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

Request for Proposals
Family Support
For FY2016 Through FY2018
Grants and Contracts

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

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

CONTACT PERSON: Alicia Hughes-Skandijs, Grants Administrator

PHONE: (907) 465-2349

E-MAIL: alicia.hughes-skandijs@alaska.gov

PROPOSAL DUE DATE: April 10, 2015, 3:59 PM

DEADLINE FOR WRITTEN INQUIRIES: March 31, 2015, 3:59 PM

PROJECT PERIOD BEGINS: July 1, 2015

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 Required Experience

2.02 Program Staffing Experience

2.03 Administrative, Management and Facility Requirements

2.04 Support/Coordination of Services

Section 3 General Instructions for Proposal Submission

3.01 Eligibility (Who May Apply)

3.02 Acceptance of Terms

3.03 Inquiries

3.04 Proposal Costs and Content

3.05 Duration of Grant

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/Criteria for Proposal

4.01 Minimum Responsiveness Criteria 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/Involvement of Service

Amendments

Amendment 1 Correct deadline for proposals and inquiries **Posted: 2/27/2015**

Explanation

This amendment serves two purposes:

1. Correct the deadline for proposals.
2. Correct the deadline for written inquiries.

Additional Information

- The proposal due date has been corrected to the new date listed on the Amended RFP cover page.
- The written inquiries deadline has been corrected to the new date listed on the Amended RFP cover page.

Amendment 2 Attach Waiver of Sovereign Immunity to eligibility criteria **Posted: 3/3/2015**

Explanation

This amendment provides a Waiver of Sovereign Immunity form as an attachment to criteria 4.02, question 2.

Additional Information

- A Waiver of Sovereign Immunity form has been attached to criteria 4.02, question 2.

Amendment 3 Correct formatting of Subsection 4.04 question #2 **Posted: 3/16/2015**

Explanation

This amendment removes the ability to attach a document to question 2 in section 4.04 of the criteria. This question is formatted for a text response, as that was the intended format of the RFP.

Additional Information

- Question 4.04 #2 has been amended to remove the applicant's ability to attach a document. Applicants should use the text box to describe the proposed activities that will be peformed as a part of this program.

Amendment 4 Extend proposal deadline, extend inquiry deadline, amend language, answer written inquires **Posted: 3/27/2015**

Explanation

This amendment serves four purposes:

1. Extends the deadline for proposals.
2. Extends the written inquiry deadline.
3. Amend language in subsection 1.06 Program Funding.
4. Answer written inquires submitted by potential applicants (Q&A).

Additional Information

1. The deadline for proposals has been extended. See the GEMS posting and/or cover page of the RFP for the new date.
2. The deadline for written inquires has been extended. See the GEMS posting and/or cover page of the RFP for the new date.
3. The first paragraph of subsection 1.06 Program Funding is amended to read as follows:

   "Funds available for this program are anticipated to total $550,000 in Federal CBCAP funds and State General Funds each year, for a total of $1,650,000 over the three year duration. The proportion of State to Federal funds for each grant award will vary based on the relevant State or Federal Program service priorities addressed by each proposed project. The intent is to fund projects statewide. Individual **projects per region** may not be less than $25,000 and may not exceed $150,000. **Applicants proposing to provide services in multiple service regions may submit one application but must address specifics for each region they propose to serve. Cost per region must be clearly identified in the proposed budget narrative.** No more than two **projects** will be **funded** in each of the five designated Office of Children's Services Regions. A map may be found in the attachments to this solicitation.
4. **Questions and Answers** (Q&A)

   Q1: On page 7 of the RFP (subsection 1.03), under Completion of Services, I am wondering if this 9 month timeline is the maximum allowed service delivery for a family, or if it is allowable to offer families extensions beyond the 3 extra/9 total months? The case for doing so may be a result of continued need as assessed by the program staff or a family's desire to have longevity in services for maintenance in what they are learning.

   A1: Families who are identified as needing services beyond nine months will be considered on a case by case basis. If services are needed, and upon approval of the Program Manager, services may be extended beyond nine months.

   Q2: If an agency has the resources to continue to serve new referrals, are they simultaneously able to provide additional extensions of service to other families?

