STATE OF ALASKA
Department of Health and Social Services
Division of Senior and Disabilities Services
Grants Unit

REQUEST FOR GRANT PROPOSALS
NATIONAL FAMILY CAREGIVER SUPPORT PROGRAM
FOR FY 2014 thru 2016
Grants and Contracts Support Team

IMPORTANT NOTICE: This RFP and all appendices are available for download from the State's *Online Public Notice* website located at: http://notes.state.ak.us/pn/ Applicants are responsible for monitoring this website for any subsequent changes or amendments that may be issued regarding this solicitation.

Marlyn Carrillo
Grants Administrator

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SECTION ONE
GRANT PROGRAM INFORMATION

1.01 Introduction and Program Description

The Department of Health and Social Services (DHSS), Division of Senior and Disabilities Services (DSDS), is requesting proposals from eligible applicants to provide National Family Caregiver Support Program (NFCSP) services for the State of Alaska in FY 2014 thru 2016. Program services are authorized under 7 AAC 78 Grant Programs, and AS 47.05.010; AS 47.65; and Title IIIe of the Older Americans Act. Access State of Alaska statutes and regulations at http://www.law.state.ak.us/doclibrary/doclib.html, and the Older Americans Act at http://www.aoa.gov/AoARoot/AoA_Programs/OAA/index.aspx, or through the contact person listed in section 3.04.

The National Family Caregiver Support Program (NFCSP) was established by the 2000 enactment of the Older Americans Act. Sixty-eight percent (68%) of all NFCSP caregivers are 60 years or older and care for someone who is 85 or older. Caregiving is stressful and can result in emotional, physical, and financial strain that could place the caregiver in jeopardy. Research shows that when caregivers receive support services their stress can be reduced and institutionalization of a loved one can be delayed or prevented.

The NFCSP provides a multi-faceted system of support options that connect caregivers to the resources necessary to reduce the strain. The program provides services to unpaid family caregivers of individuals age 60 and older; persons with Alzheimer's disease or related disorders; and grandparents or older relatives, age 55 or older, caring for children no older than age 18. Family caregivers need information, assistance, counseling, training, and respite in order to continue caring for their loved one(s) at home. States are called upon to work in partnership with local community-service providers to provide five basic services for family caregivers:

- Information to caregivers about available services;
- Assistance to caregivers in gaining access to the services;
- Caregiver support services of support groups, and training;
- Respite care to enable caregivers to be temporarily relieved from their caregiver responsibilities; and
- Supplemental services, on a limited basis, for as goods and services to complement care provided by caregivers.

The Administration on Aging, National Survey of Family Caregiver Services indicated that 80% of family caregivers said these services enabled them to provide care longer in the home than they would have been able to otherwise. Unpaid family caregivers are the foundation of our long-term care system; they provide the majority of care and without them the cost and burden on the system would be substantial.

1.02 Program Goal and Anticipated Outcomes

The proposal must demonstrate a thorough understanding of grant program goals and outcomes anticipated by the Department; and proposed projects must meet or exceed anticipated minimums described in this RFP. The proposal must include a description that demonstrates how the philosophy, vision, and/or mission of the Applicant's organization align with the intent of this program and how this program will compliment or enhance existing service structure.

Goal

Family Caregivers will maintain optimum health and wellbeing to continue providing care for their loved ones in the home for as long as possible through available senior and caregiver supports and services.

Anticipated Outcomes – Short/Intermediate

1. Increase the number of family caregivers receiving NFCSP services.
2. Increase caregiver use of appropriate services within the community.
3. Increase the number of caregivers who report they are satisfied with NFCSP services.
4. Increase the number of caregivers who report they have experienced a decrease in their stress level due to NFCSP services.

Anticipated Outcomes – Long Term

1. Increase the number of caregivers who report they are able to maintain optimum health for themselves due to NFCSP services.
2. Increase the number of caregivers who report they are able to provide care longer in the home due to receiving NFCSP services.

1.03 Program Activities

The NFCSP allows funding to be used for services to grandparents raising grandchildren and also allows for legal services to caregivers of elderly or grandchildren. In the State of Alaska we have defined three separate types of programs for NFCSP services; 1) Caregivers Serving Elderly Individuals, 2) Grandparents and other Elderly Individuals Serving Children, and 3) Legal Assistance to Caregivers. Applicants proposing to provide multiple types of programs must submit separate proposals for each.

