State of Alaska
Department of Health and Social Services
Division of Behavioral Health

Request for Proposals
Alcohol Safety Action Program (Adult and Juvenile)
For 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: Emma Burick, Grants Administrator
PHONE: (907) 306-7213
E-MAIL: emma.burick@alaska.gov

PROPOSAL DUE DATE: June 2, 2026, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: May 25, 2026, 3:59 PM
PROJECT PERIOD BEGINS: July 1, 2026

Table of Contents

Section 1 Grant Program Information

1.01 Introduction and Program Description

1.02 Program Goals and Anticipated Outcomes

1.03 Program Services/Activities

1.04 Program Evaluation Requirements and Reporting

1.05 Target Population and Service Area

1.06 Program Funding

Section 2 Applicant Qualifications

2.01 Agency Experience

2.02 Project Staffing

2.03 Administrative, Management, and Facility Requirements

2.04 Support/Coordination of Services

Section 3 General Instructions for Proposal Submission

3.01 Eligibility

3.02 Acceptance of Terms

3.03 Inquiries

3.04 Proposal Costs and Content

3.05 Duration

3.06 Proposal Review

3.07 Final Decision Authority

3.08 Notification of Grant Award and Appeals

3.09 Cancellation of the RFP/Termination of Award

Section 4 Submission Requirements/Evaluation Criteria

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

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

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

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

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

4.06 Demonstration of Support/Coordination of Service

Application Groups

Application Group Name	Description
Alcohol Safety Action Program - Kenai/Homer	
Alcohol Safety Action Program - Fairbanks	
Alcohol Safety Action Program - Ketchikan	

Amendments

Amendment 1 Amendment to Update Program Funding **Posted: 5/22/2026**

Explanation

This amendment serves to update program funding information. The funds available for the communities of Fairbanks, Kenai/Homer and Ketchikan to perform Alcohol Safety Action Program services in FY2027 has increased from $410,000 to $570,000.

Additional Information

Amendment 1, issued May 21, 2026, serves to update Program Funding information.

1.06 Program Funding

The revised funds available for the communities of Fairbanks, Kenai/Homer and Ketchikan to perform Alcohol Safety Action Program services are anticipated to total $570,000 for FY2027.

Please note: When completing the proposed budget, applicants must conform to the following funding structure.

- Communities having populations under 10,000 can apply for up to $60,000
- Communities having populations between 10,000-30,000 can apply for up to $150,000
- Communities having populations over 30,000 can apply for up to $210,000 ASAP funding is limited.

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health (Department or DOH), Division of Behavioral Health (DBH), is requesting proposals from eligible applicants to provide Alcohol Safety Action Program (Adult and Juvenile) services for the State of Alaska in FY2027. Program Services are authorized under 7 AAC 78 Grant Programs. Additional governing statute is AS 47.31 Uniform Alcoholism and Intoxication Treatment Act. State of Alaska statutes and regulations are accessible atthe Department of Law Document Library or through the contact person identified on the cover page of this Request for Proposals (RFP).

The Alcohol Safety Action Program (ASAP) is an integral part of the criminal justice and healthcare delivery systems. Those convicted of alcohol or drug related misdemeanors in the State of Alaska are required to complete a substance abuse education or treatment program. In partnership with the Alaska Court System, the Alcohol Safety Action Program monitors all cases referred for services, providing court personnel with regular updates, information, and documentation of the progress being made by each referred individual. Program services ensure clients complete court prescribed treatment programs or testing. ASAP is an early intervention effort and is an important element in the continuum of prevention programs.

The State of Alaska, Division of Behavioral Health is soliciting applicants to provide ASAP services within communities that no longer have an agency enrolled in the existing Alcohol Safety Action Program in FY2027. These communities include:

- Fairbanks
- Kenai/Homer
- Ketchikan

Eligible applicants will be considered from communities that are an Alaska Court System site with a State approved behavioral health program.

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 ASAP is designed to provide a standardized statewide network of alcohol, drug, and/or behavioral health screening, alcohol testing, and case management services for clients referred to ASAP by the State criminal justice system. This requires a close working relationship among all involved agencies; enforcement, prosecution, judicial, probation, corrections, rehabilitation, licensing, traffic records, public information/education, and legislation.

The goal of ASAP is to have clients complete their court requirements while learning effective behaviors that will improve their quality of life by decreasing future contact with the criminal justice system as it relates to their alcohol/drug use and other related criminal behaviors. Benefits of the ASAP services include:

- Increased accountability of offenders;
- Reduced recidivism resulting from successful completion of required education or treatment;
- Significant reductions in the amount of resources spent by prosecutors, law enforcement officers, judges, attorneys and corrections officers enforcing court-ordered conditions;
- Increased safety for victims and the larger community because offenders are more likely to be receiving

treatment, making court appearances, and complying with probation conditions.

