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

Request for Proposals
Family Contact Services
For FY2025 Through FY2027

Grants and Contracts

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

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

CONTACT PERSON: Bernadette Osborne, Grants Administrator

PHONE: 907-465-8142

E-MAIL: bernadette.osborne@alaska.gov

PROPOSAL DUE DATE: June 19, 2024, 3:59 PM

DEADLINE FOR WRITTEN INQUIRIES: June 10, 2024, 3:59 PM

PROJECT PERIOD BEGINS: July 1, 2024

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Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Family and Community Services, Division of Office of Children's Services (OCS), is requesting proposals from eligible applicants to provide Family Contact Services (FCS) for the State of Alaska in FY2025 through FY2027. Program Services are authorized under 7 AAC 78 Grant Programs. Additional governing statutes are AS 47.10 Children in Need of Aid, AS 47.17 Child Protection, AS 47.05.010 Administration, Title IV-B Subpart 2 Sec. 430 [42.U.S.C 629](a), Adoptions and Safe Families Act (ASFA 11/19/97). State of Alaska statutes and regulations are accessible at the Department of Law Document Library or through the contact person identified on the cover page of this Request for Proposals (RFP).

FCS is designed to provide ongoing family contact, limited child transportation services, and documentation of services for OCS involved families where the children have been removed from the home. Services are provided in agency, home, or community settings. Federal law requires that children in out of home care maintain contact with siblings and parents. OCS statistics currently show 2,289 children in out of home care, of whom 1,402 are located in our major urban areas. FCS facilitates ongoing relationships and works to reunify children with their biological parents.

If you already applied to Family Contact Services program for fiscal year 2025, you do not need to apply again.

1.02 Program Goals and Anticipated Outcomes

The proposed project must demonstrate a thorough understanding and support of the grant program goals and outcomes anticipated by the Department. The primary purpose of FCS is to provide a safe environment for family interactions to occur between parents and their children who are residing out of home care. As a result of this service, parents are expected to increase parenting capabilities, family communication skills and family activity levels based on children's ages and interests. FCS may occur in an agency setting or community setting depending on the progress of the parents in ensuring child safety.

Program Goals

FCS grantees will contribute to timely reunification of children with the caregivers from their home of origin by providing the context for increasing parental capacity and building strong parent-child bonds to support a safe environment for a child. The short-term objective of the intervention and the provision of service is to prevent any further abuse or neglect of children and to provide a safe and nurturing environment for family interactions to occur.

Anticipated Outcomes

Services provided through this grant must result in measurable and achievable outcomes. These are changes that occur or differences made for individuals, groups, families, or communities during or after receiving FCS.

- Parents will have a greater understanding of child development as it relates to their children's needs, and an understanding their ability to proactively respond to all of their children's needs as it relates to safety, discipline, parenting, nurturing, and overall child well-being.
- Children will be safe from threats of abuse or neglect during family interactions.
- Caregivers will appropriately respond to the needs of their children during family interaction time.

- Caregivers will demonstrate an interest and ability to engage their children in emotionally and developmentally appropriate communication and play.
- Caregivers will demonstrate an ability to be protective of their children during visits, so that monitored or unsupervised visitation may be the result of progression of the case plan.

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

Meaningful family contact will be delivered using the Strengthening Families™ approach. Strengthening Families™ focuses on engaging families, programs and communities in building five protective factors. Protective factors are the conditions or attributes of individuals, families, communities or the larger society that mitigate risk and promote healthy development and well-being. Changing the balance so that protective factors outweigh risk factors is an effective strategy for preventing child abuse and neglect (Center for the Study of Social Policy).

The Five Protective Factors are:

- Parental resilience: The ability to manage and bounce back from all types of challenges that emerge in every family's life. It means finding ways to solve problems, build trusting relationships with your child, and knowing when to seek help when necessary.
- Social connections: Positive relationships that provide emotional, informational, instrumental and spiritual support.
- Knowledge of parenting and child development: Understanding child development and parenting strategies that support physical, cognitive, language, social, and emotional development.
- Concrete support in times of need: Access to support and services that address a family's needs and help minimize stress caused by challenges.
- Social and emotional competence of children: Children develop the ability to communicate clearly, recognize and regulate their emotions, and establish and maintain relationships.