Applicants must submit a separate Planned Services and Expenditure form indicating which program they are proposing, and identify the communities, services, and expenditures by service category ***(submit Attachment #6.01).***

The NFCSP consists of two groups of services each requiring a different set of demographics and characteristics be collected on the caregiver and the individual(s) they are caring for. See the service matrix table below.

- Group 1 services are registered services to caregivers that usually receive ongoing services from the provider and require collection and data entry of demographics and characteristics on the caregiver and the care recipient. Group 1 services of respite, chore, adult day and personal care services (under supplemental services) may be provided or subcontracted only with certified home and community based Waiver providers.

- Group 2 services are usually one-time information, assistance, outreach or public information services and require little to no collection of demographics and characteristics on the caregiver or care recipient. Group 2 services may not be subcontracted to another provider agency.

Services proposed to be offered under a subcontract and services proposed under the Family Caregiver to Elders program that are offered statewide must be indicated as such on the Planned Services and Expenditure form, Attachment #6.01.

NFCSP Service Matrix

REGISTERED SERVICES			
Service Category	**Services**	**Description**	**Unit of Service**
CAREGIVER SUPPORT (Group 1-registered)	**Counseling**	Para or professional counseling provided to the caregiver and/or family. Coaching on self-care and lifestyle balance; problem solving; financial counseling, self-advocacy guidance; coaching to build knowledge and skills. Counseling and coaching to empower caregivers to make decisions and provide care that meets both their own needs and those of the care recipient.	Session
	Caregiver Support Groups	Organization and/or coordination of support groups for caregivers in similar situations to voluntarily come together in a supportive environment for the purpose of sharing common experiences, concerns, strengths, expertise, and ideas to ease the burden and stress of caregiving, and to improve decision-making and problem-solving skills. Support groups are held at least once a month by a competent facilitator and may be held in person or over telecommunications.	
	Caregiver Training	Training conducted on a variety of topics to caregivers (individual or group) conducted in person or electronically by a skilled and knowledgeable trainer to assist caregivers in developing skills and knowledge necessary to meet and enhance their caregiving responsibilities; and shall address the areas of health, nutrition, and financial literacy.	
RESPITE (Group 1-registered)	**In-Home Respite Adult Day Respite, or Institutional Respite**	Services which offer temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers. Includes In-home respite; respite at an adult day program; assisted living home; or institutional respite. Respite for grandparents caring for children may include summer camps.	Hours
SUPPLEMENTAL SERVICES (Group 1-registered)	**Supplemental Services - Goods and Services**	Annually and on a limited basis, up to $500 per caregiver may be expended on goods or services complementing the care provided by caregivers. Examples are, but not limited to, financial consultation, home safety interventions, chore, personal care, assistive devices, home modification, and/or incontinence supplies.	Occurrence
	Supplemental Services - Legal Services	Legal assistance is a one-on-one guidance provided by an attorney (or person under the supervision of an attorney) in the use of legal resources and services when assisting a caregiver with care giving related issues.	Contacts /hours

NFCSP Service Matrix **REGISTERED SERVICES continued.**			
ACCESS ASSISTANCE (Group 2-registered)	**Information and Assistance**	Information and resources one-on-one to caregivers about existing services available in the community and assisting with gaining access to services. To the maximum extent practicable, adequate follow-up procedures are established to ensure service(s) is received and is meeting the needs of the caregiver.	Contacts /hours
	Comprehensive Assessment	Conducting a caregiver assessment to assist caregiver with identification of needs, goals, and desired outcomes.	
	Case Management	Providing case management in circumstances where more intensive and regular contact with caregiver is needed and desired.	
UNREGISTERED SERVICES			
ACCESS ASSISTANCE (Group 2-unregistered)	**Information and Assistance to unregistered individuals**	Information and assistance to unregistered individuals inquiring about services. Includes caregivers, seniors, general public, other social service agencies, and health care providers, etc.	Contacts
SERVICE INFORMATION (Group 2-unregistered)	**Outreach**	Information or program promotion initiated by an agency for the purpose of identifying potential caregivers and encouraging their use of existing services and benefits. Outreach activities may include, but are not limited to disseminating publications, radio public announcements, media campaigns, and advertisements.	Activity
	Community Education	Community education and awareness activities to groups/public on topics specific to care giving in the form of presentations, media or other venues that are educational in nature.	Activity