   A2: Yes

   Q3: On page 9 of the RFP (subsection 1.06), under Program Funding, I am wondering, in the case that an applicant is looking to serve more than one region, does this constitute submitting one separate application per region or should multiple regions under one service provider be proposed in one single application? Is one of these options preferred or required by DHSS?

A3: Please see amended language for subsection 1.06 which is included in this amendment.

Q4: How might this affect the funding limits? If two regions are to be proposed in one application, would the $150,000 maximum request cover two regions, or is the $150,000 available per regions/program? Is the funding associated by region or is it by application submitted?

A4: Please see amended language for subsection 1.06 which is in included in this amendment. For example: If an agency submits one application that proposes projects in two different service regions, the maximum possible level of funding for that single application would be $300,000 ($150,000 per project/region).

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health and Social Services (DHSS/Department), Division of Office of Children's Services (OCS), is requesting proposals from eligible applicants to provide Family Support Services for the State of Alaska in FY2016 through FY2018. Program Services are authorized under 7 AAC 78 Grant Programs and AS 47.17 Children in Need; AS 47.17 Child Protection; AS 47.05.010 Administration; Federal Title IV-B Subpart 2 Sec. 430 [42.U.S.C. 629](a); Adoptions and Safe Families Act (ASFA). Access State of Alaska statutes and regulations at http://www.law.state.ak.us/doclibrary/doclib.html or through the contact person listed on the cover page of this RFP.

Family Support Services (FSS) were developed to respond to the concerns, interests and needs of families within a community. FSS are community based services to promote the well-being of children and families; designed to increase the strength and stability of families (including extended families); to increase the parents' confidence and competence in their parenting skills; to afford children a stable and supportive family environment and to otherwise enhance child development (1993 Omnibus Budget Reconciliation Act Provisions, PL 10366).

1.02 Program Goals and Anticipated Outcomes

Proposed projects must meet or exceed anticipated minimums described in this Request for Proposals (RFP).

The FSS grant program aligns with two DHSS priorities: Priority One - Health and Wellness Across the Lifespan and Priority Three - Safe and Responsible Individuals, Families and Communities. FSS align with the department's core services to provide quality of life in a safe living environment for Alaskans and the core service to strengthen Alaska Families. More information about the DHSS priorities can be found at http://dhss.alaska.gov/Documents/Publications/priorities.PDF

PROGRAM GOALS
Through this solicitation, OCS will fund Family Support programs that provide services in support of the Community Based Child Abuse Prevention (CBCAP) goals for service delivery. The federal priorities for services under the CBCAP program include:

- Comprehensive supports for parents
- Promote the development of parenting skills
- Improve family access to formal and informal resources
- Support the needs of parents with disabilities through respite or other activities
- Provide referrals for health and development services
- Promote meaningful parent leadership

ANTICIPATED OUTCOMES
Services provided through this grant will result in measurable outcomes. These are changes that occur or differences made for individuals, groups, families, organizations, or communities during or after receiving Family Support services.

Family support programs can be expected to produce a progression of outcomes beginning with short term outcomes (engagement and learning), that lead to intermediate outcomes (behavior change), which eventually result in long term outcomes (population wide impact such as reduced risk/incidence of child abuse and neglect).

Strengthening Families Protective Factors Framework
Certain protective factors have been identified to reduce risks, build family capacity and foster resilience. It is the role of family support programs to work with families to increase their protective factors in order to reduce the occurrence of child abuse and neglect. By understanding risk and protective factors for children, families, and communities, programs will be better equipped to enhance protective factors and minimize risk factors for children and families.

Five Protective Factors are the foundation of the Strengthening Families Approach:

1. Parental resilience
2. Social connections
3. Concrete support in times of need
4. Knowledge of parenting and child development
5. Social and emotional competence of children

Research studies support the common-sense notion that when these Protective Factors are well established in a family, the likelihood of child abuse and neglect diminishes. Research shows that these Protective Factors are also "promotive" factors that build family strengths and a family environment that promotes optimal child and youth development.

Any outcomes of service delivery should aim to increase the protective factors of families. The proposal and required Logic Model must demonstrate a thorough understanding of the grant program goals and outcomes in the development and presentation of their project goals. Project goals must be be achievable, measurable, and compatible with program goals.