Additionally, Services delivered by OCS Grant programs will be:

- Individualized and Strength-Based: Identifying strengths and challenges of individuals and families and building on those identified strengths using service planning, as planning is critical to optimal outcomes for children and their families.
- Culturally Sensitive/Competent: Cultural Sensitivity broadens our knowledge and understanding of individuals and communities that we work with. Programs will ensure continued education for workers in the area of cultural awareness and history of the people being served. In addition, educational and recreational opportunities for families served should be reflective of the culture and incorporate cultural activities whenever possible.
- Trauma Informed: Trauma-informed care is an approach to engaging people with histories of trauma that recognizes the presence of trauma symptoms, acknowledges the role that trauma has played in their lives, and designs services accordingly.

Applicants must describe how providers will ensure adherence to these approaches through provision of services. Any training or professional development provided should also be outlined. See this website for best practices guide and training resource: R.O.C.K. Mat-Su

1.03 Program Services/Activities

Background to Services

Prior to the OCS referral to the grantee, OCS develops a family contact plan within two weeks of the child's removal from the caregiver's home which includes caregivers and siblings as part of the plan. The family contact plan should be updated every 60 days thereafter by the OCS caseworker in collaboration with the caregiver and other stakeholders. The written family contact plan provided to the caregiver should include identification of their strengths, their areas for growth, and the frequency and location of the visits. Ideally, the family contact plan will help the family contact supervisor have a clear plan, with structured activities, to observe and enhance parental capabilities. Supervised family contact is intended to be a temporary remedy with most parents moving toward less restrictive or unsupervised visits with their child whenever possible. This service could be short or long term given the degree of issues present for the parent or family to resolve, continued safety concerns between the parent and the child, or other case issues.

The successful applicant will be responsible for providing the following services:

- Supervised Family Contact
- Parent Coaching and Support
- Transportation Services

Supervised Family Contact

The space or location for family contact services must promote quality interaction between parent/child. The setting must reflect the diverse cultural aspects of the community. The applicant must provide information on how the visitation space is appropriate for family interaction. The applicant must also provide detailed information concerning routine security measures.

The applicant must provide a schedule of operations which is consistent with the needs of children and families. For example, family contact for school age children will typically need to take place in the late afternoon hours and this is the time frame where the need for available hours is present. The applicant must describe their system of waitlisting referrals, in the event that they do not have the capacity to deliver the services. The waitlist will be reviewed with the OCS point of contact. The applicant must describe how they will maintain the waitlist and communicate with OCS on a regular basis, about which families should exit services to a less restrictive family contact environment and which families have priority to enter services.

Applicants must explain how they will demonstrate flexibility and the ability to provide services when they are most convenient for the family. A clear plan to provide back-up service in any given situation must be addressed in the proposal. Proposals must address how the agency will respond to any immediate or potential safety issues that may arise during the delivery of services. Agencies are cautioned that 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 suspension and/or termination of the grant.

Applicants must indicate how many hours of Family Contact they are able to provide per week.

Parent Coaching and Support

Parent coaching means providing hands-on education and support to caregivers in an agency, home, or community setting, in order to help parents increase their protective factors. Parent coaching is a one-on-one service, in which the parent's contact coordinator helps the parent prepare for supervised contact with their children. This includes assessing the children's needs and planning activities, assisting the parent with problem-solving, supporting the parent through difficult separations, debriefing, and planning for the next visit. Parent coordinators/coaches must

be resources for visitation activities, knowledgeable of child development, and a source of emotional encouragement. They must also be able to effectively intervene to redirect a parent or protect a child during a family interaction. Applicants must describe the process of how parent coaching, and support to clients will be achieved to allow for observation and enhancement of protective factors.

Transportation Services

Applicants must be able to provide transportation for children to family contact sessions if the foster parent is not available to provide transportation. Proposals may include costs for leasing a vehicle for program activities, or emergency taxi funds or gas cards. Applicants requesting funds to lease a vehicle to support program activities must 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. Applicants offering multiple options for client transportation must provide a specific cost breakdown in the submitted budget narrative.

Minimum expectations for the provision of services

- Schedule Family Contact Sessions within five (5) business days after receiving the family contact referral from OCS.
- Assist parents and children in attending family contact sessions as scheduled, by addressing transportation barriers as they arise.
- Notify OCS within 2 business days if the referral is being wait listed.

Minimum expectations during family contact session

1. Maintain active contact with parents to help ensure they arrive at the family contact on time.
2. Greet children, foster parents and parents at the beginning of each family contact session.
3. Provide supervision and intervention if necessary to ensure that all participants remain safe.
4. Provide coaching and support during the family contact session in order to guide parents in providing healthy guidance, structure and discipline to their children.
5. Close the family contact session by preparing the participants for the visit to end. Ensure the child gets to the adult who is responsible for them.
6. Affirm the next family contact session time with the parent.