NFCSP Service Delivery Activities and Standards

Proposals must include a description of how the following Service Delivery Activities and Standards will be implemented and maintained as they apply to the services proposed and that support the goals and outcomes of the project***. In addition to their narrative description, applicants may attach examples of their forms.***

New applicants must provide a timeline indicating preparatory steps to being able to provide services, i.e. hiring, policy and procedure development, forms development, service start date, etc. Each step must be labeled with dates and the individual responsible***.***

Forms, Intake, Assessment, and Monitoring

a. Develop appropriate tools and processes for intake, assessment, service delivery, progress notes, client rights and responsibilities, release of information, and evaluation of services.
b. Develop a caregiver service plan based on the assessment of caregiver needs.
c. Reassess the caregiver and review service plan at least annually.
d. Document caregiver monitoring and progress.

Services

e. Provide information and assistance (includes referral) services to ensure that participants and interested community are aware of all available services.
f. Provide individual and/or group guidance to enable and empower caregivers to resolve problems and relieve stress.
g. Organize, conduct and/or facilitate group sessions to allow caregivers to share experiences, problems and ideas and suggestions on possible solutions.
h. Provide a welcoming and supportive one on one or group atmosphere for caregiver sharing.
i. Coordinate and/or provide training and education to caregivers on issues of interest to caregivers and/or to a specific recipient. Training shall address areas of health, nutrition, and financial literacy such as, but not limited to, care issues around limitations on activities of daily living, the caregiver's role, chronic disease prevention and management, medication management, legal services, home safety issues, falls prevention, stages of diseases, ADRD, long term care planning, and available community resources. Consider a variety of delivery methods such as face-to-face, telephonically, online, DVD, or videoconferencing.
j. Provide caregiver respite within the eligibility requirements, service limits, and service provider certification requirements.
k. Collaborate and coordinate with other service providers that serve the same caregiver and/or client as appropriate.
l. Provide caregiver follow up, monitoring and referrals as necessary.
m. Provide outreach and advertisement of caregiver services and events.
n. Provide supplemental services on a limited basis when all other forms of private or public sources have been exhausted and within the annual $500 cap.

Service Documentation

o. Register caregivers of Group 1 services who meet the Title IIIe eligibility as describe in the RFP.
p. Develop log forms to collect necessary attendance information for trainings, support groups, or other family caregiver program public events, to allow for required data entry of service delivery.
q. Document caregiver progress notes as necessary.

Caregiver Records

r. Maintain a caregiver file that includes information listed above under "Forms, Intake, Assessment, and Documentation."
s. Develop an audit schedule for caregiver records.

Caregiver Survey of Services

t. Develop and conduct an annual survey providing caregivers the opportunity to evaluate and give feedback about NFCSP services received.

Caregiver Complaint and Grievance Procedure

u. Develop a client complaint and grievance procedure that includes what steps are taken to investigate and resolve client complaints about services, making sure the process includes situations that require reporting critical incidents, and harm to vulnerable adults. http://dhss.alaska.gov/dsds/Documents/policies/CIRMgmt12611.pdf; http://dhss.alaska.gov/dsds/Pages/aps/mandated_reporters.aspx.

1.04 Program Evaluation Requirements and Reporting

The proposal must contain a Logic Model, submitted on the prescribed form, ***(submit Attachment #6.02)***, demonstrating a thorough understanding of the grant program goal and outcomes anticipated by the Department, as identified in Section 1.02. The Logic Model must include resources, activities, and outputs. In addition, the Logic Model evaluation plan must include indicators with stated performance measures and data gathering strategies that will be used to evaluate the progress of the grant project toward achieving the program goals and outcomes. The Logic Model must include the goal and anticipated outcomes listed in Section 1.02. Applicants are encouraged to include additional goals and outcomes appropriate to their proposed project(s) and compliant with program intent.

Logic Model training may be available from DHSS, please check the website at http://www.hss.state.ak.us/grantees/default.htm for scheduled trainings.

Required reporting for this grant will include:

1) eGrants – Online Cumulative Fiscal Report (overall grant and match expenditures are reported quarterly by budget line item);
2) CFR2, submit quarterly the Expenditure by Service Category (reporting service delivery and costs by service category);
3) On a monthly basis, Grantees will be required to report service delivery data in the division's web-based data system, Harmony for Aging-Social Assistance Management System, (SAMS); and
4) Bi-annual progress report narrative that includes evaluating and reporting the progress in meeting the project goals and anticipated outcomes using the performance measures included in the Logic Model.