1.03 Program Services/Activities

Proposals must include a description of proposed activities that support the goals and outcomes to be employed in the project. Proposed activities must be well developed, reasonable, and support program intent.

The successful applicant will be responsible for providing services from the following array. *Preference will be given to applicants who provide all services.*

1. In-home support services
2. Parent education
3. Parent support and engagement activities
4. Service Coordination of and facilitated access to resources including early childhood services, medical services and educational/employment services, concrete supports and others as defined by the assessment of the family.

Proposals must outline how each selected service(s) will be provided. Transportation services must be provided in conjunction with any of the services selected.

In-home Support Services: Because these services are designed to improve overall family functioning to prevent child abuse and neglect, services are most effective when they are provided in the family's natural environment whenever possible. Proposals should outline how services will be provided in the home. Include in the outline any anticipated service activities or relevant supplies/concrete needs to support and stabilize the family. Indicate any training or safety precautions in place for workers who are providing services in the home.

Parent Education: The purpose of the parent education component is to allow families to learn parenting techniques and gain skills that help to increase parental capacity and family stability. For agency-based parenting classes to be funded through this program, there must be an in-home coaching and mentoring element to the proposed curricula or model. As well as parenting training, a family centered approach recognizes the usefulness of a broader range of subjects, including financial literacy, leadership skills, goal setting, self-esteem, stress reduction, systems navigation, traditional and cultural practices and other skill-builders that promote resilience. Include a description of any curricula used with the proposal. If training is needed to implement this component, funds must be allocated and outlined in the proposed budget.

Parent support and engagement activities: Support groups and engagement activities have been identified as evidence-based practice for parents to gain both support and education, and to have long range positive effects in family wellness. If support groups are a chosen component, include an outline of the model chosen. If engagement activities (family nights, prevention month activities, etc.) are chosen, costs should be reflected in the budget.

Service Coordination: Coordination of services is a continual process that assists families in identifying the array of services available, ones they are already engaged in; and facilitating and coordinating access to services needed but not yet utilized. Applicants will be expected to work with families to secure the resources and services needed to maintain family stability. This includes direct assistance with scheduling appointments and transportation to appointments; help with completing applications and gathering relevant qualifying documents and other information. Services may include but are not limited to: early childhood and disability services, medical services, education/employment, housing assistance and behavioral health services. Each member of the family should be considered when coordinating services, with special attention given to young children ages birth to three years.

Program Philosophy: Services delivered through this program are anchored around the philosophy that services will be:

- Individualized and strength-based
- Demonstrative of cultural humility
- Trauma informed

Applicants must describe how providers of the proposed services will ensure adherence to these philosophies through provision of services. Any training or professional development provided should also be outlined.

Applicants must also include a timeline for activities as an attachment to their proposal. The proposed timeline for project implementation must be both reasonable and compliant with grant program timelines. The timeline must contain a detailed plan of services for the first year of grant, as well as a brief outlilne of subsequent years if funded.

Proposals must address the following elements of provision of services in your service delivery outline:

Transportation: Applicants must be able to provide transportation for parents and children to any service activities chosen. One option is by facilitating access to public transportation through taxi vouchers, community shuttle services and/or bus tokens. It is preferred that the applicant has a company vehicle that is dedicated to this program and can provide direct transportation to clients. Proposals may include costs for leasing a vehicle for program activities. Applicants requesting funds to lease a vehicle to support program activities should include an estimate of the annual costs for leasing a vehicle and explore multiple leasing options. No funds for leasing a vehicle shared agency-wide or for vehicle purchase will be approved.

For applicants offering both options for client transportation, provide a specific cost breakdown in the submitted budget narrative. Applicants who are able to provide direct transportation to clients will receive a higher score during the proposal evaluation process than those who will provide access to public transportation.

Referral and Initial Intake: OCS will make referrals for FSS when it is determined that a full OCS intervention is not necessary but the family needs assistance with basic needs and crisis stabilization. Families can also be referred by other services, such as schools or early education programs, disability services, medical services, other community agencies. Families may also self-refer. Applicants must provide in their proposal an explanation and examples of how the agency will provide outreach and marketing of their services to the community, and describe how other agencies will be made aware of services available.

