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

Request for Proposals
Mental Health Essential Program Equipment
For FY2017 Through FY2023

Facilities Section

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: Josie Valliant, Grants Administrator
PHONE: (907)465-8216
E-MAIL: josie.valliant@alaska.gov

PROPOSAL DUE DATE: February 8, 2017, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: January 30, 2017, 3:59 PM
PROJECT PERIOD BEGINS: April 1, 2017

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Amendments

Amendment 1 Pre-Proposal Conference Call Notes **Posted: 1/26/2017**

Explanation

Notes from the Pre-Proposal Conference Call January 18, 2017.

Additional Information

Question - Is the "Intent to Apply" required? Answer - No. The "Intent to Apply" is not required. This just helps DHSS identify who all are interested in applying to the solicitation.

Question - Can you explain how an agency program is defined? Answer - Please refer to 1.07 Other, page 6 of this RFP. If the program serves one of the Trust beneficiary groups and/or individuals with special needs, it must function as part of an overall operating program. If the program serves one of the Five Trust Beneficiary groups only, it must function as part of an overall program which provides services for the eligible Trust beneficiary group(s).

It is the agency's responsibility to determine if their program functions as part of an overall operating program.

Question - Is a "quote" for equipment purchases required? Answer - No. A quote is not required, but it is recommended. A quote may be helpful for PEC members when evaluating the proposals. A quote may give PEC members a good indication that research was done on the equipment you are proposing to purchase.

Question - What are the eligible Project Costs? Answer - Essential Program Equipment funds may be used for, but are not limited to:

- Therapeutic Equipment
- Computers
- Fax Machines
- Copiers
- General office equipment and furnishings
- Security systems
- Telepsychiatry equipment
- A one time ONLY installation charge for any eligible equipment
- Vehicles not qualifying for or denied funding under the Department of Transportation and Public Facilities (DOT/PF) Coordinated and Non-coordinated Transportation grant programs (please visit http://www.dot.state.ak.us/stwdplng/transit/grants.shtmlfor further details regarding eligibility determination). If your request does not qualify for or has been denied funding under the Department of Transportation's programs and you have received a formal notification letter, please include a copy among your proposal's attachments.

Amendment 2 Federal Assurances Question Removed **Posted: 2/1/2017**

Explanation

Federal Assurance question was removed, not relevent to this program.

Amendment 4 To replace link to the budget guidelines **Posted: 2/7/2017**

Explanation

The new link https://gems.dhss.alaska.gov/Home/Documents will replace expired link on 1.06 Proposed Budget.

Additional Information

Link https://gems.dhss.alaska.gov/Home/Documents will replace expired link on 1.06 Proposed Budget.

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health and Social Services (DHSS), Finance Management Services, (FMS) Facilities Section is requesting proposals from eligible applicants for the Mental Health Essential Program Equipment services for the State of Alaska in FY2017 through FY2019. Program Services are authorized under 7 AAC 78, and FY17 Chapter 1, SLA 16, Page 16, Line 10, and FY 15 Chapter 17, SLA 14, Page 13, Line 10.

Access State of Alaska statutes and regulations at http://www.law.state.ak.us/doclibrary/doclib.html or through the contact person listed in Subsection 3.04 of this RFP.

The Facilities Section is looking for applicants to provide one-time equipment purchases to improve the effectiveness and efficiency of their service delivery system(s) to Alaska Mental Health Trust (Trust) beneficiaries throughout the State of Alaska. An emphasis will be placed on those proposals identifying equipment purchases which will serve the greatest number of beneficiaries and have a positive, direct impact on the quality of life for Trust beneficiaries. Agencies may submit more than one proposal for consideration. However, the cumulative amount awarded to a single agency's program will not exceed $25,000.

1.02 Program Goals and Anticipated Outcomes

The proposal must demonstrate a thorough understanding of the grant program goals and outcomes anticipated by the Department; and proposed projects must meet or exceed anticipated minimums described in this RFP.

The overall goal of this grant program is to provide for a one-time equipment purchase which will improve the quality of the program(s). Service provider agencies must have a great need for program equipment to improve the effectiveness and quality of their programs. Equipment needs involve all types, including but not limited to, medical and therapeutic equipment, computers, furnishings, general office equipment, security systems, and vehicles not qualifying for or disallowed funding under the Department of Transportation and Public Facilities (DOT/PF) Coordinated and Non-coordinated Transportation grant programs (please visit http://www.dot.alaska.gov/stwdplng/tranist/hs_funding_amht.shtml in order to determine your eligibility for these programs). Funds are available for the purchase of eligible equipment and one-time only installation charge, if applicable. Funds are not available for any activities which would normally be considered construction or deferred maintenance.

