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

Request for Proposals
Family Reunification
For FY2018 Through FY2020

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.

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PROPOSAL DUE DATE: March 24, 2017, 3:59 PM

DEADLINE FOR WRITTEN INQUIRIES: March 14, 2017, 3:59 PM

PROJECT PERIOD BEGINS: July 1, 2017

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Amendments

Amendment 1 Extension of Deadline and Program Name Clarification **Posted: 3/3/2017**

Explanation

The purpose of this amendment is to extend the deadline and to provide clarification that the services sought under this Family Reunification solicitation were previously sought under a different program name; "Community Based Support Services to Promote Safe Children, Strong Families."

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health and Social Services (DHSS/Department),Office of Children's Services (OCS), is requesting proposals from eligible applicants to provide Family Reunification services for the State of Alaska in FY2018 thru FY2020. Program Services are authorized under 7 AAC 78 Grant Programs and 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). Access State of Alaska statutes and regulations at http://www.law.state.ak.us/doclibrary/doclib.htmlor through the contact person listed on the cover page of this RFP.

Family Reunification Services are designed to help children living in Alaska who are in out-of-home placement to maintain familial connections and to reunify with their biological parent(s). Referrals will come exclusively from the Office of Children's Services. Reunification services include family contact, parent coaching, service coordination and transportation services for identified families in agency, home or community settings. These services are a key to successful reunification and the primary mechanism through which family relationships are maintained while a child is in out-of–home care. Additionally, services provide the context for increasing parental capacity and building strong parent-child bonds to support a safe environment for a child. If a permanent plan other than reunification is to be considered, reunification services continue to support the child during times of transition.

1.02 Program Goals and Anticipated Outcomes

Family Reunification Services are aligned with Department Results Based Budgeting framework (see section 1.04). The proposal must demonstrate a thorough understanding of the grant program goals and outcomes anticipated by the Department.

PROGRAM GOALS: To provide reunification services to families, prevent unnecessary separation of children from their families, and promote the safety and well-being of children and families, ensuring permanency for children.

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, organizations, or communities during or after receiving Family Reunification Services. Proposals are to describe how the proposed program outcomes are aligned with these OCS outcomes:

1. Increased protective factors. (Refer to the Strengthening Families Protective Factors Framework below.)
2. Children are safely reunified with their families whenever possible and appropriate.
3. The continuity of family relationships and cultural connections is preserved for children.

Strengthening Families Protective Factors Framework
Certain factors have been identified to reduce risks, build family capacity and foster resilience. An important aspect of Family Reunification programs is working with families to increase their protective factors to reduce occurrences of child maltreatment. Understanding risk and protective factors for children, families, and communities will better equip programs to help families enhance protective factors and minimize risk factors for children and families. Five Protective Factors are the foundation of the Strengthening Families Approach:

1. Parental resilience,
2. Social connections,
3. Concrete support in times of need,

4. Knowledge of parenting and child development, and
5. Social and emotional competence of children.

Research studies support the notion that when these protective factors are well established in a family, the likelihood of child abuse and neglect diminishes. Research also shows that these protective factors are "promotive" and build family strengths and an environment that promotes optimal child and youth development. Any outcomes of service delivery in the proposal must aim to increase the protective factors of families served.

Program Philosophy: Services delivered by OCS Grant programs will be:

• **Individualized and Strength-Based**: Identifying strengths of individuals and family relationships as well as challenges, and building on those strengths in service planning, is critical to optimal outcomes for children and their families.

• **Culturally Sensitive/Competent:** "Cultural competence is defined as a set of congruent behaviors, attitudes, and policies that come together in a system, agency, or among professionals and enables that system, agency, or those professionals to work effectively in cross-cultural situations." (Cross, Bazron, Dennis, & Isaacs, 1989). 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. A trauma-informed approach and trauma specific interventions are designed to address the consequences of trauma in the individual and the family, and to facilitate healing. More information can be found at the following link; (http://www.samhsa.gov/nctic/). Decades of research has taught us that effects of trauma on the developing brain is one of, if not the most, important causes of many issues, including behavioral health problems, substance abuse, health issues, and a myriad of social ills-including but not limited to child abuse, generational poverty, domestic violence, criminal behavior, and incarceration.

