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

Request for Proposals
COVID Relief for Older Adults and their Caregivers
For FY2021 Through FY2022

Grants and Contracts

NOTICE: Proposals will ONLY be accepted through GEMS. Applicants are responsible for reviewing the GEMS homepage at https://gems.dhss.alaska.gov/ for details regarding agency registration and availability of technical assistance. Log into GEMS through myAlaska, https://my.alaska.gov/Welcome.aspx to begin the application process. Once you are logged into GEMS, guidance and instruction are available in the Documents tab and from the film strip icon. Applicants are responsible for monitoring GEMS or the State Online Public Notices site for any changes or amendments that may be issued regarding this solicitation.

Relay Alaska provides assisted communication services at 711 or 1-800-770-8973 from a TTY phone, and at 1-800-770-8255 from a voice phone.

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

PROPOSAL DUE DATE: January 14, 2021, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: January 4, 2021, 3:59 PM
PROJECT PERIOD BEGINS: February 1, 2021

Table of Contents

Section 1 Grant Program Information

1.01 Introduction and Program Description

1.02 Program Goals and Anticipated Outcomes

1.03 Program Services/Activities

1.04 Program Evaluation Requirements and Reporting

1.05 Target Population and Service Area

1.06 Program Funding

Section 2 Applicant Qualifications

2.01 Agency Experience

2.02 Project Staffing

2.03 Administrative, Management, and Facility Requirements

2.04 Support/Coordination of Services

Section 3 General Instructions for Proposal Submission

3.01 Eligibility

3.02 Acceptance of Terms

3.03 Inquiries

3.04 Proposal Costs and Content

3.05 Duration

3.06 Proposal Review

3.07 Final Decision Authority

3.08 Notification of Grant Award and Appeals

3.09 Cancellation of the RFP/Termination of Award

Section 4 Submission Requirements/Evaluation Criteria

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

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

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

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

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

4.06 Demonstration of Support/Coordination of Service

Amendments

Amendment 1 Questions and Answers from the pre-proposal conference call and from written inquiries **Posted: 1/5/2021**

Explanation

This amendment is to provide further clarification on the funding allocation in section 1.06 of the solicitation and to list answers to questions that were asked during the pre-proposal conference call and from written inquiries.

Additional Information

Further clarification on funding allocation.

Section 1.06 Program Funding states that the funding has been allocated using the Senior Services Funding Formula as found in the Alaska State Plan for Senior Services. Applicants may request additional funding beyond what is shown in the funding formula for their region and if requests for funding for any region are less than the available amount of funding, the amount remaining in that region can be reallocated to other regions where need is demonstrated and funding requested is above what is available in the funding formula.

Below are the Questions and Answers from the pre-proposal conference call.

Q1: Are you looking for letters of support from the community?

A: See section 2.04 Support/Coordination of Services and applicable criteria in section 4.06.

Q2: How can Aging and Disability Resource Centers (ADRC) support those applying for the grant?

A: See section 1.03 Program Services/Activities. Suggestions include adding a resource list and contact info for ADRC's under priority two, bullet point 1 and the Senior and Disabilities Services webpage for information about the regional ADRC's has also been included. Applicants are also strongly encouraged to collaborate with their regional ADRC when proposed and/or providing services to individuals who utilize long term services and supports which includes seniors and individuals of all ages with disabilities.

Below are the Questions and Answers from the written inquiries.

Q1: Is there any potential for a capital project such as purchasing or building a facility?

A: This grant does not provide funding for capital projects.

Q2: Because the max funding is $1.5m would it make sense to identify "chunks" of the project that can stand alone? Or how can we give them the idea that we are open to negotiate and that we can do something useful even if they don't like the

cost as submitted? Maybe a Part A and a Part B?

A: See clarification provided above on funding allocation and review sections 1.03 Program Services/Activities and 1.06 Program Funding in the solicitation. You may also find related criteria in section 4.04 beneficial as well.

Q3: Is it appropriate for an ADRC to reach out to those applying to see how we may partner or help with projects? I do not know if those intending to apply know about the ADRC's or not?

A: See Q2 above in the pre-proposal call Q&A. As for contacting other agencies we cannot provide your agency with any assistance since this is a competitive solicitation but your agency may certainly reach out on its own.