1.03 Program Services/Activities

Funds are available statewide for eligible service providers who are delivering an integral level of care to Trust beneficiaries. Integrated service delivery must be provided by eligible programs and in compliance with statutes, regulations and State policy.

Proposals must include a description of proposed activities that support the goals and outcomes to be employed in the project. The applicant must also include a time-line for activities as an attachment to their proposal. (See Section 4, Questions and Criteria related to program policy, goals, outcomes and activities, 4.04, Question 3 (a).

Applicants agree to comply with all of the above and any additional program requirements and service standards.

1.04 Program Evaluation Requirements and Reporting

Grant Reporting

Required reporting for this grant will include:

1) GEMS Online Cumulative Fiscal Report (overall grant and match expenditures are reported quarterly by budget line item)
2) GEMS Online Program Report with narrative (Schedule F & G). This will need to match the cumulative Fiscal Report.

Both reports need to be completed, and submitted at the same time for deliverables to be approved. Grantees will be required to evaluate and submit quarterly activity reports or as needed for payment reimbursement.

Results-Based Accountability Framework

Grant programs are required to align with the Department's priorities and core services. Using a results-based management and budgeting framework, grantees will use performance measures to initiate data collection and reporting consistent with department priorities in order to evaluate progress toward meeting meaningful outcomes. The DHSS Priorities and Core Services are noted below, as well as the Program Objectives.

Department Priorities

3 Safe and Responsible Individuals, Families and Communities

Department Core Services

3.2 Protect Vulnerable Alaskans

Program Objective

Provide essential program equipment to improve programs and services of facilities which serve Alaskans

Performance Measure of Effectiveness and Efficiency will be submitted with the final reporting. Given the breadth of services provided under the program, the performance measures of effectiveness will report numbers served. Each grantee will report a measure of effectiveness depending on the nature of the essential equipment purchased.

For example: An agency may propose to buy 5 computers which serve 25 clients. The performance measure of efficiency will be the cost per client (number of clients using the computer divided by the cost of the computers).

The grantee will gather and report the appropriate measure of effectiveness. The grantee will need to work with the Grant Administrator to determine the appropriate performance measures of efficiency per program served.

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 RFP must serve at least one Trust beneficiary group. Applicants should be aware of the statewide need of these funds, therefore this solicitation is considered to be very competitive.

Service Areas and Communities: Statewide. Servicing agencies must serve at least one Mental Health Trust Authority Group. Such as people with chronic alcoholism, Alzheimer's Disease or related disorders, developmental disabilities, mental illness, traumatic head injury resulting in permanent brain injury, and/or other special needs.

If the program services one of the Trust beneficiary groups, it must also function as part of an overall operating program. The program or service related to the project must be included in the Comprehensive Integrated Mental Health Plan *Moving Forward, Comprehensive Integrated Mental Health Plan, 2006-2011, available from:*

http://www.hss.state.ak.us/dph/healthplanning/ovingforward/assets/CompPlan_2008.pdf, a beneficiary board budget document or in the appropriate beneficiary group plan described below:

For persons experiencing:

- Chronic alcoholism - Results within Our Reach
- Alzheimer's Disease or Related Disorders - The State Plan on Aging - Fiscal Year 2008 - Fiscal Year 2011
- Developmental Disabilities - Governor's Council on Disabilities and Special Education, 2009, State Plan for Alaska
- Mental Illness - A Shared Vision II, the Strategic Plan for Mental Health Services in Alaska 2005
- Traumatic Health Injury Resulting in Permanent Brain Injury - Alaska Brain Injury Network, programs priorities as outlined in the AMHTA Board's planning documents

1.06 Program Funding

Funds available for this capital grant program are anticipated to be in the amount of $495,000.00. This is available from appropriations in Fiscal Years 2015 and 2017. Unlike operating funds, capital funds do not lapse at the end of the appropriated fiscal year. Capital funds, once awarded, are generally available for a three-year period. Fund source information was verified by Nancy Miller, Facilities Section, Accountant IV.

Match Requirements: Matching funds are not required but are strongly recommended. (Extra Points see section 4.04, 6 (f)).

