sites.
5. Implement public health approaches, including social media/marketing.
6. Work collaboratively with partners to address policy and environmental approaches.
7. Reach large populations through partnerships.

If the applicant is not a current or prior year grantee of DHSS, the applicant must include references and documentation of successful service delivery and compliance with requirements of other programs for which applicant received funding.

2.02 Program Staffing Experience

Program staffing levels must meet the program goals, anticipated outcomes, and activities/strategies for service delivery for the proposed project. Resumes, job descriptions and professional credentials must be uploaded for key project personnel.

Federal regulations require a project manager with the ability to oversee the proposed activities and to resolve any problems that arise during the grant period be identified. This project manager will interact with the State regarding fiscal, personnel, training, reporting, and program evaluation and all other decisions regarding grant issues. These duties must be included in the project manager's job description, and the project manager's job description or resume must demonstrate the education and experience necessary to complete these tasks effectively. A bachelor's degree and/or five years of program management experience are required for the program manager.

The program staff assigned to work on a SNAP-ED project must have training and knowledge of USDA standards for nutrition education and obesity prevention to implement the proposed program. The State SNAP-ED program will provide additional required training for successful SNAP-ED grantees. Staff working as Nutrition Educators will be required to complete a nutrition education course leading to certification. Training will be paid for and provided by the State SNAP-ED within a specified time frame. Other training modules each staff member will be required to take might include civil rights training and EARS reporting requirements. Program staff with existing certifications such as registered dietitians, nurses, health educators, or other generally accepted credentials may be exempt from the required nutrition education certification with State approval. The State will make the final determination for the trainings that successful grantee's staff must complete.

Any staff working in schools or with children must have passed a background check demonstrating they have not committed acts prohibiting them from working with children. Personnel handling finances must not have had related convictions.

2.03 Administrative, Management and Facility Requirements

The applicant must demonstrate the agency's ability to responsibly administer the grant; including the hiring of qualified staff, provision of on-going training, and adequate supervision of staff. The applicant must upload an organizational chart that clearly identifies all SNAP-ED personnel, the lines of authority within the organizations and within the SNAP-ED program. Job descriptions must include minimum qualifications, detail the SNAP-ED responsibilities, and support the structure provided in the organizational chart.

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

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

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

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

Audit Requirements:

Federal Requirements: Effective immediately, if you expend $750,000 or more total Federal Financial Assistance in your fiscal year, you may be required to comply with conditions of the Single Audit Act of1984, P.L. 98-502, as amended by the Single Audit Act Amendments of 1996, L.L. 104-156, and defined in 2 CFR 200.

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

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

State Single Audit Coordinator
Department of Administration
Division of Finance
P.O. Box110204
Juneau, AK 99811-0204
Telephone: (907) 465-4666
Fax: (907) 465-2169

DHSS Program Audit Requirements: All DHSS grantees are subject to the requirements of 7 AAC 78.230, and if an audit under 2 AAC 45.010 has not been conducted and submitted to the State Single Audit Coordinator, the grantee

must ensure that a fiscal audit of the grantee's operations under the grant program is performed by an independent certified public accountant at least once every two years and submitted to:

State of Alaska
Department of Health and Social Services
Finance and Management Services
Audit Section
P.O. Box110602
Juneau, AK 99811-0602
Telephone: (907) 465-3120

Facility(ies)/Safety and Service Access:

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

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

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

2.04 Support/Coordination of Services

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

1. Community support where services are proposed;

2. Involvement of potential recipients and the public in the planning process;

3. Partnerships and collaborations specific to the proposed project; and

4. Necessary referral agencies and a description of their roles.

Applicants must coordinate with partners to provide adequate supports to the clients served through their proposed project. The proposal must include a list of agencies with which the applicant will coordinate proposed services and identify the relevant contact persons.

Applicants must upload copies of current Memorandums of Agreement (MOAs) with partner agencies, specifically identifying roles and shared responsibilities.

Section 3 General Instructions for Proposal Submission

3.01 Eligibility (Who May Apply)

Applicants must be eligible to apply under 7 AAC 78.030 (Eligible Applicants). They include nonprofit organizations; municipalities and Regional Educational Attendance Areas or other political subdivisions of the state; other State

agencies; and Alaska Native Tribes. The following documentation of eligibility is required for Nonprofit Corporations or Alaska Native Tribal applicants:

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

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

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

3.02 Acceptance of Terms

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

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

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

3.03 Inquiries

Applicants should immediately review this Request for Proposals for defects and questionable or confusing content. Questions about the RFP that can be answered by directing the applicant to a specific section in the RFP may be answered verbally by the Contact Person in the cover page. Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared to be of a substantive nature. The applicant will be

directed to state the question in writing. Questions of a substantive nature must be received, in writing, at the email address listed on the cover page of this RFP, no less than ten days before the deadline for receipt of proposals. This will allow issuance of any necessary amendments to all prospective applicants. **(Please note: Technical assistance will not be available after 4:00 PM AKST the day of the proposal deadline.)**

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

3.04 Proposal Costs and Content

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

The applicant is responsible for the content of the proposal.