Applicants must describe how providers will ensure adherence to these philosophies through provision of services. Any costs for necessary training or professional development must be outlined in the proposed budget.

1.03 Program Services/Activities

Applicants must describe the proposed services and activities that support the goals and outcomes to be employed in the project. The description must include specific models, activities and curricula in the description. Applicants must also include as an attachment an implementation plan using the timeline template provided (See subsection 4.04). The timeline template details the specific steps needed to begin providing services. Applicants agree to comply with all of the following additional program requirements and service standards.

Grantees will be responsible for providing all of the following services:

1. Family contact
2. Initial and Ongoing family assessments
3. Parent education, visit coaching, and support
4. Service Coordination

5. Transportation services

1) Family Contact Services: The Office of Children's Services has specific protocols for family contact which include 3 levels of supervision.

1. Unsupervised (Low supervision)
2. Intermittent Supervision (Moderate supervision)
3. Structured Family Time (High Supervision)

Applicants must describe how they will provide or support the levels of supervision of the protocols. The description must address how Family Contact will be monitored and supported to allow for observation and enhancement of the parent-child relationship, and parental competencies.

Applicants must indicate how clinical supervision will be provided when it is necessary. For a description of the *Levels of Supervision; Determining Levels of Supervision; and Resources for Supervision*, refer to the Family Contact Policy document attached to this solicitation. Examples of the family contact observation report, family contact plan, and family contact referral form have been attached to this proposal for reference.

Activities will be responsive to the service goals and be designed to increase parental capacity and maintain the positive connection. Frequent contact allows parents to work towards their goals and helps providers to gain knowledge and provide active guidance during family interactions.

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.

2) Initial/Ongoing Assessment: Assessment is an ongoing process throughout the duration of services. Assessments will gauge progress and client achievement, and account for changes in family circumstances and need. All funded agencies will be required to use an evidence based assessment tool such as the Protective Factors Survey (PFS), a free, well supported instrument. The PFS provides a snapshot of the families served, changes in protective factors, and areas where workers can focus on increasing individual family protective factors.

The PFS and supporting documents can be found at: http://www.friendsnrc.org/protective-factors-survey. Other accepted assessment tools can be found on at the following website: http://www.cebc4cw.org/assessment-tools/, or http://www.friendsnrc.org/evaluation-toolkit/compendium-of-annotated-tools Any required fees or training for an assessment tool must be budgeted as part of the proposal.

Applicants must describe the selected assessment, and how it will inform services at Intake, in designated intervals during services, and at completion of service. For reunification, optimum ongoing observational assessment would include the following:

1. Parenting capacity; which assesses how well the parents could perform the tasks required of them given optimal circumstances, and the areas where parenting may be impaired
2. Child "parentability;" which assesses how difficult the child may be to parent in their family and identifies the aspects most amenable to positive modification.
3. Scaffolding for parenting**;** which assesses the level and context of the socio-environmental structural support in which parenting is occurring and identifies supports that could be initiated.

3) Parent Education, Visit Coaching, and Support to Clients: This service is providing hands-on education or coaching to caregivers in an agency, home, or community setting, in order to help parents increase protective

factors, before, during, and after visitation. Visit coaching is a one-on-one service, in which the parent 's visit coordinator helps the parent prepare for supervised visits 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. Applicants must include descriptions of supplies and materials for family interaction activities. Visit coordinators/Visit Coaches are resources for visitation activities, knowledgeable of child development, a parenting coach, and are a source of emotional encouragement. Applicants must describe the process of how parental education, visit coaching, and support to clients will be achieved.

In addition to parenting specific visit coaching, the Strengthening Families approach recognizes the usefulness of a broad range of subjects, including financial literacy, leadership skills, goal setting, self-esteem, stress reduction, systems navigation, traditional and cultural practices, and other skill-builders that promote resilience. Referrals to or provision of the above services are a desired component of these services.

4) Service Coordination: Service plans will be developed in collaboration with the family, OCS, and tribal partners (when applicable,) and will support assessment findings and the OCS case plan. Updated copies of the plan and service documentation are required to be provided to OCS throughout the duration of services. Part of this work is to help families recover and re-learn to access their own or community informal resources. Services will support use of natural supports and extended family, and integrate those supports into the planning process whenever possible.