Q4: I was told XXXX was going after Care Giver funds? If so, I don't want to compete with them! Can you let me know if anyone in XXXX is going after them?

A: We are unable to provide this type of information in a competitive solicitation process.

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health and Social Services (DHSS or Department), Division of Senior and Disabilities Services (SDS), is requesting proposals to provide COVID Relief for Older Adults and their Caregivers services for the State of Alaska in FY2021. Program Services are authorized under 7 AAC 78 Grant Programs. Additional governing statutes include section 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act"), Title III of the Older Americans Act (OAA); AS 47.05.010 (16) and (17) Duties of DHSS; AS 47.65 Service Programs for Older Alaskans and Other Adults. State of Alaska, Health and Social Services statutes and regulations are accessible at http://www.law.state.ak.us/doclibrary/doclib.htmlor through the contact person identified on the cover page of this Request for Proposals (RFP).

The intent of programs funded by COVID Relief for Older Adults and their Caregivers is to provide disaster assistance related to relief services for Coronavirus mitigation and/or health and safety services needed, and for grant funds to ensure the health and safety of older adults and their caregivers during the COVID-19 pandemic. Program funds will be used for special projects that provide disaster relief for older individuals (age 60+) or for family caregivers served as allowed under the Older Americans Act and guidance from the Administration for Community Living (ACL).

The impacts of COVID-19 on the lives of Alaskan seniors have led to significant challenges to meet basic needs for health and safety for older Alaskan adults and their caregivers. Elders living independently in safe and healthy conditions is directly related to reduced chance of severe illness, hospitalization, and death due to COVID-19 and is the goal of grant services in this RFP. Protecting elders, their caregivers and others from coronavirus starts with good planning which is needed to prepare for any outbreak or disaster in their community. **The Division is looking for proposals to not only provide disaster relief for older adults and caregivers, but also innovative ideas to implement long-term and sustainable resources to prepare for disasters and avoid negative impacts on this population in the future, with a specific priority on areas of the state that have little to no existing resources**. This includes making sure elders have adequate supplies of food, a safe living environment, and access to supports and community connection in the event of a disaster.

1.02 Program Goals and Anticipated Outcomes

The proposed project must demonstrate a thorough understanding of program goals and outcomes, and must clearly identify the ways in which they will be achieved.

Goal:

- Ensure the health and safety of older adults (age 60+) and their caregivers during COVID-19

Anticipated Outcomes:

- Reduce food insecurity;
- Ensure safe living environment;
- Reduce social isolation and improve access to social supports.
- Relief for caregivers

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

1.03 Program Services/Activities

Applicants must provide a detailed description of their proposed project(s) and how it's related to the COVID-19 pandemic. For the community or region(s) proposed to be served, describe how the need of individuals ages 60 and older and their caregivers was identified and how the proposed project(s) will meet it and identify the priority level of the project(s) (see Priority Project levels below).

Proposals should include a description of services delivered or projects completed before the pandemic and how the proposal is related to implementing supports because of the COVID-19 pandemic.

All requests for funds must be related to the provision of supports to individuals 60 and older and/or their caregivers to implement projects to meet anticipated outcomes in this RFP. If the applicant does not currently provide services to older adults and/or their caregivers, describe how the applicant will ensure that the proposed project(s) will directly support the target population.

Applicants must upload a timeline for the initiation of project activities. The timeline for completion of activities and expenditures of this grant is February 1, 2021 through June 30, 2021.

Examples of projects that may be funded are shown below and by Division Priority level; projects that target areas with demonstrated need and little to no existing resources for the target population may receive priority funding (see section 1.06 Program Funding for additional details).

Priority One – Projects Reducing Food Insecurity

- Innovative project ideas that address food insecurity through the production of locally produced food such as expanding or developing cold climate farming, enabling subsistence food harvesting, building an on-site green house or garden, etc. Projects must specifically target older adults and their nutritional needs;
- Build or enhance a local or statewide stockpile of shelf-stable meals to be specific and accessible to older adults and their nutritional needs.