Restrictions to allowable matching funds are as follows:

- Federal grant funds may not be used to match federal funds awarded through this grant program.
- State grant funds may not be used to match funds awarded through this grant program.
- Grant Income, Medicaid, and other third party receipts may be used as a match.
- 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.
- 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 duration of the grant,

including any match, which is fully compliant with the limitations described in 7 AAC 78.160 (Costs), and that supports program staffing and service delivery requirements stated in this RFP. Appendix C - Budget Detail & Narrative Form and Instructions, provides applicants with a formatted Excel workbook and instructions for completing a project budget. More detailed instructions can be accessed in the DHSS Budget Guidelines available online at http://dhss.alaska.gov/fms/grants/Documents/DHSS%20Budget%20Guidelines.pdf

Administrative and Indirect Costs: This program does not cover administrative or indirect cost. These funds are available for direct costs only. Moreover, grant funds are not available for the following:

- Indirect cost on loans
- Fines, penalties, and debt retirement
- Contingencies, except for installation contingencies
- Contributions or donations
- Entertainment
- Lobbying
- Fund raising
- Organization dues based on amounts of grant award
- New development
- Salaries, wages, and related cost for staff whose primary responsibilities involve project administration assignments
- Administration services such as accounting services and audit services performed under third party contracts or agreements
- Pre-award activities including, but not limited to, grant and/or proposal preparation
- Any activity which would normally be considered construction or deferred maintenance

1.07 Other

Essential Program Equipment Proposals submitted in response to this RFP are limited to $25,000 per proposal with a minimum request amount of $5,000. Agencies may submit more than one proposal for consideration. However, the cumulative amount awarded to a single agency's particular program will not exceed $25,000. Emphasis will be on equipment purchases which will serve the greatest number of beneficiaries and have a positive, direct impact on the quality of life for Mental Health Trust beneficiaries. Eligible programs must serve at least one of the four Trust beneficiary groups. Applicants should be cognitive of the statewide need for these funds. Applicants are encouraged to seek additional funding sources, as well as contribute their own resources toward their proposed project(s).

Eligible programs must serve at least one of the Trust beneficiary groups and/or individuals with special needs.

If the program serves one of the Trust beneficiary groups and/or individuals with special needs, it must function as part of an overall operating program. If the program serves one of the five Trust Beneficiary groups only, it must function as part of an overall operating program which provides services for the eligible Trust beneficiary group(s). The program or service related to the project must be included in the Comprehensive Integrated Mental Health Plan Moving Forward, Comprehensive Integrated Mental Health Plan, 2006 – 2011, available on the Trust website at: www.mhtrust.org, a beneficiary board budget document or in the appropriate beneficiary group plan described below:

For persons experiencing:

- **Chronic Alcoholism** - Results within Our Reach
- **Alzheimer's Disease or Related Disorders** - The State Plan on Aging - Fiscal Year 2008-Fiscal Year 2011
- **Developmental Disabilities** - Governor's Council on Disabilities and Special Education, 2009, State Plan for Alaska
- **Mental Illness** - A Shared Vision II, The Strategic Plan for Mental Health Services in Alaska 2005
- **Traumatic Head Injury Resulting in Permanent Brain Injury** - Alaska Brain Injury Network, program priorities as outlined in the AMHT Board's planning documents
- **Other Special Needs**

Section 2 Applicant Qualifications

2.01 Required Experience

Proposal evaluation will include consideration of the applicant's history of compliance with grant requirements; and previous experience in providing the same or similar services. The history of compliance will include a summary of audits and successful resolution of any audit findings. Provide a brief overview of prior experience providing same or similar services to the target population. If the applicant is not a current or prior year grantee of DHSS or this program, the proposal must include references and documentation of the successful delivery of same or similar services to the target population, and include a copy of their most recent audit. Provide a brief history that demonstrates both sustainable fiscal and administrative capability and responsibility.

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.

Resumes and job descriptions must be submitted for key project personnel (See Requirement 4.05).

2.03 Administrative, Management, and Facility Requirements

The proposal must support the applicant's ability to responsibly administer the grant, including a description of the resolution of any prior year audit exceptions.

The applicant will be required to demonstrate that the administrative infrastructure necessary to support the project exists within the agency or through collaborations that support efficiencies. Executive and administrative staff must be qualified, as indicated by their professional and educational experience detailed in the resume(s) (see Requirement 4.05 Applicant Qualifications -Criteria Relating to Personnel, Management and Facilities).

The applicant must include a current organizational chart showing the relationship of this project to the other functions within the organization (see Requirement 4.05 Applicant Qualifications - Criteria Relating to Personnel, Management and Facilities). 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 & Contracts Support Team.

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

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

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

2.04 Support/Coordination of Services

Applicants must coordinate with partners necessary to provide adequate supports to the clients served through their proposed project. The proposal includes a list of agencies, and identifies the relevant contact persons within those agencies, that will be providing resources necessary to the effective delivery of proposed services.