1.05 Target Population, Service Eligibility, Priority of Service, and Service Area

Proposals must clearly demonstrate an understanding of the population targeted by the project, including the area or communities that will be served. Proposals will be evaluated for compatibility with the intended target population identified in this document. The proposal must include outreach strategies that will be used to reach the target population.

1) Family caregivers or relative caregivers providing informal unpaid care to an older adult(s) , or to an individual of any age, with Alzheimer's disease and related disorders with neurological and organic brain dysfunction. As per OAA 373(c)(1)(B), to be eligible for respite services, the care recipient must meet the definition of frail as specified in OAA 102(a)(22), "unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing, or supervision; or due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or to another individual.
    a) Priority shall be given to family caregivers who provide care for individuals with Alzheimer's disease and related disorders with neurological and organic brain

dysfunction, and give further priority to caregivers who provide care for older individuals with such disease or disorder.

b) Additionally, priority shall be given to older individuals with greatest social need and older individuals with greatest economic need (with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas); and older individuals providing care to individuals with severe disabilities, including children with severe disabilities.

2) Grandparents, step grandparents or older individual who is a relative of a child by blood, marriage, or adoption, who is 55 years of age or older and lives with the child; is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregiver of the child; and has a legal relationship to the child, such as legal custody or guardianship, or is raising the child informally. Priority shall be given to:

a) Grandparents or relative caregivers providing care for children with severe disabilities, with priority to older caregivers; and

b) Caregivers who are older individuals with greatest social need, and older individuals with greatest economic need (with particular attention to low-income older individuals).

Definitions:

The term *"family caregiver" or "caregiver"* means an adult family member, or another individual, who is an informal unpaid provider of in-home and community care to an older individual or to an individual with Alzheimer's disease or a related disorder neurological and organic brain dysfunction.

The term *"grandparents or older individuals who are relative caregivers"* means a grandparent or step-grandparent of a child or a relative of a child by blood, marriage, or adoption who is 55 years of age or older and –

a) lives with the child;
b) is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregiver of the child; and
c) has a legal relationship to the child, as such legal custody or guardianship, or is raising the child informally.

The t*erm "older individual" means an* individual who is 60 years of age or older.

The term *"child"* means an individual who is not more than 18 years of age or who is an adult individual with an intellectual or developmental disability.

The term *"greatest economic need"* means the need resulting from an income level at or below the poverty line (See Attachment 6.03 Federal Poverty Guidelines for Alaska).

The term *"greatest social need"* means the need caused by non-economic factors, which include-

a) physical and mental disabilities;
b) language barriers; and
c) cultural, social, or geographical isolation, including isolation caused by racial or ethnic status, that-
    (i) restricts the ability of an individual to perform normal daily tasks; or
    (ii) threatens the capacity of the individual to live independently.

The term *"frail"* means with respect to an older individual is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing, or supervision; or due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or to another individual.

The term *"activities of daily living,"* also referred to as "ADLs," refers to the activities of eating, dressing, bathing, toileting, transferring in/out of bed/chair, and walking.

The term *"disability*" means (except when such term is used in the phrase "severe disability", "developmental disability", "physical or mental disability", "physical and mental disabilities", or "physical disabilities") a disability attributable to mental or physical impairment, or a combination of mental and physical impairments, that results in substantial functional limitations in 1 or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

The term *"severe disability"* means a severe, chronic disability attributable to mental or physical impairment, or a combination of mental and physical impairments, that- (A) is likely to continue indefinitely; and (B) results in substantial functional limitation in 3 or more of the major life activities specified above under term "disability".

Service Area:

This is a statewide program with emphasis toward providing services in underserved communities through local providers. Applicants are encouraged to provide services to as many communities as possible. Applicants will identify communities they propose to serve on the Planned Services and Expenditures Form (Attachment 6.01).