Initial/Ongoing Assessment and Service Planning: Assessment is an ongoing process through the duration of service delivery. Assessment should look at progress and client achievement toward enhancing protective capacities and also account for changes in family circumstances and need. Proposals must describe how the applicant will complete the required assessments at these designated time frames: intake, in three month intervals during services, and at case closure. A description of the chosen assessment instrument must be included with an outline of the time frames in completing assessments; who will conduct assessments; and how that information will be shared with the family.

Time Intensive Services: To adequately meet the needs of the priority population served by this RFP, the majority of staff time must be spent providing direct services. Direct services are defined as either face-to-face, in-home contact with a client, interactions while providing direct transportation to clients, facilitated contact with agencies or client contact by telephone. Each proposal must offer a minimum of 50% direct in-person, agency or home-based service hours to be provided under the grant.

Documentation: Proposals must describe how providers will document activities related to client service coordination, including accepted/wait-listed referrals, initial/ongoing assessment and services.

Completion of Services: The average duration of Family Support Services is about six months. A review should take place at six months to determine if the family has been stabilized and has met the milestones set in their service plan. At that time, case closure should take place. If the review indicates that the family is not ready for services to end, the case may stay open for an additional three months.

Availability and Back-up: Applicants must explain how they will demonstrate flexibility and the ability to provide services when they are most convenient for the family. If your agency has a crisis line or works extended hours, include this information in your proposal. Agencies are cautioned that referral refusal (or breaks in service for on-going clients), based solely on no available employee backup coverage, may be considered a violation of terms or conditions of this grant and may lead to a reduction in the grant award or possible termination of the grant.

1.04 Program Evaluation Requirements and Reporting

Logic Model Development: As part of the logic model submitted with this proposal, the applicant must submit an evaluation plan that demonstrates understanding of program goals and outcomes in development and presentation. The Logic Model must include goal(s), outcomes, outputs, resources and activities applicable to the proposed project and compliant with program intent. 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 desired outcomes. Valuable information and guidance on how to measure progress related to outcomes can be found at the Child Welfare Information Gateway in their logic model builder. Visit https://toolkit.childwelfare.gov/toolkit/home.do for more information.

Quality Assurance: Applicants must outline a structure to ensure quality programs and staff, as part of your evaluation plan. Quality Assurance refers to the systematic evaluation activities implemented so that quality requirements for a product or service are designated and monitored. It is the systematic measurement and monitoring of processes with an associated feedback loop that helps to decrease errors and increase effectiveness.

Grant Reporting

Required reporting for this grant will include:
1) Cumulative Fiscal Report (overall grant and match expenditures reported quarterly by budget line item);
2) Quarterly program narrative and statistical report in the format to be provided by OCS, to include client demographic and service delivery information. Reporting on progress toward meeting outcomes outlined within the proposed logic model will occur during the 2nd and 4th quarters of the period of award. Sample of reporting tool is attached to this RFP.
3) FFATA: If funding for this program includes federal funds with reporting requirements that include those imposed under the Federal Funding Accountability and Transparency Act (FFATA). 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 Accountability Framework

Grant programs will be required to align with the department's priorities and core services. Utilizing a results-based management/budgeting framework, grantees will use performance measures to evaluate progress in order to meet meaningful outcomes and initiate data collection and reporting consistent with department priorities. Below are the Department Priorities, Core Services, Objectives, and Effective and Efficiency Performance Measures for this program.

Department Priorities

- 1 Health & Wellness Across the Life Span
- 3 Safe & Responsible Individuals, Families & Communities

Department Core Services

- 1.2 Provide Quality of Life in a Safe Living Environment for Alaskans
- 3.1 Strengthen Alaska Families

Division Priority

- Safety

Performance Measures

• 1.2.1a Effectiveness: number of families demonstrating improvement in parenting skill.
• 1.2.1b Efficiency: % of required contact hours achieved.

- 3.1 3a Effectiveness: % of families in stable housing
- 3.1.3b Efficiency: Cost per family served.

The efficiency and effectiveness measures may be included in the logic model indicators.