[IF APPLICABLE TO THIS PROGRAM, INCLUDE REQUIREMENTS FOR NETWORKS, PARTNERSHIPS, OR REFERRAL AGREEMENTS WITH RELATED RESOURCE AGENCIES. DESCRIBE THE TYPE OF DOCUMENTATION THAT WILL BE ACCEPTED AS DEMONSTRATION OF THAT COORDINATION.] Attach copies of agreements, which must be current and specifically address the services to be provided in this program. Appended agreements are limited to no more than [4] documents, not to exceed [5] pages total.

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. See Section A. of this RFP for additional eligibility information specific to the program and this solicitation. 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 Appendix G. This form is designed to encompass the multi-year grant duration period identified in Item B(10). 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, or have on file with DHSS, a current Governing Board Member list with titles, contact information, and terms of office.

3.02 Acceptance of Terms

By submitting a proposal, an applicant accepts all terms and conditions of this Request for Proposals including all

associated documents and guidelines identified in this RFP; 7 AAC 78 and any other applicable statutes, regulations. Copies of these may be accessed through the contact person listed in subsection 3.04, 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, Protests and Deadlines

Applicants should immediately review this Request for Proposal (RFP) 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 on the front page of this RFP. 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, by email at the email address listed in the front page of this RFP, no less than tend days before the deadline for receipt of proposals. (See below for due dates). This will allow issuance of any necessary amendments to all perspective applicants. Any protest based on any omission or error in the content of the RFP will be disallowed if these faults have not been brought to the attention of the contact person. Email and deadline are also listed below. Applicants are responsible for monitoring the State's Online Public Notices website located at: http://aws.state.ak.us/OnlinePublicNotices/ for any subsequent clarifications or amendments that may be issued regarding this solicitation.

Josie Valliant, Grant Administrator
josie.valliant@alaska.gov
907-465-8216

Deadlines

January 18, 2017	Pre-Proposal teleconference call (800-315-6338 code 8216#) at 9:30 a.m.
January 30, 2017	Written inquires due
January 31, 2017	Notice of Intent to apply
February 8, 2017	Proposal submission deadline
March 8 and March 9, 2017	Proposal Evaluation Committee Meets **TENTATIVE--- (NOT OPENED TO PUBLIC)**

Important

To be considered for evaluation, proposals must be submitted on or before4:00 p.m., Wednesday, February 8, 2017 through the GEMS system.

Proposals delivered by fax or email will not be accepted.

3.04 Proposal Costs and Format

The Department of Health and Social Services **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. Proposals that exceed the requirement limits, or that do not meet the required format, may be considered non-responsive. The font used must be no smaller than 12-point proportional type, or 10 characters to the inch (pitch) for fixed width type. There is a 5 mb limit on the size of the documents.

3.05 Duration of Grant

This RFP is for fiscal year 2017. The duration of this grant is from April 1, 2017 through June 30, 2019.

3.06 Proposal Review

Procedures – Following the deadline for receipt of proposals, Department staff will verify that all submission requirements have been met. No amendments or corrections will be accepted after the deadline unless they are in response to the State's request. Proposals will be reviewed as follows:

1. In accordance with 7 AAC 78.090, Department staff will evaluate each grant proposal for minimum responsiveness and other technical requirements, and eliminate non responsive proposals from consideration. Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), other applicable statutes, regulations, and guidelines; staff will conduct a written evaluation of 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 for funding will include consideration of on-site program reviews, histories of compliance with grant requirements, prior year audits and the appropriate allocation of resources.

2. 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 requested services, the Department may appoint a Proposal Evaluation Committee (PEC) as an additional advisory body. Using the criteria set out in the RFP and 7 AAC 78.100, members of the PEC will evaluate proposals, independently of other committee members. Then as a committee they will meet to further review proposals and develop recommendations. The PEC will include in their review, consideration of staff recommendations and 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. **This meeting is closed to the public and public testimony is not allowed.**

   All advisory recommendations, including staff recommendations, and the recommendations of the Proposal Evaluation Committee, if applicable; and all other review materials will be submitted for consideration by the Director of the Division, who will make recommendations to the Commissioner of DHSS.

3.07 Final Decision Authority

The Commissioner will make the final decision on grant awards, taking into consideration all advisory recommendations, the criteria established in 7 AAC 78.100, priorities in related state health and social services plans, the requirements of applicable state and federal statutes and regulations, relevant municipal ordinances or regulations, the distribution of services and the availability of funds. The Commissioner will decide to approve or disapprove award, the amount of each award and whether modifications or special conditions are necessary.