1.06 Program Funding

Funds available for this grant are anticipated to total $1,024,000 ($763,000 from the Title IIIe National Family Caregiver Support Program, Administration on Aging; and $261,000 in state General Funds). Proposals that demonstrate efficient and effective use of available funding to accomplish the goals and anticipated outcomes will be looked upon more favorably and receive higher scores. Due to limited funding and to avoid duplication of services, only one applicant will be funded to serve a community

unless a Memorandum of Agreement is in place between the applicants defining the responsibilities and services to be provided by each. This funding may not be used to supplant existing programs funded through alternative sources that provide essentially the same service(s) to caregivers. Recommendations for award will pay particular attention in making sure services are dispersed across the state as equitably as possible, to reach the target populations and priorities for service of this RFP. More information on proposal review process and final decision authority may be found in Sections 3.10-3.11.

Three types of caregiver programs will be funded:

1) Caregivers Serving Elderly Individuals - multiple programs may be funded (total anticipated funding for these types of programs $869,000);
2) Grandparents and other Elderly Individuals Serving Children – 1 statewide program will be funded (total anticipated funding for this effort $100,000); and
3) Legal Assistance to Caregivers– 1 statewide program will be funded, with state-recognized credentials to provide statewide legal services to both target populations, (total anticipated funding for this effort $55,000).

Applicants proposing to provide multiple types of programs must submit separate proposals for each.

Match Requirements:

The budget must include matching funds to equal no less than 10% of the grant award amount. To calculate proper match use the following formula.

Total Grant Award Amount Requested x 10% = Total Proposed Match

The funding source tables on the Summary page of Appendix C-Budget Detail & Narrative Form and page 2 of Appendix A – Grant Application must be completed and submitted as verification of funds that will be used to provide match.

Restrictions to allowable matching funds are as follows:

- Federal grant funds may not be used to match federal funds awarded through this grant program.
- State grant funds may not be used to match funds awarded through this grant program.
- Grant Income, Medicaid, and other third party receipts may be used as a match.
- Local match may include in-kind contributions from volunteers, as well as donations of supplies, equipment, and space, and other items of value for which the applicant does not incur a cost.
- Local Cash match may include local tax receipts, municipal revenue sharing, cash donations, and other local sources of cash receipts.

Additional Proposed "Required Match":

Applicants proposing more than the minimum 10% required match will be looked at more favorably and be awarded additional points. For each additional 3%, above the required 10% match, that is included in the "Required Match" column of Appendix C - Budget Detail and Narrative form, an additional 1 point will be awarded. For example, if the required match column indicates 13% required match, this would result in an additional point awarded for the additional 3% committed match; an

additional (6%) would result in 2 additional points awarded, and so on up to an additional 10 points.

Applicants will be held to the amount of Required Match specified in the proposed budget throughout the duration of the grant cycle. Successful Applicants, whose award is different than originally requested, will be given the opportunity to adjust the required match and additional committed match proportionate to the award.

Proposed Budget: The proposal must contain both a detailed and narrative budget for the first fiscal year of the grant, including any required match, which is fully compliant with the limitations described in 7 AAC 78.160 (Costs), and that supports program staffing and service delivery requirements stated in this RFP. Appendix C - Budget Detail & Narrative Form and Instructions, provides applicants with a formatted Excel workbook and instructions for completing a project budget. More detailed instructions can be accessed in the DHSS Budget Guidelines available on line at http://dhss.alaska.gov/fms/grants/Documents/DHSS%20Budget%20Guidelines.pdf, ***(submit Appendix C – Budget Detail & Narrative Form).***

Administrative and 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 having current grant agreements with DHSS can review, in eGrants, the Indirect Cost Rate Agreement information on file. Agencies which do not have current grant agreements with the Department must provide a copy of the Indirect Cost Rate Agreement as an attachment to the proposal.

Grant Income: 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.

Sliding Fee Scale: Applicants may implement a sliding fee scale for respite services in communities where the priority of services is maximized and a waiting list is necessary. If a program implements a sliding fee scale: policies, procedures, financial and agreement forms should be in place. Any fees collected are considered Grant Income and the requirements of 7 AAC 78.210 and the clause above will apply. The sliding fee scale must be based upon the current-year Federal Poverty Guidelines for Alaska, and is available at http://aspe.hhs.gov/poverty/12poverty.shtml

SECTION TWO
APPLICANT QUALIFICATIONS

2.01 Required Experience

Proposal evaluation will include consideration of the applicant's history of compliance with grant requirements; and previous experience in successfully providing same or similar services to unpaid family caregivers on a consistent basis.