Post Contact

1. Document the family contact session on the form provided by OCS. Provide the form to the OCS point of contact no less than 2 business days from the date of the family contact session;
2. Communicate by email to the assigned OCS case worker within 24 hours if there are safety concerns, or if the parent or child do not show up to the scheduled visit.

Case Staffing and Sharing of Information

Following the grant award, successful applicants will be expected to coordinate the frequency of case staffing with their local OCS field office. Because OCS will have an open case and information will be shared across agencies, a Release of Information is required to be completed for each family receiving services. Applicants need to include a statement in their intake materials disclosing to clients that these services are delivered in partnership with OCS and any information gathered during the duration of services will be disclosed to OCS to support activities related to the open case.

Completion of Services

OCS policy is that Family Contact will be discontinued only when reunification is successful or parental rights have been legally terminated AND the court has determined that clear and convincing evidence shows that the child's best interests are served by disallowing parental visitations. However, the successful applicant may set agency service discontinuation criteria, including number of missed family contact sessions, and safety concerns, as reasons to discontinue scheduled family contact sessions provided by the applicant. This information and the reasons for discontinuation of services must be provided in writing to the OCS case worker as soon as possible when the decision is made to discontinue services. Applicants must include proposed discontinuation criteria as part of the proposal.

Applicants must include with their proposal an outline of the expected timeframes for service delivery to referred families. Proposed timeline for project implementation must be both reasonable and supportive of program activities and goals.

Applicants must affirm that minimum expectations of services referenced in this section will be met.

1.04 Program Evaluation Requirements and Reporting

Results Based Budgeting Framework

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

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

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

Department 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
- 3.2 Protect Vulnerable Alaskans

Performance Measures

- Efficiency: Cost per family contact hour (Cumulative amount of grant expenditures divided by number of family contact hours delivered. Reported in the second and fourth quarters only.)
- Effectiveness: % of family contact hours delivered (Number of family contact hours delivered compared to number of family contact hours scheduled in the quarter. Reported quarterly.)

The applicant's proposed evaluation plan will incorporate the performance measures of effectiveness and efficiency identified above. Applicants can propose additional performance measures for evaluating the project's progress in achieving results supportive of program goals and outcomes. (The applicant's logic model/evaluation plan must

include indicators and data gathering strategies that will be used.)

Grant Reporting

Required reporting will include:

1. Cumulative Fiscal Reports recording overall grant and match expenditures by budget line; and
2. Program Reports in the format prescribed by the program.

Examples of the family contact observation report and family contact plan have been attached to this proposal for reference.

1.05 Target Population and Service Area

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

Target Population: The target population for the solicited services is children who are placed in out of home care and parents/caregivers who are working on a plan to reunify with their children.

Service Areas and Communities: The service areas and communities requested for the services solicited are the Municipality of Anchorage, Mat-Su Borough and Fairbanks North Star Borough. 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 will also outline any characteristics unique to the service area and address possible barriers to service delivery or client access to services. Proposals must state whether the services will be primarily community or center based. Applicant must have a center/facility located in the area that they are proposing to serve.

1.06 Program Funding

Funds available for this program are anticipated to total $1,095,000 in Federal and State Funds ($365,000 per fiscal year)

Available funds remaining:

OCS is seeking one (1) grantee for the Municipality of Anchorage. Applicants may not propose more than the anticipated amount below. Applicants should only propose the amount of funding they plan to utilize within the fiscal year.

Anchorage: $190,000

OCS is seeking one (1) grantee for the Mat-Su Borough. Applicants may not propose more than the anticipated amount below. Applicants should only propose the amount of funding they plan to utilize within the fiscal year.

Mat-Su Borough: $175,000

If for any reason funds are not allocated as above, funds may be reallocated to meet program needs.

No match is required.

Applicants proposing to serve multiple service areas must submit separate applications for each service area proposed.

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

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

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

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

Indirect Costs: If the proposed budget includes indirect costs, 7 AAC 78.160(p) requires a copy of the agency's current federally approved Indirect Cost Rate Agreement. The agreement is to be uploaded in the Agency Administration tab. Lapsed agreements can be used if uploaded with the negotiating federal agency's written approval to continue using the rate until a new agreement is negotiated. If an agency has never entered into a federally approved Indirect Cost Rate Agreement or no longer has a federally approved agreement in place, the recently updated Federal Uniform Guidance 2 CFR 200 now allows that agency to budget the 10% De Minimis.

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

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

Section 2 Applicant Qualifications

2.01 Agency Experience

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

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

2.02 Project Staffing

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

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

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, Department of Law Document Library, or copies may be obtained from the contact identified on the cover page of the RFP.