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, within15 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.

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

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 7AAC 78.030.

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

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

Application & Organizational Documentation

1 Please sign the DHSS Assurances form.

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

3 Please complete and sign the Federal EEOP form.

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

4 Please ensure a current applicable Governing Board Member List with contact information is attached to the Agency record.

Evaluation/Review Criteria		Review	Points
a	The applicant's Agency record in GEMS contains a current applicable Governing Board Member List with contact information.	☑	

5 Please ensure that the current Federally approved Indirect Cost Rate Agreement is attached to the Agency record, if applicable.

Evaluation/Review Criteria		Review	Points
a	Validate that the current Federally approved Indirect Cost Rate Agreement is attached to the applicant's Agency record in GEMS, if applicable.	☑	

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

1 Please ensure prior year(s) reporting is complete and timely (including fiscal, narrative and data reporting).

Evaluation/Review Criteria		Review	Points
a	Prior year(s) reporting is complete and timely (includes fiscal, narrative and data reporting).	☑	

2 Please ensure that required audits have been submitted and prior year audit exceptions, if any, are resolved.

Evaluation/Review Criteria		Review	Points
a	Required audits have been submitted and prior year audit exceptions, if any, are resolved.	☑	

3 Prior year(s) activities meet proposed outcomes, and demonstrate effective delivery of services

Evaluation/Review Criteria	Review	Points

a	Prior year(s) activities meet proposed outcomes and demonstrate effective delivery of services.	☑	

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

Evaluation/Review Criteria		Review	Points
a	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	Proposal demonstrates a thorough understanding of grant program goals, and desired outcomes.	☐	20
b	Proposed goals and anticipated outcomes are achievable and compatible with program goals and planning documents.	☐	15

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

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

3 Describe the timeline for the project including performance measures and when they will be implemented

Evaluation/Review Criteria		Review	Points
a	Proposed timeline for project implementation is both reasonable & compliant with grant program timelines.	☐	20
b	Proposed evaluation plan contains performance and process measures that are compliant with program requirements.	☐	35

4 Describe the target population of the the proposed project

Evaluation/Review Criteria		Review	Points

a	The target population, and service area are clearly identified, and meet the intent of the RFP.	☐	20

5 Describe the reporting that will be performed for the proposed program

Evaluation/Review Criteria		**Review**	**Points**
a	Applicants proposed reporting meets program data needs.	☐	20

6 Describe the proposed budget for the program, including narrative, details, and matching funds availability.

Evaluation/Review Criteria		**Review**	**Points**
a	Proposed budget is supportive of program intent and costs are reasonable.	☐	20
b	Budget Detail(s) & Narrative(s) are included as instructed and are internally consistent	☐	5
c	Budget Detail(s) & Narrative are achievable with demonstrated resources	☐	5
d	Budget Detail(s) & Narrative are compliant with program cost restrictions	☐	5
e	Budget Detail(s) & Narrative support any necessary allocation of resources among target populations, or service locations.	☐	5
f	Matching funds is fully supported by tangible evidence. (Extra points)	☐	10

4.05 Applicant Qualifications and 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 previous experience in providing the same or similar services or projects meets the requirements of the RFP.	☐	15

2 Describe the staffing levels and the staff available for your agency. Include professional credentials and resume of each staff member.

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

a	Staff providing services are qualified and competent as demonstrated by necessary professional credential(s) and resume(s).	☐	30
b	Staffing levels are compliant with the program mandates.	☐	20
c	Job descriptions support the intent of the RFP and the applicant's proposed project.	☐	15
d	Staff training plan is adequate for program needs.	☐	15
e	Administrative staff are qualified as demonstrated by attached resume(s).	☐	20
f	Administrative capacity demonstrates capability to meet reporting and management needs.	☐	20

3 Describe the procedures that will be used to protect client confidentiality.

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

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

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

4.06 Demonstration of Support/Involvement and 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, referral agreements, and collaborative agreements that you believe will help achieve the program goals.

Evaluation/Review Criteria		Review	Points
a	Proposal contains tangible evidence of necessary partnerships, referral and collaborative agreements necessary to the applicant's ability to achieve program goals and desired outcomes.	☐	15

4 Describe any state and referral agency agreements specific to the proposed project.

Evaluation/Review Criteria		Review	Points
a	Proposal contains commitments specific to the proposed project from state agencies and referral agencies necessary to the effective delivery of services.	☐	15