Provide a brief overview of prior experience successfully providing the same or similar services to family caregivers. If the applicant is not a current or prior year grantee of this NFCSP program, the proposal must include references and documentation of the successful delivery of the same or similar services requested in this RFP. This documentation must include a description of the services the agency provided to family caregivers; how those services helped the caregiver in their role; to what extent caregivers were assisted to fully utilize all available services in the community; and list the types of community services caregivers were referred to***.***

If the applicant's most recent financial audit is not on file with DHSS, include a copy as an attachment to the proposal ***(attach most recent audit if not current or prior year grantee of DHSS).***

2.02 Program Staffing Requirements

Program staffing levels must be commensurate with meeting the program goals, anticipated outcomes, and activities/strategies for service delivery appropriate to the proposed project. As attachments to the proposal, resumes and job descriptions must be submitted for key project personnel.

***Provide the following as attachments to the proposal*:**

a. Updated resume of individual who will be the program coordinator/director responsible for the day to day functions, (attachment). Do not attach original job applications, transcripts, diplomas, licenses or training certifications);
b. Job description for the program coordinator/direct position described above (attachment);

Applicants are expected to describe the agency's employee orientation process and the staff training plan, including training for special populations served and how both are accomplished for staff in outlying service areas.

***Provide the following as attachments to the proposal*:**

a. A narrative description or copy of the applicant's employee orientation process and background check procedures**;** and
b. A narrative description or copy of the applicant's staff training plan, including training for special populations proposed to be served, critical incident reporting, mandatory reporting requirements, and how these are accomplished for staff in outlying service areas***.***

2.03 Administrative, Management, and Facility Requirements

The proposal must support the applicant's ability to responsibly administer the grant, including a description of the resolution of any prior year audit exceptions. The applicant will be required to demonstrate that the administrative infrastructure necessary to support the project exists within the agency or through collaborations that support efficiencies***.***

Executive and administrative staff must be qualified, as indicated by their professional and educational experience detailed in the attached resume(s), ***(attach resumes for Chief Executive and Chief Financial Officer, at minimum. Resumes must be updated and not to exceed three in total. Do not attach original job applications, transcripts, diplomas, licenses or training certifications).***

The applicant must attach a current organizational chart showing the relationship of this project to the other functions within the organization. Successful grant applicants will be required to submit additional agency information with submission of their signed grant agreement, if that information is not current and already on file with DHSS, Grants & Contracts Support Team, ***(attach requested current organizational chart).***

The applicant must describe how access is provided to clients and how that will enhance the success of the project. Include how offices and training or meeting locations are accessible to participants who may experience a disability. If services proposed are offered at a distance or to remote locations, indicate how the services will be delivered, whether physically, virtually, or telephonically***.***

2.04 Support/Coordination of Services

Applicants must coordinate with partners (other entities, agencies, offices, programs, in the aging network, etc.) necessary to provide adequate supports to the clients served through their proposed project. The proposal must include a list of agencies, and identify the relevant contact person(s) within those agencies that project personnel will be communicating or collaborating with, to provide adequate supports to caregivers.

Provide tangible demonstration of necessary partnerships and cooperative agreements as appendices to the proposal. Provide copies of <u>current</u> agreements, however, include only those that specifically address, and are most relevant to services proposed***.***

SECTION THREE
GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSION

3.01 Eligibility (Who May Apply)

Applicants must be eligible to apply under 7 AAC 78.030 (Eligible Applicants). They include nonprofit organizations; municipalities and Regional Educational Attendance Areas or other political subdivisions of the state; other State agencies; and Alaska Native Tribes. See Section 3.02 of this RFP for additional eligibility information specific to the program and this solicitation. The following documentation of eligibility is required for Nonprofit Corporations or Alaska Native Tribal applicants:

a. **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 be listed as a Nonprofit Corporation in good standing in the Alaska Department of Commerce, Community and Economic Development's Corporation's Database. Nonprofit subsidiaries must also submit a letter from the parent organization confirming nonprofit status, or must have a current letter on file with the DHSS, Grants and Contracts Support Team.

b. **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 from suit, using Appendix G. This form is designed to encompass the multi-year grant duration period identified in section 3.09. To be eligible for consideration, the resolution must include authorization compliant with the tribe's constitution:
   1. 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.
   2. Federally recognized tribes for which the tribal constitution requires a majority vote of the tribal membership to waive sovereign immunity and enter into a grant agreement.