5) Transportation Services: Applicants must be able to provide necessary transportation for parents and children to service activities. One option is by facilitating access to public transportation through taxi vouchers, community shuttle services and/or bus tokens. Proposals may include costs for leasing a vehicle for program activities. Applicants requesting funds to lease a dedicated vehicle to support the program should include an estimate of the annual costs for leasing a vehicle and explore multiple leasing options. No funds for vehicle purchase or lease of a shared vehicle will be approved. Applicants offering multiple options for client transportation must provide a specific cost breakdown in the submitted budget narrative.

In the description of activities, address the following provisions:

Referral and Initial Intake: Referrals will come exclusively from the Office of Children's Services, who will have removed the child from the parents/primary caregiver home. Grantees will interface with their local OCS field office to receive referrals for service.

Case Staffing and Sharing of Information: These services take a team approach to providing services. It is important to have clear, open lines of communication. Grantees 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. Grantees must also include a statement in their intake materials disclosing to clients that services are delivered in partnership with OCS and that information gathered during provision of services will be disclosed to OCS to support activities related to the open case.

Time Intensive Services: To adequately meet the needs of the priority population served by this RFP, the majority of staff time must be spent providing direct services. Direct services are defined as either face-to-face, in-home contact with a client, interactions while providing direct transportation to clients, or contact by telephone, and service coordination activities.

Completion of Services: OCS, with the grantee, will make decisions regarding the completion/discontinuance of these services. Applicants must describe the process of case closure, and the communication with OCS and documentation related to the process.

Availability and Back-up: Applicants must explain how they will demonstrate flexibility and the ability to provide services when they are most convenient for the family. A clear backup plan must be included in the explanation.

1.04 Program Evaluation Requirements and Reporting

Evaluation Plan: In support of project planning and evaluation, the applicant must use the attached evaluation plan template to provide a plan that addresses the performance measures listed below in the description of Results Based Budgeting, and that the applicant will use to evaluate the progress of the grant project. The applicant's evaluation plan must include indicators and data gathering strategies that will be used to evaluate the progress of the grant project toward achieving the program goals and outcomes. The template includes the outcomes anticipated for this program, as well as the effectiveness and efficiency measures to be tracked by the grantee for use by the Department in evaluating the results of services provided by the grant project.

Results Based Budgeting Framework

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

Department Priorities

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

Department Core Services

- 1.2 Provide Quality of Life in a Safe Living Environment for Alaskans
- 3.2 Protect Vulnerable Alaskans

Department Objectives

- 1.2.1 Improve the safety of children receiving department services
- 3.2.1 Decrease the rate of maltreatment in children

Performance Measures

- Effectiveness: % of children served by the grant who are reunified within 12 months of referral to program.
- Efficiency: Cost per family served
- Effectiveness: % of parents demonstrating enhanced protective factors
- Efficiency: % of required direct contact hours received.

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

Grant Reporting

Required reporting for this grant will include:

1) Cumulative Fiscal Report (overall grant and match expenditures are reported quarterly by budget line item);

2) Program Reports in the format prescribed by the grantor;

3) FFATA: This program includes federal funds with reporting requirements that include those imposed under the Federal Funding Accountability and Transparency Act (FFATA), an agency power user must complete a FFATA form in the GEMS Agency Administration tab Federal reporting requirements are not limited to prime awardees (such as the State) but include awards with federal funds that the State grants out (sub awardee).

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 intended target population identified in this solicitation.

Target Population: The target population for the services requested in this solicitation are children who have been removed from their home, the parents or primary caregivers from whom the children were removed, and siblings with whom a bond should be maintained.

Service Areas and Communities: Funding will be allocated within all five OCS regions; Anchorage, Northern, Southcentral, Southeast, and Western. The applicant must have an office or facility located in the OCS Service Region they propose to serve (see section 2.03). A DHSS OCS Service Regions map has been included in the attachments.