1.05 Target Population and Service Area

Proposals 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 intended target population identified in this document.

Target Population: The target population for this program and services requested in this solicitation includes families with children who may need crisis stabilization to alleviate future risks to child and family safety. The identified priorities for services are as follows:

1. Families with children, ages birth to twelve years old who are self-referred or referred by community providers.
2. Families with children, ages birth to twelve years old referred by OCS (without an open OCS case).
3. Expectant teen parents and young mothers, particularly those with prior OCS involvement as a child.
4. Families experiencing homelessness.
5. Families with either caregivers or children experiencing a disability.

Families can be referred by community providers (such as hospitals, treatment facilities, schools, disability services), or may self-refer.

Service Areas and Communities: Family Support services are needed in communities throughout the State of Alaska. Each proposal must indicate the area where services will be delivered and provide a brief summary of the current demographics of the service area. Proposals must also outline any characteristics unique to the service area and address possible barriers to service delivery or client access to services.

1.06 Program Funding

Funds available for this program are anticipated to total $550,000 in Federal CBCAP funds and State General Funds each year, for a total of $1,650,000 over the three year duration. The proportion of State to Federal funds for each grant award will vary based on the relevant State or Federal Program service priorities addressed by each proposed project. The intent is to fund projects statewide. Individual grants may not be less than $25,000 and may not exceed $150,000. No more than two grants will be awarded in each of the five designated Office of Children's Services Regions. A map may be found in the attachments to this solicitation.

If there are no successful applicants in an identified region, or the total amount of funding allocated to a region is not awarded, the remaining funds may be allocated within the other service regions.

Match Requirements: The budget must include matching funds to equal no less than 15.00% of the proposed project. To calculate proper match use the following formula:

Total Grant Award Amount x Percentage of Match = Total Proposed Match

Restrictions to allowable matching funds are as follows:

1) Federal grant funds may not be used to match Federal funds awarded through this grant program.

2) State grant funds may not be used to match funds awarded through this grant program.

3) Grant Income, Medicaid, and other third party receipts may be used as a match.

4) Local match may include in-kind contributions from volunteers, as well as donations of supplies, equipment, and space, and other items of value for which the applicant does not incur a cost.

5) Local cash match may include local tax receipts, municipal revenue sharing, cash donations, and other local sources of cash receipts.

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

Successful applicants will be required to participate in the statewide grantee meeting in Anchorage, with date to be announced. Applicants needing to travel to Anchorage must budget travel costs (airfare/mileage, hotel, per diem) for up to two program staff participants and a recipient of services to attend this 3-day event. Budget must include funding for this trip in the travel section.

Indirect Costs: If the proposed budget includes indirect costs, 7 AAC 78.160(p) requires a copy of the agency's current federally approved Indirect Cost Rate Agreement. Agencies with current DHSS grant agreements can review the Indirect Cost Rate Agreement information in GEMS. Agencies without current grant agreements with the Department must upload a copy of the Indirect Cost Rate Agreement in the "Agency Administration" tab of the GEMS portal. Help instructions are available in the portal to upload and review such documents.

Grant Income: Applicants providing Medicaid reimbursable services must also have a Medicaid Provider Number, or apply to obtain one, and seek Medicaid reimbursement for all eligible services.

If the applicant will be delivering services through this project with the intent to bill Medicaid, they must identify which services will be provided and how the Medicaid revenue will further support the program.

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

Section 2 Applicant Qualifications

2.01 Required Experience

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

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

2.02 Program Staffing Experience

Program staffing levels must be commensurate with meeting the program goals, anticipated outcomes, and activities/strategies for service delivery appropriate to the proposed project. If additional staff training or professional development is necessary for project success, applicant must provide outline.

Resumes, job descriptions and professional credentials must be submitted for key project personnel (see Requirement #2 in subsection 4.05). Job descriptions must support the intent of the RFP and the applicant's proposed project.

Only staff who are directly responsible for the supervision or delivery of services to families should be included in the personal services line of the proposed budget. Applicants who include staff not directly responsible for the supervision or delivery of services will be required to include those staff in their baseline calculations for the 50% face-to-face client contact requirement associated with any grant agreements awarded through this program. Inclusion of non-service staff will impact the applicant's ability to maintain compliance under this grant program.