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

3.02 Minimum Responsiveness

To be considered responsive to this request for proposals, all proposals will be reviewed to determine if they meet the following minimum responsiveness requirements:

a. The applicant must meet the eligibility requirement stated above in Section 3.01.
b. Proposals must be received on or before the deadline stated in Section 3.07 at the address stated in Section 3.04.

If a proposal meets the above minimum criteria, it will be considered minimally responsive for purposes of evaluation under 7 AAC 78.090 (Review of Proposals). If it fails to meet any one of the

criteria, it will be rejected. Once determined to be responsive, it will then be evaluated according to the criteria in Section 4 Submission Requirements and Criteria for Proposal Review.

3.03 Acceptance of Terms

By submitting a proposal, an applicant accepts all terms and conditions of this Request for Proposals including all appendices and attachments and guidelines identified in this RFP; 7 AAC 78 and any other applicable statutes or regulations. Copies of these may be accessed through the contact person listed in Section 3.04 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.

3.04 Number of Copies, Mailing Address

Submit one original and six (6) copies of the proposal to the contact person at the address below. Only the proposal indicated as the original will be reviewed to determine if the proposal is responsive. The applicant is responsible for the format and content of the original and all copies. Proposals must be received at the address provided below, on or before the deadline stated. Proposals will not be accepted by fax or email, the fax number and email address below are provided solely for contact purposes.

It is the applicant's responsibility to verify delivery service with the courier of choice in order to get the proposal to the Grants and Contracts Juneau Office on or before the deadline stated in Section 3.07.

Information received after the proposal deadline could result in additional compliance conditions, adjustments to the amount of funding, or may delay the beginning date of the grant.

MAILING ADDRESS:
Marlyn Carrillo, Grants Administrator
Department of Health & Social Services
Grants & Contracts Support Team
P.O. Box 110650
Juneau, Alaska 99811-0650

PHONE: (907) 465-3026
FAX: (907) 465-8678

PHYSICAL ADDRESS:
Marlyn Carrillo, Grants Administrator
Department of Health & Social Services
Grants & Contracts Support Team
State Office Building, Suite 760
333 Willoughby Avenue
Juneau, Alaska

Note: U.S. Post Office will **not** deliver to the physical address listed above.

EMAIL: marlyn.carrillo@alaska.gov

Relay Alaska provides assisted communication services at the following numbers:
from a TT Phone: 1 800 770-8973; from a Voice Phone: 1 800 770-8255

3.05 Proposal Length and Format

Proposals that exceed the required limits or that do not meet the required format, may be considered non-responsive. At minimum, each page shall have top, bottom, right and left margins of 1 inch. The font used must be no smaller than 12-point proportional type, or 10 characters to the inch (pitch) for fixed width type. All pages must be numbered and single-sided. Include a table of contents, which provides page references for each of the required proposal sections listed in Section 4, as well as for any appendices or attachments.

The applicant's narrative proposal, inclusive of responses to the criteria contained in Section 4, Items (4.03) through (4.06) will not exceed 20 pages. This page length requirement excludes the RFP's appendices and attachments, as well as the applicant's appendices and attachments specifically indicated in the RFP. *Section 4 of the RFP, which must also be attached to each copy of the proposal as instructed on page 27, is not included in the 20 page limit*. Attach only the items as indicated. Attachments not requested will not be reviewed.

3.06 Inquires and Protest

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 Section 3.04. 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 address listed in Section 3.04 **no less than ten days before the deadline for receipt of proposals, (see Summary of Processes & Deadlines, Section 3.07)**. This will allow issuance of any necessary amendments to all prospective applicants.

Any protests based on any omission or error in the content of the RFP will be disallowed if these faults have not been brought to the attention of the Contact Person in Section 3.04**, in writing**, **by deadline indicated below**.

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

3.07 Summary of Processes and Deadlines

Request for Proposals (RFP) Issuance Date:	**February 6, 2013**
Preproposal Teleconference:	**1:30 pm, Friday, March 1, 2013**

Call 800-315-6338 to join the teleconference

Deadline for written inquiries or protests of the RFP:	**March 18, 2013**
Deadline for receipt of proposals:	**4:00 p.m., March 28, 2013**
Proposal Evaluation Committee by:	**April, 18, 2013**
Project Period Begins:	**July 1, 2013**

To be considered for funding, proposals must be received on or before 4:00 p.m. Alaska Prevailing Time, on the date indicated above at the Grants & Contracts Juneau Office. Both mailing and physical addresses are provided below in B(5). **Proposals delivered by fax or email will <u>not</u> be accepted.**

Information received after the proposal deadline will not be considered and may result in the proposal being declared non-responsive and will not be forwarded to PEC for evaluation.