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

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

Department of Family and Community Services Program Audit Requirements: All DFCS grantees are subject to the requirements of 7 AAC 78.230. If awarded, agencies are not required to file State Single Audits under 2 AAC 45.010 must ensure a fiscal audit of agency operations under the grant program are 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 112650
Juneau, AK 99811-2650
Telephone: (907) 465-2499

Facility, Service Access, and Safety:

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

2.04 Support/Coordination of Services

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

1. Community support where services are proposed.
2. Partnerships and collaborations specific to the proposed project.

Section 3 General Instructions for Proposal Submission

3.01 Eligibility

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

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

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

Accountability and Transparency Act Subaward Reporting System.

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

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

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

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

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

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

3.02 Acceptance of Terms

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

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

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

3.03 Inquiries

Applicants should immediately review this RFP for defects and questionable or confusing content. Questions that

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

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

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

3.04 Proposal Costs and Content

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

The applicant is responsible for the content of the proposal.

3.05 Duration

This RFP is for a 3-year period, beginning 7/1/2024 through 6/30/2027. At the discretion of the Department, a project funded under this RFP may be considered for continued funding in subsequent program year(s). The annual decision to continue funding for the subsequent year(s) of the 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.

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

This RFP is for fiscal year FY2025, 7/1/2024 through 6/30/2025.

3.06 Proposal Review

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

1. Proposals will be evaluated in a manner that will avoid disclosure of contents before notices of grant award have been issued.
2. Department of Family and Community Services staff will evaluate each proposal for minimum responsiveness

and other technical requirements and eliminate nonresponsive proposals from consideration.

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

If there are multiple responsive proposals for which there is insufficient money to fully fund, or supplementary expertise is deemed necessary to the review of proposed services, the Department may appoint a Proposal Evaluation Committee (PEC) as an additional advisory body. PEC members will initially evaluate proposals, independently of other committee members. As a committee the PEC will meet in a **closed session** (7 AAC 78.090 Review of Proposals) to further review proposals and develop recommendations. Scores will be assigned based on the applicant's response to each individual question and the associated criteria. **Applicants will not earn points for a given question based on a response to another question in the RFP**. The PEC review will include discussion of each proposal's merits. PEC recommendations will rank proposals in priority order and include approval or disapproval for award, modifications to the proposed project, and special compliance conditions.

All staff advisory recommendations and, if applicable, those of the PEC, and all review materials will be submitted for consideration by the Division Director, who will make recommendations to the Commissioner of the Department of Family and Community 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:

Kim Kovol, Commissioner
Department of Family and Community 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. The Department may withdraw this RFP at any time and reserves the right to refrain from making an award when such action is deemed to be in the best interest of the State. Funds awarded for a grant as a result of this RFP may be withheld and the grant terminated by written notice from the State to the grantee at any time for violation by the grantee of any terms or conditions of the grant award, or when such action is deemed to be in the best interest of the State.

Section 4 Submission Requirements/Evaluation Criteria

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

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

1 Applicant is eligible per 7 AAC 78.030.

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

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

Response & Organizational Documentation

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

Evaluation/Review Criteria		Review	Points
a	The agency is listed as a non-profit in good standing on the State's corporation database, confirmed at State Corporation Database and/or	☑	

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

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

Evaluation/Review Criteria		**Review**	**Points**
a	The applicant is a recognized Alaska Native entity as verified by the Federal Register at Federal Register. If a tribal consortium, all members are recognized Alaska Native entities.	☑	
b	A Resolution, completed on the provided form, is uploaded in the space provided. If a tribal consortium, a Resolution from each member tribe is uploaded as a single file.	☑	

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

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

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

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

5 Electronically sign the State Grant Assurances form.

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

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

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

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

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

Evaluation/Review Criteria		**Review**	**Points**
a	The General section contains a current governing board roster. The roster includes terms of each seat and contact information outside the applicant agency for one or more officers.	☑	
b	The Other Funding section contains a record for each source of agency operating funds. The record includes funds applied for under this solicitation. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.	☑	
c	The General section contains a State of Alaska business license number, verified at Alaska Business Licenses Search.	☑	
d	All agency contact records are up to date, including Head of Agency, Primary Contact, and Head of Financial Operations.	☑	

e	The applicant's agency record contains the Agency Fiscal Year Start Date.	☑	
f	The applicant's agency GEMS record contains a current Federally Negotiated Indirect Cost Rate Agreement. If lapsed, the agreement is uploaded with written confirmation from the negotiating agency that the rate is valid until a new agreement is approved.	☑	