2.03 Administrative, Management and Facility Requirements

Administrative capacity must demonstrate an ability to meet reporting and management needs.

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

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.

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

Audit Requirements:

Federal Requirements**:** Effective immediately, if you expend $750,000 or more total Federal Financial Assistance in your fiscal year, you may be required to comply with conditions of the Single Audit Act of 1984, P.L. 98-502, as amended by the Single Audit Act Amendments of 1996, P.L. 104-156, and defined in OMB Circular A-133.

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

solicitation to which this statement is attached.

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

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

DHSS Program Audit Requirements: All DHSS grantees are subject to the requirements of 7 AAC 78.230, and if an audit under 7 AAC 45.010 has not been conducted and submitted to the State Single Audit Coordinator, the grantee must ensure that a fiscal audit of the grantee's operations under the grant program is performed by an independent certified public accountant at least once every two years and submitted to:

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

Facility(ies)/Safety and Service Access:

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

2) The applicant must describe how facilities proposed for services are safe and appropriate to the purpose of the program; and provide adequate physical access for the proposed target population.

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

2.04 Support/Coordination of Services

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

1. Community support where services are being 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.

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 current governing board member list with titles, contact information, and terms of office. The list must include emergency contact information outside the applicant agency for one or more responsible officers of the governing board.

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

3.02 Acceptance of Terms

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

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

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

3.03 Inquiries

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

may be answered verbally by the Contact Person in the cover page. Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared to be of a substantive nature. The applicant will be directed to state the question in writing. Questions of a substantive nature must be received, in writing, at the email address listed on the cover page of this RFP, no less than ten days before the deadline for receipt of proposals (see the Deadline for Written Inquiries on the cover page of this RFP). This will allow issuance of any necessary amendments to all prospective applicants.

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

3.04 Proposal Costs and Content

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

The applicant is responsible for the content of the proposal.

3.05 Duration of Grant

This RFP is for a 3-year period, beginning 7/1/2015, through 6/30/2018. At the discretion of the Department, a project funded under this RFP may be considered for continued funding in subsequent program year(s). The decision to continue funding for the subsequent year(s) of the 3-year grant cycle is based on the following general conditions:

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

Proposals submitted in response to this RFP must contain a detailed plan for services in the first year of the grant, and should include a brief outline of services planned in subsequent years. This includes a budget for year one of the grant only. Funding in the subsequent year(s) will require submission and approval of documents needed to update service plans, evaluation measures and budgets. Grantees will be notified by Grants and Contracts of specific submission requirements necessary to qualify for consideration of continued funding.

3.06 Proposal Review

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

i. Proposals will be evaluated in a manner that will **avoid disclosure of contents to competing offerors** before notice of grant award has been issued.
ii. DHSS staff will evaluate each grant proposal for minimum responsiveness and other technical requirements, and eliminate nonresponsive proposals from consideration by a PEC.

iii. Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), DHSS staff will evaluate each responsive proposal based on the contents of the proposal as well as relevant documentation and information regarding the applicant that is available to the Department. Recommendations regarding whether each proposal should be financed, and at what level, will include consideration of the following:
   a. a history of the applicant's compliance with grant requirements, to include records of program performance, on-site program reviews, and prior year audits;
   b. priorities in applicable State health and social services plans;
   c. requirements of applicable State and federal statutes; and
   d. municipal ordinances or regulations applicable to the grant program.

If there are multiple responsive proposals for which there is insufficient money to fully fund, or supplementary expertise is deemed necessary to the review of proposed services, the Department may appoint a Proposal Evaluation Committee (PEC) as an additional advisory body. PEC members will initially evaluate proposals, independently of other committee members. Then as a committee, they will meet in a **closed session** (7 AAC 78.090 Review of Proposals) to further review proposals and develop recommendations. The PEC will include in their review discussion of each proposal's merits. Recommendations will include approval or disapproval for award, modifications to the proposed project, special compliance conditions, and ranking proposals in priority order.

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

3.07 Final Decision Authority

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

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

3.08 Notification of Grant Award and Appeals

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

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

the law, regulation, or terms of the grant upon which the appeal is based.