3.05 Duration of Grant

This RFP is for a one year period, beginning 7/1/2017, through 6/30/2018.

3.06 Proposal Review

Following the deadline for receipt of proposals, DHSS staff will verify all submission requirements have been met. No amendments or corrections will be accepted after the deadline unless they are in response to a request from the contact person named in this RFP. Proposals will be reviewed as follows:

i. Proposals will be evaluated in a manner that will **avoid disclosure of contents to competing offerors** before notice of grant award has been issued.
ii. DHSS staff will evaluate each grant proposal for minimum responsiveness and other technical requirements, and eliminate nonresponsive proposals from consideration.
iii. Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), DHSS staff will evaluate each responsive proposal. Scores will be assigned based on the applicant's response to each individual question and the associated criteria. **Applicants will not earn points for a given question based on a response to another question in the RFP.** DHSS staff will also review relevant documentation and information regarding the applicant that is available to the department. Recommendations regarding whether each proposal should be financed, and at what level, will include consideration of the following:
    a. a history of the applicant's compliance with grant requirements, to include records of program performance, on-site program reviews, and prior year audits;
    b. priorities in applicable State health and social services plans;
    c. requirements of applicable State and federal statutes; and
    d. municipal ordinances or regulations applicable to the grant program.

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

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

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

3.07 Final Decision Authority

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

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

3.08 Notification of Grant Award and Appeals

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

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

Send appeal to:

Valerie Davidson Commissioner
Department of Health & Social Services
P.O. Box110601
Juneau, AK 99811-0601

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

3.09 Cancellation of the RFP/Termination of Award

Contingent upon funding appropriations and the Governor's approval, the Department may fund proposals from eligible applicants. DHSS may withdraw this competitive Request for Proposals at any time and reserves the right to refrain from making an award when such action is deemed to be in the best interest of the State. Funds awarded for a grant as a result of this RFP may be withheld and the grant terminated by written notice from the grantor to the grantee at any time for violation by the grantee of any terms or conditions of the grant award, or when such action is deemed by the grantor to be in the best interest of the State.

Section 4 Submission Requirements/Criteria for Proposal

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

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

1 Applicant is eligible per 7 AAC 78.030.

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

2 Applicant is eligible to apply for funds under this RFP.

Evaluation/Review Criteria		Review	Points
a	Applicant is not a current DHSS SNAP-ED grantee and is therefore eligible to apply for funds under this solicitation.	☑	

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

Response & Organizational Documentation

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

Evaluation/Review Criteria		Review	Points
a	The agency must be listed on the State's non-profit corporation database "in good standing." The link to the database is http://commerce.alaska.gov/CBP/Main/CBPLSearch.aspx?mode=Corp; **and/or**	☑	
b	The agency is listed on the federal tax exempt site indicating current 501(c)3 status. The link to the database is http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check.	☑	

c	If the agency is a non-profit subsidiary, a verifying letter from the parent non-profit agency must be uploaded to the applicant's agency record in GEMS. The parent corporation must meet criteria a and/or b.	☑	

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

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

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

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

4 Please sign the DHSS State Assurance form.

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

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

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

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

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

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

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

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

1 Verify the following criteria pertaining to past performance and history of compliance are met. Applicants who are not current or prior year grantees of DHSS must provide in the upload field below, references showing successful delivery of same or similar services. If there are multiple references, they should be scanned and uploaded as a single document.

Evaluation/Review Criteria		Review	Points
a	Prior year(s) reporting is complete and timely (includes fiscal, narrative and data reporting).	☑	
b	Required audits have been submitted and prior year audit exceptions, if any, are resolved (verify at http://doa.alaska.gov/dof/ssa/ssainfo.html).	☑	

c	Prior year(s) activities demonstrate effective delivery of services. Review could include tangible documentation such as prior year performance reports, audit reports, site visits, etc.	☑	
d	Program historically maintains required standards as demonstrated in quality assurance reviews, licensing or certification standards, etc.	☑	
e	Agencies that are not current or prior year grantees have included references that clearly demonstrate same or similar services.	☑	

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

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

Evaluation/Review Criteria		**Review**	**Points**
a	The applicant's description demonstrates a thorough understanding of program goals and outcomes.	☐	20
b	Proposed goals and anticipated outcomes are achievable and compatible with program goals and planning documents.	☐	15

2 In the text box below, describe the proposed activities that will be performed as a part of this program.

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

3 In the text box below, describe the timeline for the project including performance measures and when they will be implemented.