1.06 Program Funding

The total amount of funds available for this program is anticipated to total $1,604,000 per year in State and Federal funds. This funding is allocated to the five regions listed below based on the amount of children in care and the amount of existing available resources in each region. The minimum amount available for a single award is$50,000. It is the intent of OCS to award at least two grants per region; however, if all available funding is not requested or there are no successful applicants in a region, OCS may reallocate funds to another region that has demonstrated need for services. The funding allocated per region is as follows:

- Anchorage Region: $350,000
- Northern Region: $350,000
- Southcentral Region: $350,000
- Southeast Region: $300,000
- Western Region: $254,000

Match Requirements: The budget must include matching funds to equal no less than 15% of the proposed project. To calculate proper match use the following formula.

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

Restrictions to allowable matching funds are as follows:

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

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

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

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

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

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

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

Grant Income: DHSS is the payer of last resort. If applicable to the services provided under this agreement, the grantee will have a Medicaid Provider Number, or apply to obtain one, and will make reasonable effort to bill all eligible services to Medicaid or any other available sources of payment before seeking payment through this grant agreement.

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

Section 2 Applicant Qualifications

2.01 Required Experience

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

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

2.02 Program Staffing Experience

Program staffing levels must be commensurate with meeting the program goals, anticipated outcomes, and activities/strategies for service delivery appropriate to the proposed project.

Resumes, job descriptions, and professional credentials must be uploaded for key project personnel.

2.03 Administrative, Management and Facility Requirements

The applicant must demonstrate the agency's ability to responsibly administer the grant, including both sustainable fiscal and administrative capability necessary to support the project.

1) The applicant will ensure procedures are in place to protect client confidentiality. These procedures must meet State and Federal standards.

2) The applicant will ensure their most recent financial audit has been submitted to the appropriate state office (see audit section below) and any audit findings identified in that audit have been resolved.

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

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

Audit Requirements:

Federal Requirements: Effective immediately, if you expend $750,000 or more total Federal Financial Assistance in your fiscal year, you may be required to comply with conditions of the Single Audit Act of 1984, P.L. 98-502, as amended by the Single Audit Act Amendments of 1996, P.L. 104-156, and defined in 2 CFR 200.

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

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

State Single Audit Coordinator
Department of Administration
Division of Finance
P.O. Box110204
Juneau, AK 99811-0204
Telephone: (907) 465-4666
Fax: (907) 465-2169

DHSS Program Audit Requirements: All DHSS grantees are subject to the requirements of 7 AAC 78.230, and if an audit under 2 AAC 45.010 has not been conducted and submitted to the State Single Audit Coordinator, the grantee must ensure that a fiscal audit of the grantee's operations under the grant program is performed by an independent certified public accountant at least once every two years and submitted to:

State of Alaska
Department of Health and Social Services
Finance and Management Services

Audit Section
P.O. Box110602
Juneau, AK 99811-0602
Telephone: (907) 465-3120

Facility(ies)/Safety and Service Access:

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

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

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

4) The applicant must have an office or facility located within the OCS Region they propose to serve.

2.04 Support/Coordination of Services

Applicants must be able to demonstrate the proposed project has the necessary support and coordination for the successful delivery of services. The applicants must provide a description and tangible evidence of the following:

1. Involvement of potential recipients and the public in the planning process;
2. Partnerships and collaborations specific to the proposed project;

Applicants must also provide tangible evidence of community support.

Examples of tangible evidence of collaboration include Memorandums of Agreement or Understanding (MOA/MOU). Examples of tangible evidence of partnerships and community support include letters of support.

Section 3 General Instructions for Proposal Submission

3.01 Eligibility (Who May Apply)

Applicants must be eligible to apply under 7 AAC 78.030 (Eligible Applicants). They include nonprofit organizations; municipalities and Regional Educational Attendance Areas or other political subdivisions of the state; other State agencies; and Alaska Native Tribes. The following documentation of eligibility is required for Nonprofit Corporations or Alaska Native Tribal applicants:

1. **A Nonprofit Corporation or a Nonprofit Subsidiary of a Nonprofit Corporation.** The agency must be listed on the United States Internal Revenue Service's most recent register of Tax-exempt organizations, or provide a copy of the organization's current State of Alaska Certificate of Incorporation clearly establishing nonprofit status. Nonprofit subsidiaries must also submit a letter from the parent organization confirming nonprofit status;
2. **An Alaska Native entity as defined in 7 AAC 78.950(1).** The entity must submit with their application a legally binding resolution waiving the entity's sovereign immunity to suit, using the template provided. This form is designed to encompass the multi-year grant duration period identified in subsection 3.05. To be eligible for

consideration, the resolution must include authorization compliant with the tribe's constitution:

i. Federally recognized tribes for which the tribal constitution grants authority to the tribal council to waive sovereign immunity and enter into a grant agreement on behalf of the tribe.
ii. Federally recognized tribes for which the tribal constitution requires a majority vote of the tribal membership to waive sovereign immunity and enter into a grant agreement.