Send appeal to:

Valerie Davidson, Commissioner
Department of Health & Social Services
P.O. Box 110601
Juneau, AK 99811-0601

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

3.09 Cancellation of the RFP/Termination of Award

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

Section 4 Submission Requirements/Criteria for Proposal

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

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

1 Applicant is eligible per 7 AAC 78.030.

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

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

Response & Organizational Documentation

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

Evaluation/Review Criteria		Review	Points
a	The agency must be listed on the State's non-profit corporation database "in good standing." The link to the database is http://commerce.alaska.gov/CBP/Main/CBPLSearch.aspx?mode=Corp; **and/or**	☑	

b	The agency is listed on the federal tax exempt site indicating current 501(c)3 status. The link to the database is http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check.	☑	
c	If the agency is a non-profit subsidiary, a verifying letter from the parent non-profit agency must be uploaded to the applicant's agency record in GEMS. The parent corporation must meet criteria a and/or b.	☑	

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

Evaluation/Review Criteria		**Review**	**Points**
a	A correct Waiver of Sovereign Immunity is included as an attachment to the proposal and indicates the correct fiscal years and duration of the solicitation.	☑	
b	The tribe is listed on the Federal Register as an Alaska Native entity recognized & eligible to receive services from the U.S. BIA http://www.bia.gov/cs/groups/public/documents/text/idc006989.pdf.	☑	

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

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

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.

Evaluation/Review Criteria		**Review**	**Points**
a	Prior year(s) reporting is complete and timely (includes fiscal, narrative and data reporting).	☑	
b	Required audits have been submitted and prior year audit exceptions, if any, are resolved (verify at http://doa.alaska.gov/dof/ssa/ssainfo.html).	☑	
c	Prior year(s) activities demonstrate effective delivery of services. Review could include tangible documentation such as prior year performance reports, audit reports, site visits, etc.	☑	

d	Program historically maintains required standards as demonstrated in quality assurance reviews, licensing or certification standards, etc.	☑	

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

1 Describe the goals and expected outcomes of the proposal.

Evaluation/Review Criteria		**Review**	**Points**
a	Proposed project meets or exceeds anticipated minimums described in RFP.	☐	20
b	Proposal demonstrates a thorough understanding of grant program goals, and desired outcomes in the development and presentation of their project goals.	☐	20
c	Proposed goals and anticipated outcomes are achievable, measurable and compatible with program goals.	☐	15

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

Evaluation/Review Criteria		**Review**	**Points**
a	Proposal describes how selected service(s) will be provided. If a selected service has a required in-home component, proposal outlines how project incorporates in-home coaching and mentoring as well as any curricula used. (Transportation is included in the description of services.)	☐	20
b	Proposed activities are well developed, reasonable & support program intent.	☐	20
c	The proposed services are linked to the program philosophies of Strength Based services, grounded in Cultural humility, and Trauma Informed service delivery. Proposal describes how providers will ensure adherence to these philosophies throughout the provision of services.	☐	15
d	Applicant proposes to provide ALL services in the service array. (+20)	☐	20

3 Describe and attach 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.	☐	10
b	Proposed performance and process measures and their implentation are compliant with program requirements.	☐	20
c	Timeline contains detailed plan for services in the first year of the grant as well a brief outline of services planned in subsequent years, if funded.	☐	10

4 Describe the consideration given to the following elements of provision of services.

Evaluation/Review Criteria		**Review**	**Points**
a	Applicant clearly describes how transportation will be provided for parents and children to service activities.	☐	10
b	Applicant proposes to use a company vehicle dedicated to this program and can provide direct transportation for clients. (+5)	☐	5
c	Proposal includes an explanation and examples of how the applicant will provide outreach and marketing of their services to the community, as well as describing how other agencies will be made aware of services available.	☐	10
d	Proposal describes how applicant will complete required assessments at intake, in three month intervals during service, and at case closure. Applicant outlines who will conduct assessments, how that information will be shared with family and what assessment instrument will be used.	☐	10
e	Proposal addresses the time intensive nature of the project and shows that they can meet or exceed the 50% direct services time requirement.	☐	10
f	Proposal describes how providers will document activities related to client service coordination, including accepted and wait listed referrals, initial and ongoing assessments and services.	☐	10
g	Applicant clearly explains how they will demonstrate flexibility and the ability to provide services when they are most convenient for the family.	☐	10

5 Describe the development of a Logic Model and Evaluation Plan for the proposed project, and attach both the Logic Model and Evaluation Plan. The Logic Model and Evaluation Plan must be scanned and attached as a single document.