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

1.03 Program Services/Activities

ASAP services involve screening referred cases into drinker/drug use classification categories, initiating appropriate referrals to substance abuse education and/or treatment services (or other approved cognitive/behavioral treatment services), and thoroughly monitoring client cases throughout substance abuse and/or cognitive/behavioral health education and/or treatment requirements.

ASAP grantees will provide clients with case management, substance abuse screening, cognitive/behavioral health screening, and alcohol testing using Portable Breathing Tests (PBT). Program services include client accountability for Driving Under the Influence (DUI), Domestic Violence (DV) Assault and alcohol/drug related misdemeanor offenses. Program services also provide early identification of problem or high-risk alcohol and other substance abuse disorders, as well as identification of clients who demonstrate a propensity towards criminal thinking.

Juvenile ASAP services provide substance abuse screening, behavioral health screening, case management, and accountability for minors under the age of 21 who receive a juvenile alcohol or drug violation, including minor consuming, minor in possession and/or tobacco violations. Program cases received can be referred by the District Court, the Alaska Court System, the Division of Motor Vehicles, or the Division of Juvenile Justice.

Applicants agree to comply with all the following additional program requirements and service standards:

- ASAP grantee staff will adhere to the Policy and Procedures manual and established standards, as set by the ASAP Program Manager or designee.
- Throughout the grant cycle, all issues regarding the ASAP will be coordinated through the Program Manager or designee. · Grantees will utilize Alaska's Automated Information Management System (AKAIMS) as the primary ASAP reporting database.
- Grantees will be trained by Program Managers on the proper use of AKAIMS. Training will take place at the annual prevention grantee meeting and as needed.
- Grantees will utilize other data reporting tools provided by the ASAP Program Manager or designee.
- Proposals must contain a Budget Detail and Narrative, including 10% required match (see Subsection 1.06).
- Proposals must provide assurance that the ASAP staff will attend the mandatory grantee meeting for Prevention & Early Intervention grant recipients. This will be done by including all related costs in the proposed budget.
- Grantees will be capable of providing alcohol screening by use of a Portable Breath Test (PBT) for those clients who are participating in a court ordered alcohol testing program. Program Managers will help grantees with this requirement as needed.

Please note, ASAP services are provided to adult and juvenile clients regardless of the client's age.

Applicant proposals must describe the ways in which the project aligns with program intent. 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.

Although much of the ASAP program is standardized, proposals must be community specific and have clearly defined performance outcomes relevant to integrating within the unique service system in each proposed community.

The applicant must also include a timeline for activities as an attachment to their proposal.

1.04 Program Evaluation Requirements and Reporting

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

Effectiveness Measure:

Percentage of clients who do not commit subsequent alcohol or other drug related offenses after completing substance abuse treatment.

- Data Collection: Total number of clients who do not commit subsequent alcohol or other drug related offenses after completing substance abuse treatment divided by the total number of clients enrolled in substance abuse treatment per fiscal year.
- Collection Method: AKAIMS

Efficiency Measure:

Percentage of referrals completing an ASAP monitored substance abuse treatment or education program

- Data Collection: Total number of referrals completing an ASAP monitored substance abuse treatment or education program divided by the total number of referrals per fiscal year
- Collection Method: AKAIMS

Required reporting will include:

- Cumulative Fiscal Reports recording overall grant and match expenditures by budget line;
- Cumulative Detailed Expenditure Report verifying amounts reported in Cumulative Fiscal Reports due at Q2 and Q4
- Quarterly Program Reports in the format prescribed by the Division of Behavioral Health

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:

ASAP services are for clients of all ages. The target population includes misdemeanor Driving Under the Influence (DUI), Domestic Violence (DV) Assault and alcohol/drug related offenders and offenders ordered to an alcohol testing program. The target population also includes minors under the age of 21 who receive an offense or violation for minor consuming, minor in possession and/or tobacco violations.

Service Areas and Communities:

The State of Alaska, Division of Behavioral Health is soliciting applicants to provide ASAP services within communities that no longer have an agency enrolled in the existing Alcohol Safety Action Program in FY2027. These

communities include:

- Fairbanks
- Kenai/Homer
- Ketchikan

Eligible applicants will be considered from communities that are an Alaska Court System site with a State approved behavioral health program.

1.06 Program Funding

Funds available for the communities of Fairbanks, Kenai/Homer and Ketchikan to perform Alcohol Safety Action Program services are anticipated to total $410,000 for FY2027.

Please note: When completing the proposed budget, applicants must conform to the following funding structure.

- Communities having populations under 10,000 can apply for up to $60,000
- Communities having populations between 10,000-30,000 can apply for up to $110,000
- Communities having populations over 30,000 can apply for up to $150,000 ASAP funding is limited.

Population estimates will be verified through the State of Alaska Department of Labor and Workforce Development.