Applicants must also submit in GEMS, or have on file with DHSS, a valid State of Alaska business license and a current governing board member list with titles, contact information, and terms of office. The list must include emergency contact information outside the applicant agency for one or more responsible officers of the governing board.

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

3.02 Acceptance of Terms

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

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

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

3.03 Inquiries

Applicants should immediately review this Request for Proposals for defects and questionable or confusing content. Questions about the RFP that can be answered by directing the applicant to a specific section in the RFP may be answered verbally by the Contact Person in the cover page. Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared to be of a substantive nature. The applicant will be directed to state the question in writing. Questions of a substantive nature must be received, in writing, at the email address listed on the cover page of this RFP, no less than ten days before the deadline for receipt of proposals (see the Deadline for Written Inquiries on the cover page of this RFP). This will allow issuance of any necessary amendments to all prospective applicants. **(Please note: Technical assistance will not be available after 4:00 PM AKST the day of the proposal deadline.)**

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

3.04 Proposal Costs and Content

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

The applicant is responsible for the content of the proposal.

3.05 Duration of Grant

This RFP is for a one year period, beginning 7/1/2017, through 6/30/2018. At the discretion of the Department, a project funded under this RFP may be considered for continued funding in subsequent program fiscal years 2019 and 2020. The decision to continue funding for the subsequent years of the three 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 must submit a budget for year one of the grant only. Funding in the subsequent years will require submission and approval of documents needed to update service plans, evaluation measures and budgets. Grantees will be notified by Grants and Contracts of specific submission requirements necessary to qualify for consideration of continued funding.

3.06 Proposal Review

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

1. Proposals will be evaluated in a manner that will **avoid disclosure of contents to competing offerors** before notice of grant award has been issued.
2. DHSS staff will evaluate each grant proposal for minimum responsiveness and other technical requirements, and eliminate nonresponsive proposals from consideration.
3. Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), DHSS staff will evaluate each responsive proposal. Scores 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**. DHSS staff will also review relevant documentation and information regarding the applicant that is available to the department. Recommendations regarding whether each proposal should be financed, and at what level, will include consideration of the following:
    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. Then as a committee, they will meet in a **closed session** (7 AAC 78.090 Review of Proposals) to further review proposals and develop recommendations. 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 will include in their review discussion of each proposal's merits. Recommendations will include approval or disapproval for award, modifications to the proposed project, special compliance conditions, and ranking proposals in priority order.

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

3.07 Final Decision Authority

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

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

3.08 Notification of Grant Award and Appeals

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

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

Send appeal to:

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

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

3.09 Cancellation of the RFP/Termination of Award

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

Section 4 Submission Requirements/Criteria for Proposal

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

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

1 Applicant is eligible per 7 AAC 78.030.

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

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

Response & Organizational Documentation

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

Evaluation/Review Criteria		Review	Points
a	The agency must be listed on the State's non-profit corporation database "in good standing." The link to the database is http://commerce.alaska.gov/CBP/Main/CBPLSearch.aspx?mode=Corp; **and/or**	☑	
b	The agency is listed on the federal tax exempt site indicating current 501(c)3 status. The link to the database is http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check.	☑	
c	If the agency is a non-profit subsidiary, a verifying letter from the parent non-profit agency must be uploaded to the applicant's agency record in GEMS. The parent corporation must meet criteria a and/or b.	☑	

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

Evaluation/Review Criteria		Review	Points
a	A correct Waiver of Sovereign Immunity is included as an attachment to the proposal and indicates the correct fiscal years and duration of the solicitation.	☑	
b	The tribe is listed on the Federal Register as an Alaska Native entity recognized & eligible to receive services from the U.S. BIA http://www.gpo.gov/fdsys/pkg/FR-2015-01-14/pdf/2015-00509.pdf.	☑	