Evaluation/Review Criteria		Review	Points
a	Logic Model and Evaluation Plan demonstrate understanding of program goals and outcomes in development and presentation.	☐	10
b	Evaluation Plan includes indicators and data gathering strategies that will be used to evaluate the progress of the grant project toward achieving the program goals and desired outcomes, and is supported by the Logic Model.	☐	15
c	Logic Model includes goals, outcomes, outputs, resources, and activities applicable to the proposed project and compliant with program intent.	☐	15
d	Evaluation plan contains structure to ensure quality programs and staff.	☐	10

6 Describe the target population of the proposed project.

Evaluation/Review Criteria		Review	Points
a	The target population, and service area are clearly identified, and meet the intent of the RFP.	☐	10
b	Description provides brief summary of the current demographics of the proposed service area, and outlines any characteristics unique to the service area and addresses possible barriers to delivery of services or client access to services.	☐	5

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

Evaluation/Review Criteria		Review	Points
a	The narrative and detail are mutually consistent.	☑	
b	Cost line items are for allowable costs under 7 AAC 78.160, and are in compliance with program cost restrictions (if any).	☑	

c	If there are Travel costs, ensure they are consistent with 7 AAC 78.160(h) & (i), and with any requirements or limitations imposed by the program.	☑	
d	If there are Equipment or Subcontract costs, ensure they are allowed by the program and are consistent with 7 AAC 78.280.	☑	
e	The Indirect cost line item in the budget is compliant with the Federally Negotiated Indirect Cost Rate Agreement "specific" rates and exemptions applicable to the cost.	☑	
f	Proposed budget is supportive of program intent and costs are reasonable.	☐	10
g	Budget Detail(s) & Narrative are achievable with demonstrated resources.	☐	5
h	Budget Detail(s) and Narrative support any necessary allocation of resources among target populations or service locations.	☐	5
i	Required match is met and fully described in the detail and narrative. If applicable, a project funded by multiple sources has disclosed the overall resources in the appropriate field(s).	☐	5
j	Applicant has budgeted for two staff participants and a recipient of services to travel to Anchorage for a grantee conference, including airfare, mileage, lodging and per diem.	☐	5

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

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

Evaluation/Review Criteria		**Review**	**Points**
a	The applicant's description of previous experience in providing the same or similar services meets the intent of the program. Note: In addition to this criteria, DHSS staff will have access to tangible documentation such as prior year performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.	☐	10

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

Evaluation/Review Criteria		Review	Points
a	Staffing levels are commensurate with meeting the program goals, anticipated outcomes, and activities/strategies for service delivery appropriate to the proposed project.	☐	20
b	Staff training or professional development necessary for the success of the project has been outlined.	☐	20
c	Staff providing services are qualified and competent as demonstrated by the necessary attached professional credential(s), resume(s) and job descriptions.	☐	20
d	Job descriptions support the intent of the RFP and the applicant's proposed project.	☐	15
e	Executive administrative and financial staff are qualified, as indicated by their professional and educational experience detailed in attached resumes.	☐	15
f	Administrative capacity demonstrates capability to meet reporting and management needs.	☐	20

3 Describe the procedures that will be used to document activity and 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.	☐	20

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

Evaluation/Review Criteria		Review	Points
a	The applicant addresses potential safety concerns for both clients and staff in the management of services proposed.	☐	25

b	Facilities proposed for services are safe and appropriate to the purpose of the program; and provide adequate physical access for the proposed target population.	☐	20

4.06 Demonstration of Support/Involvement of Service

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

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

4 Describe any state or other referral agencies necessary for the proposed project.

Evaluation/Review Criteria		**Review**	**Points**
a	Proposal adequately outlines the role of state or other referral agencies necessary for the effective delivery of services, as well as providing a description of their roles.	☐	15