Priority Two – Projects Ensuring a Safe Living Environment

- Quarantine/Emergency Preparedness Boxes to distribute to older adults and/or caregivers (priority to older adults living alone), that includes items such as 7-10 day shelf-stable food supply, personal hygiene supplies, emergency supplies such as a flashlight, water, AM/FM radio, prepaid cellular phone, statewide and region-specific resource list (at minimum, include contact info for regional Aging and Disability Resource Center), emergency plan for the elder that includes people to go to and call in case of emergency, etc.;
- Maintenance and repair of heating and other critical systems or appliances within an elder's home that impact indoor air quality, clean water supply, or an elder's ability to prepare food and remain safely at home;
- Minor home modifications, equipment, or supplies, including improvement of lighting and projects to reduce the chance of falls or other safety hazards, in an elder's home.

Priority Three – Projects Reducing Social Isolation

- Provision of assistive technology devices or other equipment, internet access, or supplies that will decrease social isolation for homebound older adults and increase access to social supports, as well as provide relief for their caregivers;
- Utilizing existing or new staff to train older adults on the use of technology, or other resources, to reduce social isolation and increase access to social supports for homebound older adults.
- Care packages or other resources that provide materials and supplies to reduce social isolation, i.e. arts and

crafts, letters or cards, positive and encouraging messages, etc.

For additional ideas and examples of what other states are doing to support individuals: visit the COVID-19 Resource Page from the Administration for Community Living (ACL); visit the National Resource Center on Nutrition and Aging page for resources on addressing food insecurity and nutrition during the COVID-19 pandemic; see the response from states on addressing social isolation in this document from ADvancing States; visit the webpage for Assistive Technology of Alaska for resources on assistive devices; visit the DSDS webpage for information about the regional Aging and Disability Resource Centers (ADRC).

1.04 Program Evaluation Requirements and Reporting

Applicants must describe how they will measure the services that are proposed. At a minimum, awarded applicants will be required to report the number of individuals served within the target population and the units of services delivered (i.e. number of hours, number and type of home modification, etc.). The Division grant program manager will work with awarded applicants to determine the type of evaluation data needed based on the specific project.

Grant Reporting

Required reporting will include:

- Cumulative Fiscal Reports recording overall grant expenditures by budget line;
- Program Report in the format prescribed by the program manager.

1.05 Target Population and Service Area

Target Population: 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. The target population includes:

1. Older Adults age 60 and over with greatest social need and greatest economic need.
2. Adult family members or other informal caregivers who are providing informal unpaid care for individuals with Alzheimer's disease and related disorders.

Priority of funding is for programs that serve individuals with increased needs:

- Social Need such as living alone, being a member of a minority group, English-as-a-Second language (ESL), being aged 85+, cultural (racial or ethnic status), or geographic isolation.
- Functional Need, such as a disability, an acute or chronic health condition, mental or physical limitations in activities of daily living, and at risk for institutional placement.
- Economic Need, such as household at or below the poverty guidelines. The poverty guidelines are updated periodically in the Federal Register by the US Department of Health and Human Services under the authority of 42 USC 902 (2) and have values specific for Alaska. There is no "means testing" or income determinations allowed to establish eligibility under Title III, only a voluntary indication of living at or below the poverty level is permitted. Poverty guidelines are used to identify priority for services only; the term "low income" should not be used as a descriptor of persons served under this grant.

Service Areas and Communities: Statewide. The State of Alaska is a single planning and service area under the

Older Americans Act (OAA). DHSS uses nine regions that consist of groups of census areas that share common locations and conditions. The tenth region is considered statewide services. See the attached COVID Relief Regional Distribution FY2021 for details.

Applicants must identify what region(s), census area(s) and communities they are planning to serve in their text response and describe how they are equipped to serve the proposed area(s). Applicants must describe how they will assure outreach and services to all races and ethnicities within the service area.

1.06 Program Funding

Funds available for this program are anticipated to total $1,500,000 and must be spent by June 30, 2021. There are no match requirements, however grant funding is limited and applicants are encouraged to propose the use of additional resources where possible in order to maximize the use of grant funding to serve more individuals and accomplish the goals of this RFP.