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

4 In the document upload field below, scan and attach the evaluation plan created using the Western Region SNAP-ED evaluation plan framework. Include indicators and data gathering strategies that will be used to evaluate the progress of the grant project toward achieving the program goals and outcomes.

Evaluation/Review Criteria		Review	Points
a	The applicant's evaluation plan includes indicators and data gathering strategies designed to provide the data needed to report the project's progress in meeting the Department's performance measures for this program.	☐	35
b	Evaluation plan was created using the Western Region SNAP-ED evaluation framework and adequately addresses the six questions under Subsection 1.04.	☐	15

5 In the text box below, describe the target population and service area of the proposed project.

Evaluation/Review Criteria		Review	Points
a	The target population and service area are clearly identified, and meet the intent of the RFP.	☐	20
b	Targeting of SNAP participants and other eligible individuals in communities and regions with high rates of poverty and obesity are detailed. The availability and gaps in service of other nutrition programs is addressed.	☐	15
c	The potential positive impact on the nutrition knowledge and behavior of the targeted population is described.	☐	15

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

Evaluation/Review Criteria		Review	Points
a	The budget narrative and budget detail are complete and mutually consistent.	☑	
b	Cost line items are for allowable costs under 7 AAC 78.160, and are in compliant with program requirements.	☑	
c	Travel costs are consistent with 7 AAC 78.160(h) and (i), and with any requirements or limitations imposed by the program.	☑	

d	Equipment or Subcontract costs are allowed by the program and consistent with 7 AAC 78.280. Refer to subsection 1.06 for additional instructions regarding what information must be included in the budget if an agency is proposing to sub-contract approved components of the scope of work.	☑	
e	If the budget includes indirect costs, the line item is compliant with the current Federally Negotiated Indirect Cost Rate Agreement "specific" rates and exemptions applicable to the cost as well as the limitations of this RFP.	☑	
f	Budget detail and narratives clearly indicate in-kind contributions or other program funding in the required match column.	☑	
g	The budget supports the proposed project and program intent, and the project appears achievable with demonstrated resources.	☐	10
h	Costs are reasonable and well supported in the budget narrative.	☐	5
i	Budget Detail(s) and Narrative support any necessary allocation of resources among target populations or service locations.	☐	5

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

1 In the text box below, describe the previous experience that your agency has in providing services similar to those being proposed. Include the time period over which services were provided and the target population served.

Evaluation/Review Criteria		**Review**	**Points**
a	The applicant's description of previous experience in providing the same or similar services meets the intent of the program. Note: In addition to this criteria, DHSS staff will have access to tangible documentation such as prior year performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.	☐	15

2 In the text box below, describe the staff available for the proposed project. In the document upload field, scan and attach as a single document organization chart, resumes, job descriptions and professional credentials for key project personnel as well as resumes for administrative staff.

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

a	Staff providing services are qualified and competent as demonstrated by the necessary attached professional credential(s) and resume(s).	☐	30
b	Staffing levels are compliant with the program mandates.	☐	20
c	Job descriptions support the intent of the RFP and the applicant's proposed project.	☐	15
d	Administrative staff are qualified as demonstrated by attached resume(s).	☐	20
e	Administrative capacity demonstrates capability to meet reporting and management needs.	☐	20
f	Organization chart clearly identifies all SNAP-ED personnel, the lines of authority within the organizations and with the SNAP-ED program.	☐	15

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

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

4 In the text box below, describe the facilities that will be used as a part of this proposal.

Evaluation/Review Criteria		**Review**	**Points**
a	Facilities proposed for services are safe and appropriate to the purpose of the program; and provide adequate physical access for the proposed target population.	☐	30

4.06 Demonstration of Support/Involvement of Service

1 In the upload field below, provide documentation of community support for your agency.

Evaluation/Review Criteria		**Review**	**Points**
a	Appropriate documentation of support is provided from each community in which the applicant proposes to provide services.	☐	15

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

Evaluation/Review Criteria		Review	Points
a	Proposal provides a demonstration of the applicant's successful efforts to involve potential recipients of services and the public in planning for and providing services.	☐	10

3 In the text box below, describe any partnerships or collaborations necessary for the proposed project. In the document upload field below, attach as a single document a list of agencies, with relevant contact persons, letters of support or draft/current Memorandums of Agreement with partner agencies, specifically identifying roles and shared responsibilities.

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

4 In the text box below, describe any state or other referral agencies necessary for the proposed project.

Evaluation/Review Criteria		Review	Points
a	Proposal adequately describes the role of state or other referral agencies necessary for the effective delivery of services.	☐	15