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

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

Evaluation/Review Criteria		Review	Points
a	Fiscal, narrative, and data reporting in prior years has been complete and timely.	☑	
b	Required State and Federal Single Audits have been submitted, verified at Division of Finance, State Single Audit. Any prior year audit exceptions have been resolved, verified by the Finance and Management Services Audit Section contact identified at Finance and Management Services Audit Contact.	☑	
c	Activities in prior year(s) demonstrate effective delivery of services. The departmental review may include documentation such as performance reports, audit reports, grant records, site visits, etc.	☑	
d	Agency historically maintains required standards. Verification may include, though is not limited to, quality assurance reviews, licensing, and certifications.	☑	

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

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

Evaluation/Review Criteria		Review	Points
a	The description demonstrates a thorough understanding of program goals and outcomes, and clearly identifies the ways in which they will be achieved.	☐	80

2 In the text box below, describe the ways in which the project aligns with program intent. The response will identify project resources, activities, and clearly states the project's anticipated goals, outputs, and outcomes.

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

3 In the text box below, describe how the provider will ensure adherence to the strengthening of families. Any training or professional development necessary should be outlined.

Evaluation/Review Criteria		Review	Points
a	The applicant's description identifies how proposed project will incorporate the strengthening families approach.	☐	80
b	The description specifies how provision of services will be individualized and strength-based, culturally sensitive/competent, and trauma-informed.	☐	80

4 In the text box below, describe how family contact will be monitored and supported.

Evaluation/Review Criteria		Review	Points
a	The description addresses how the space or location chosen for Family Contact promotes interaction between parent and child, reflects the diverse cultural aspects of the community, and is appropriate for family interaction.	☐	80
b	The description provides detailed information concerning routine security measures. Description outlines how the applicant will respond to any immediate or potential safety issues that may arise during delivery of services.	☐	80
c	The description explains how the applicant will demonstrate flexibility and the ability to provide services for the family when they are most convenient. The schedule of operations provided is consistent with the needs of children and families, and details how back-up service will be provided if necessary.	☐	80

d	The description addresses what procedures will be used for waitlisting individuals, including how the applicant will maintain the waitlist, and how they will prioritize families in the event that they do not have adequate capacity. Explanation of how that information will be communicated to OCS is included.	☐	80
e	The anticipated amount of Family Contact hours the applicant is able to provide per week is included, and is adequate to support meeting program goals and outcomes.	☐	80

5 In the text box below, describe how Parent Coaching and Support will be provided.

Evaluation/Review Criteria		**Review**	**Points**
a	Applicant's description outlines the process for how parent coaching and support will allow for observation and enhancement of protective factors.	☐	80
b	Applicant's description explains how parent coordinators/coaches will be resources for visitation activities and are knowledgeable of child development.	☐	60
c	Description includes details of how coordinators/coaches will be a source of emotional encouragement to the family, while maintaining the ability to intervene to redirect parents and protect children during the family interaction.	☐	60

6 In the text box below, provide a description of how transportation services will be provided.

Evaluation/Review Criteria		**Review**	**Points**
a	The applicant's description outlines a plan to adequately transport children to family contact sessions when transport by foster parent is not avaliable.	☐	80

7 In the text box below, describe the proposed agency service discontinuation criteria that will be used.

Evaluation/Review Criteria		**Review**	**Points**
a	Response includes consistent and logical criteria to be used when deciding whether or not to discontinue services to a family. The applicant's description identifies procedures to provide discontinuation information in writing to OCS immediately following discontinuation.	☐	80

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

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

9 In the text box below, describe how the proposed project will ensure that the minimum service expectations referenced in section 1.03 will be met.

Evaluation/Review Criteria		Review	Points
a	The response provides assurance that the proposed project will meet minimum expectations referenced in section 1.03	☐	80

10 In the text box below, describe the project evaluation plan, including indicators and data gathering strategies that will be implemented to address the program's performance measures identified in Subsection 1.04.

Evaluation/Review Criteria		Review	Points
a	The proposed evaluation plan includes indicators and data gathering strategies aligned with the program performance measures identified in Subsection 1.04.	☐	80

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

Evaluation/Review Criteria		Review	Points
a	The description clearly identifies the proposed target population and service area and meets the intent of the services solicited.	☐	80

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

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

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

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

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

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

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

Evaluation/Review Criteria		Review	Points
a	Staff providing services are qualified and competent as demonstrated by the uploaded position descriptions, resumes, and professional credentials.	☐	120
b	Staffing levels are sufficient to support the requirements of the proposed project and compliant with all identified program mandates.	☐	80
c	Position descriptions support the intent of the RFP and the proposed project.	☐	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 each community in which the applicant proposes to provide services.	☐	60

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