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

Evaluation/Review Criteria		Review	Points
a	The agency is either another State Agency, such as the University; an incorporated municipality (verify at http://commerce.alaska.gov/dcra/DCRAExternal/community); or an REAA under AS 14.08.031 (verify at http://education.alaska.gov/facilities/pdf/doe2013map.pdf).	☑	

4 Please sign the DHSS State Assurance form.

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

5 Verify the applicable criteria below are met if the program is federally funded.

Evaluation/Review Criteria		Review	Points
a	The Federal Assurance and Certification form is completed, signed, and dated by a person authorized to enter into legal agreements on behalf of the applicant.	☑	
b	The applicant's agency record in GEMS contains the required Federal Funding Accountability and Transparency Act (FFATA) information and is complete.	☑	

6 Please ensure the following information is uploaded to the applicant's agency record in GEMS.

Evaluation/Review Criteria	Review	Points

a	The applicant's agency record in GEMS contains a current governing board member list with contact information.	☑	
b	The applicant's agency record in GEMS contains all other agency funding information received and applied for, including state and federal grants.	☑	
c	The applicant's agency record in GEMS contains a valid State of Alaska business license number (verify at https://www.commerce.alaska.gov/cbp/Main/CBPLSearch.aspx?mode=BL).	☑	

7 Please ensure the current approved Federally Negotiated Indirect Cost Rate Agreement is attached to the applicant's agency record in GEMS, if applicable.

Evaluation/Review Criteria		Review	Points
a	The applicant's agency record in GEMS contains a current approved Federally Negotiated Indirect Cost Rate Agreement.	☑	
b	If the Federally Negotiated Indirect Cost Rate Agreement is expired, verify there is written confirmation from the cognizant federal agency they are accepting the most recent rate until a new agreement is approved.	☑	

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

1 Verify the following criteria pertaining to past performance and history of compliance are met.

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

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

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

1 In the text box below, describe your project and how the program goals and anticipated outcomes stated in this RFP will be achieved by the proposed project.

Evaluation/Review Criteria		Review	Points
a	The applicant's description demonstrates a thorough understanding of program goals and outcomes, and it is clear how the proposed project will achieve that intent.	☐	26
b	The applicant's description addresses how the program will ensure adherence to the program philosophies referenced in 1.02.	☐	16

2 In the text box below, describe the proposed activities that will be performed as a part of this program. In the document upload field below, using the template provided, attach a timeline for initiating services and project activities.

Evaluation/Review Criteria		Review	Points
a	The described activities are well developed, reasonable and support program intent. The description includes specific models and curricula.	☐	26
b	A timeline for initiating services and project activities is attached and compatible with program intent.	☐	10
c	The applicant's description adequately addresses all five required services referenced in section 1.03.	☐	20
d	The applicant's description of services addresses consideration given to Referral and Initial Intake, Case Staffing and Sharing of Information, Time Intensive Services, Completion of Services, and Availability and Back-up.	☐	16

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

Evaluation/Review Criteria	Review	Points

a	The applicant's description addresses how family contact will support the levels of supervision to allow for observation and enhancement of the parent-child relationship and parental competencies, as well as indicating how clinical supervision will be provided when necessary.	☐	16

4 In the text box below, describe how the chosen assessment tool will inform services at intake, in designated intervals during, and at completion of services.

Evaluation/Review Criteria		Review	Points
a	Applicant's response describes the evidence based assessment tool chosen and how it will inform services at all stages.	☐	16

5 In the text box below, describe the process of providing parent education, visit coaching, and support to clients.

Evaluation/Review Criteria		Review	Points
a	Applicant's description addresses how they will provide hands-on education or coaching to caregivers in an agency, home, or community setting, in order to help parents increase protective factors, before, during, and after visitation.	☐	20
b	Applicant's description addresses supplies and materials necessary for family interaction activities.	☐	10

6 In the text box below, describe the project evaluation plan, including indicators and data gathering strategies that will be implemented to address the Department's performance measures for Results Based Budgeting. In the document upload field below, using the template provided, attach the evaluation plan.