While the goal is to fully fund as many proposals as possible, the State reserves the right to recommend reduced funding or there are not enough dollars to fund all quality applications at the requested level of funding. If budget requests are reduced by DBH/ASAP, potential grantees will have the choice to accept the reduced funding or decline the grant award. If accepted, there will be an opportunity to revise the year 1 budget.

Match Requirement: The budget must include matching funds equal to 10.00% of the proposed Department funds. Calculate required match with the following formula.

Total Requested Grant Award x Required Match Percentage = Required Match

Federal grant funds may not be used to match federal funds awarded through this grant program, and State grant funds may not be used to match State funds awarded through this grant program.

Eligible sources of matching funds include:

- Local Cash: local sources, including local tax receipts, municipal revenue sharing, cash donations
- Local In-Kind: donated items of value for which the applicant incurs no cost, including volunteer labor and donations of supplies, equipment, space
- Other Sources: government and non-government grant awards, third party receipts, direct receipts such as gaming or sales of goods
- Grant Income: earnings anticipated as a result of this project proposal receiving award, and Medicaid reimbursements if award of this grant is required for the applicant to bill Medicaid for awarded services
- Medicaid: includes Medicaid which is not Grant Income, as well as other third-party receipts)

Proposed Budget: The applicant must submit a budget proposal for the final fiscal year of the project (FY2027). The proposed budget detail and narrative, including required match, 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 15% 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.

For awareness, for every 175-225 clients per year, it takes at least 1 full time dedicated staff to manage the case load. To be successful in managing a full client case load, staff members selected to work with ASAP clients should possess the following knowledge, skills and abilities:

- Experience handling confidential information while working in a criminal justice, social services and/or behavioral health setting.
- Ability to multi-task with frequent interruptions while remaining calm, organized, and accurate.
- Ability to deal with changes in workload, assignment, equipment, etc.
- Ability to work independently and/or with other team members.
- Ability to handle difficult people with tact and diplomacy.
- Proficiency in Microsoft office (i.e. Microsoft Word, Microsoft Excel, Outlook, Microsoft Teams)
- Ability to type 40 WPM or more.

Applicants selected for funding will be required to complete training(s) provided by the State of Alaska ASAP Program Coordinator. Training for the case manager position takes approximately 30 days, with both virtual and in-person options available.

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 $1,000,000 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 Health Program Audit Requirements: All DHSS grantees are subject to the requirements of 7 AAC 78.230. If awarded, agencies which are not required to file State Single Audits under 2 AAC 45.010 must ensure a fiscal audit of the agency operations under the grant program is performed by an independent, licensed, certified public accountant at least once every two years and submitted to:

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

Facility, Service Access, and Safety:

1. The applicant must address potential safety concerns for clients and staff in the management of services proposed in response to this RFP.
2. The applicant should describe client accessibility to services and the way in which that will enhance project success.
3. All applicants for 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. Involvement of the public and potential service recipients in the planning process;
3. Partnerships and collaborations specific to the proposed project; and
4. Coordination with necessary referring agencies and the role of each described.

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 the U.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.

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 one-year period, beginning 7/1/2026 through 6/30/2027.

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 Health 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 Health 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:

Heidi Hedberg, Commissioner
Department of Health
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 (Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - 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 (Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - 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 ***(Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - 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 ***(Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - 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 ***(Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - 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 ***(Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - 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 ***(Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) -***

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

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

7 ***(Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - 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 ***(Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - 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.	☑	
e	If a site visit was conducted at the agency for any Department of Health Grant Programs within the past three years, please identify in the application response, the date of the visit and if there were findings. If there were findings, please identify what the findings were.	☑	

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

1 ***(Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - 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 ***(Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - 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

3 ***(Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) -***

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 state 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

4 (Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - 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

5 (Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - 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

6 (Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - 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 ***(Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - 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 ***(Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - 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 project proposed.	☐	60
d	Administrative staff is qualified as demonstrated by the resumes provided.	☐	80
e	Administrative capacity demonstrates capability to meet management and reporting needs.	☐	80

3 ***(Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - 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 ***(Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - 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 ***(Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) -***

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 ***(Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - In the text box below, describe the ways in which the project planning process involved the public and potential service recipients.***

Evaluation/Review Criteria		Review	Points
a	The applicant's description demonstrates the involvement of the public and potential recipients of services in planning the project proposed.	☐	40

3 ***(Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - 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

4 ***(Alcohol Safety Action Program - Kenai/Homer, Alcohol Safety Action Program - Fairbanks, Alcohol Safety Action Program - Ketchikan) - In the text box below, describe the in-place or planned coordination with the State or other providers for referrals necessary to project success. Identify the project staff involved as well as the responsible positions at the referring agencies.***

Evaluation/Review Criteria		Review	Points
a	The applicant's description demonstrates a clear understanding of the roles that must be performed by the applicant and by referring agencies for the effective delivery of services to the targeted population.	☐	60