Funds have been allocated statewide based on the Senior Services Funding Formula, found in the Alaska State Plan for Senior Services FFY2020-FFY2023 and as shown in the attached COVID Relief Regional Distribution FY2021. Applications may be funded based on the Priority level of the proposed project(s), i.e. Priority One – Projects Reducing Food Insecurity may receive first funding priority, as well as those applications that propose to service areas of the state that have little to no existing resources to support the target population. Funding will be determined based upon how well the proposal addressed the goal, outcomes, and criteria in this RFP.

An applicant may propose multiple projects or services on one application if the cost per project is clearly defined and agencies prioritize their projects in case of limited/partial funding.

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.

Cost line items must be allowable under 7 AAC 78.160, and compliant with the stated program requirements.

Proposed Budget: The applicant must submit a budget proposal for the fiscal year of the project, FY2021. The proposed budget detail and narrative will support the program's results-based service delivery and staffing requirements stated in this RFP.

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. DHSS 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."

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

Section 2 Applicant Qualifications

2.01 Agency Experience

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

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

2.02 Project Staffing

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

Describe the staffing required and upload resumes and job descriptions for key project personnel. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

2.03 Administrative, Management, and Facility Requirements

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

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

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

Audit Requirements:

Federal Requirements: Agencies spending $750,000 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, http://www.law.state.ak.us/doclibrary/doclib.html, 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

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

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

Facility, Service Access, and Safety:

1. The applicant must address potential safety concerns for clients and staff in the management of services proposed in response to this RFP.
2. The applicant should describe client accessibility to services and the way in which that will enhance project success.
3. All applicants for DHSS 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 completion of the project and/or delivery of services. The proposal must address the following:

1. Community support where the project or services are proposed; and
2. Partnerships and collaborations specific to the proposed project or services, including collaboration with tribal partners where indicated and coordination with community resources if applicable, such as providers, vendors, etc.

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 www.USASpending.gov. 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 atwww.fsrs.gov.

The US Federal Government is transitioning 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. During this transition the DUNS number will be phased out and all grantees receiving awards with federal funds will be required to have a UEI. More information regarding this transition can be found or the U.S. General Services Administration webpage at https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-information-kit/unique-entity-identifier-update.

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 DUNS number is listed in GEMS and is responsible for adding the UEI once one has been assigned. The DUNS number will continue to be displayed in GEMS until the Federal Government's transition to the UEI is complete.

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

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

If this grant program includes Federal funding, effective November 12, 2020 Federal Uniform Guidance 2 CFR 200 requires that agencies be registered on the System for Award Management (SAM) website at https://www.sam.gov/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 (https://aws.state.ak.us/OnlinePublicNotices/) 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 five-month period, beginning 2/1/2021 through 6/30/2021. At the discretion of the Department, a project funded under this RFP may be considered for continued funding in the subsequent program year. The annual decision to continue funding for the subsequent year 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 the five-month period 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. DHSS 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), DHSS 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**. DHSS 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 and Social Services 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:

Adam Crum, Commissioner
Department of Health & Social Services
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. DHSS 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 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 https://www.commerce.alaska.gov/cbp/main/search/entitiesand/or	☑	
b	The agency's current 501(c)(3) status is confirmed on the Exempt Organizations page, accessible at https://apps.irs.gov/app/eos/.	☑	
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 https://www.federalregister.gov/documents/2020/01/30/2020-01707/indian-entities-recognized-by-and-eligible-to-receive-services-from-the-united-states-bureau-of. 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 https://www.commerce.alaska.gov/web/dcra/LocalBoundaryCommission/MunicipalCertificates.aspx; or an REAA under AS 14.08.031 verified at http://education.alaska.gov/facilities/pdf/doe2013map.pdf.	☑	

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 https://www.sam.gov/SAM/.	☑	

5 Electronically sign the State Grant Assurances form.

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

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

Evaluation/Review Criteria		Review	Points
a	The Federal Assurance and Certification form is electronically signed by an individual authorized to enter into legal agreements on behalf of the applicant.	☑	
b	The applicant agency GEMS record, under General in the Agency Administration tab, contains the agency's DUNS number.	☑	
c	The required Federal Funding Accountability and Transparency Act (FFATA) information, located under the Federal Reporting section of the Agency Administration tab, has been provided for the agency's most recently completed fiscal year. This task can only be completed by an Agency Power User.	☑	