Evaluation/Review Criteria		Review	Points
a	The applicant's evaluation plan includes indicators and data gathering strategies designed to provide the data needed to report the project's progress in meeting the Department's performance measures for this program.	☐	20

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

Evaluation/Review Criteria		Review	Points

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

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

Evaluation/Review Criteria		Review	Points
a	The budget narrative and budget detail are complete and mutually consistent.	☑	
b	Cost line items are for allowable costs under 7 AAC 78.160, and are compliant with program requirements.	☑	
c	Travel costs are consistent with 7 AAC 78.160(h) and (i), and with any requirements or limitations imposed by the program.	☑	
d	Equipment and Subcontract costs are allowed by the program and consistent with 7 AAC 78.280.	☑	
e	The Indirect cost line item in the budget is compliant with the Federally Negotiated Indirect Cost Rate Agreement "specific" rates and exemptions applicable to the cost.	☑	
f	Budget Detail(s) and Narrative support any necessary allocation of resources among target populations or service locations.	☑	
g	Required match is met with both the source of funds and planned expenditures evident in the detail and fully described in the narrative. If applicable, a project funded by multiple sources has disclosed the overall resources in the appropriate field(s).	☑	
h	If training or professional development is necessary, those costs have been outlined in the budget.	☑	
i	Any required fees or training for an assessment tool have been budgeted as part of the proposal.	☑	

j	If multiple options for client transportation are offered, a specific cost breakdown has been provided.	☑	
k	Costs are reasonable and well supported in the budget narrative.	☐	10
l	The budget supports the proposed project and program intent, and the project appears achievable with demonstrated resources.	☐	10

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

1 In the text box below, describe the previous experience that your agency has in providing services similar to those being proposed. Clearly identify the time period over which services were provided and the target population that was served.

Evaluation/Review Criteria		Review	Points
a	The applicant's description of previous experience providing the same or similar services demonstrates the skills and capacity needed to provide program services. Note: In addition to this criteria, DHSS staff will have access to tangible documentation such as prior year performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.	☐	16

2 In the text box below, describe the program and administrative staffing needed for the proposed project. In the document upload field below, scan and attach as a single document the position descriptions for key project personnel, and if those positions are filled, include resumes and professional credentials. Also include resumes for administrative staff who will provide supervision, fiscal, reporting, and management needs.

Evaluation/Review Criteria		Review	Points
a	Staff providing services are qualified and competent as demonstrated by the attached professional credential(s) and resume(s).	☐	16
b	Staffing levels are compliant with the program mandates and sufficient to support the requirements of the proposed project.	☐	20
c	Job descriptions support the intent of the RFP and the applicant's proposed project.	☐	16
d	Administrative staff are qualified as demonstrated by attached resume(s).	☐	10

e	Administrative capacity demonstrates capability to meet reporting and management needs.	☐	10

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 adequately addresses the necessary procedures to protect client confidentiality and meet State and Federal standards.	☐	20

4 In the text box below, describe the facilities and location(s) where services will be provided and how that will enhance the success of the project.

Evaluation/Review Criteria		Review	Points
a	The Facilities described are safe and appropriate to the purpose of the program; and the location(s) will enhance access to services by the proposed target population.	☐	26
b	The applicant has an office or facility located in the OCS service region they propose to serve.	☐	10

4.06 Demonstration of Support/Involvement of Service

1 In the text box below, describe how you have involved potential service recipients and the public in planning for services provided in the past. In the document upload field below, scan and attach as a single document tangible evidence of the involvement of potential service recipients and the public in planning for services.

Evaluation/Review Criteria		Review	Points
a	The applicant’s description demonstrates their successful efforts to involve potential recipients of services and the public in planning for and providing services.	☐	26

2 In the text box below, describe any partnerships or collaborations necessary for the proposed project. In the document field below, scan and attach as a single document tangible evidence of these partnerships or collaborations specific to this project.

Evaluation/Review Criteria		Review	Points
a	Partnerships or collaborations necessary for the effective delivery of services are well described. Tangible evidence specific to the proposed project are attached.	☐	16

3 In the document upload field below, scan and attach 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.	☐	20