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

Evaluation/Review Criteria		Review	Points
a	The General section contains a current governing board roster. The roster includes terms of each seat and contact information outside the applicant agency for one or more officers.	☑	
b	The Other Funding section contains a record for each source of agency operating funds. The record includes funds applied for under this solicitation. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.	☑	
c	The General section contains a State of Alaska business license number, verified at https://www.commerce.alaska.gov/cbp/businesslicense/search/License.	☑	
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 DHSS awards will confirm the following criteria pertaining to past performance and compliance are met. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200. All other applicants will mark Complete without confirming.

Evaluation/Review Criteria		Review	Points
a	Fiscal, narrative, and data reporting in prior years has been complete and timely.	☑	

b	Required State and Federal Single Audits have been submitted, verified at https://doa.alaska.gov/dof/ssa/ssainfo.html. Any prior year audit exceptions have been resolved, verified by the Finance and Management Services Audit Section contact identified at https://dhss.alaska.gov/fms/Pages/Audit.aspx.	☑	
c	Activities in prior year(s) demonstrate effective delivery of services. DHSS 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.	☑	

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

1 In the text box below, provide a concise overview of the project. Identify the ways in which it will achieve the program goals and anticipated outcomes stated in this RFP.

Evaluation/Review Criteria		Review	Points
a	Description provides overview of full scope of project and demonstrates a thorough understanding of grant program goals, and desired outcomes.	☐	100

2 In the text box below, describe the proposed project activities, how they will be achieved, and how it's related to the COVID-19 pandemic. For the community or region(s) proposed to be served, describe how the need of the target population was identified and how it will be met with this proposal. Identify the Priority level(s) of the proposed project, as shown in section 1.03.

Evaluation/Review Criteria		Review	Points
a	The proposed project has been thoroughly described and it is clear how it is related to the COVID-19 pandemic.	☐	120
b	The response describes how the need of the target population was identified and it is clear how the project will meet it.	☐	100
c	The applicant has identified the Priority level of the proposed project(s).	☐	80

3 In the text box below, provide a description of services delivered or projects completed before the pandemic and how the proposal is related to providing supports because of the COVID-19 pandemic. If the applicant does not currently provide services to older adults and/or caregivers, describe how the applicant will ensure that the proposed project(s) will directly support the target population.

Evaluation/Review Criteria		Review	Points
a	Applicant has described services delivered or projects completed before the pandemic and has demonstrated the need for the proposed project because of COVID-19.	☐	80
b	If the applicant is not currently serving older adults and/or their caregivers, applicant has described how the proposed project will directly support the target population.	☐	80

4 In the text box below or as an upload, provide the timeline for the initiation and implementation of project activities, demonstrating understanding that the project period is February 1, 2021 through June 30, 2021.

Evaluation/Review Criteria		Review	Points
a	The timeline proposed for initiation and implementation of project activities is compatible with program intent.	☐	120

5 In the text box below, describe how the project(s) will be measured. At a minimum, awarded applicants will be required to report the number of individuals services and units of services delivered.

Evaluation/Review Criteria		Review	Points
a	Applicant has described how the project(s) will be measured and it meets the intent of the RFP.	☐	80
b	Description includes the measurement of individuals served and units of service delivered.	☐	60

6 In the text box below, describe the target population and service area(s) of the proposed project. Identify the region(s), census area(s) and communities to be served and how the applicant is equipped to serve the proposed area(s). Describe how your agency will assure outreach and services to all races and ethnicities within the proposed service area.

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. The applicant has described how they are equipped to serve the proposed area(s).	☐	120

7 Provide the proposed budget for the first year of the project. Include detail and supporting narrative as shown in the DHSS 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.	☐	80
g	Costs are reasonable and substantiated in the narrative.	☐	40
h	The proposed budget narrative clearly describes any necessary allocation of resources among target populations or service areas.	☐	40

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

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

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

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

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

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

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

4 In the text box below, 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 the community or region(s) in which the applicant proposes to provide services or projects.	☐	80

2 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