3.08 Proposal Costs

The Department of Health and Social Services 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.

3.09 Duration of Grant

This RFP is for a 3-year period, beginning FY 2014, July 1, 2014, through June 30, 2016. At the discretion of the Department of Health and Social Services, a project funded under this RFP may be considered for continued funding in subsequent program years, FY 2014 through FY2016. The decision to continue funding for the subsequent years of the 3-year grant cycle is based on the following general conditions:

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

Proposals submitted in response to this RFP must contain Planned Services, Attachment # , and a budget, Appendix C, for services in the first year of the grant. Funding in the subsequent year(s) will require submission and approval of documents needed to update service plans, evaluation measures and budgets. Grantees will be notified by Grants and Contracts of specific submission requirements necessary to qualify for consideration of continued funding.

3.10 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:

a. Proposals will be evaluated in a manner that will **avoid disclosure of contents to competing offerors** before notice grant of award has been issued.
b. DHSS staff will evaluate each grant proposal for minimum responsiveness and other technical requirements, and eliminate nonresponsive proposals from consideration by a PEC.
c. Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), DHSS staff will evaluate each responsive proposal based on the contents of the proposal as well as relevant documentation and information regarding the applicant that is available to the Department. Recommendations regarding whether each proposal should be financed, and at what level, will include consideration of the following:
    1. a history of the applicant's compliance with grant requirements, to include records of program performance, on-site program reviews, and prior year audits;
    2. priorities in applicable State health and social services plans;
    3. requirements of applicable State and federal statutes; and
    4. municipal ordinances or regulations applicable to the grant program.
d. If there are multiple responsive proposals for which there is insufficient money to fully fund, or supplementary expertise is deemed necessary to the review of proposed services, the Department may appoint a Proposal Evaluation Committee (PEC) as an additional advisory body. PEC members will initially evaluate proposals, independently of other committee members. Then as a committee, they will meet in a **closed session** (7 AAC 78.090 Review of Proposals) to further review proposals and develop recommendations. The PEC will include in their review, consideration of staff recommendations and discussion of each proposal's merits. Recommendations will include approval or disapproval for award, modifications to the proposed project, special compliance conditions, and ranking proposals in priority order.
e. 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.

3.11 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.

3.12 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 (Grant Programs).

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:
William J. Streur, Commissioner
Department of Health & Social Services
P.O. Box 110601
Juneau, Alaska 99811-0601

with a **copy** to the Grants Administrator named Section 3.04 above.

3.13 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 of Health and Social Services 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 FOUR
SUBMISSION REQUIREMENTS/CRITERIA FOR PROPOSAL

SCORE SHEET FOR NATIONAL FAMILY CAREGIVER SUPPORT PROGRAM

The following pages contain the criteria by which the proposal will be evaluated.

IMPORTANT INSTRUCTION TO APPLICANTS:

1. Enter the name of the applicant agency.
2. Check the type of entity eligibility under which application is being made in the boxes below.
3. Complete column B in sections 1-2 and column C in sections 3-6 in the tables on the following pages by entering the page number of the proposal where the requested information is addressed.
4. Please do not write in shaded areas, shaded areas are to be completed by DHSS reviewers.
5. Applicants MUST submit the completed Section 4 of the RFP with each copy of their proposal.

Enter Applicant Agency Name:			
Check Applicant Eligibility Type: ☐ Nonprofit, or Subsidiary	☐ Alaska Native Entity (Tribe)	☐ Government	

Columns	**A**	**B**
[SHADED AREAS TO BE COMPLETED BY REVIEWERS -- APPLICANTS COMPLETE COLUMN B]		
4.01 Minimum Responsiveness Criteria	Requirement Met?	Page Number
Minimum Responsiveness Requirements – Proposals that fail to meet the minimum responsiveness requirements below will be eliminated from consideration per 7 AAC 78.090(b)(2).		
a. Applicant is eligible per 7 AAC 78.030, and documentation is submitted with application, or is on file with G&CST as described in Section 3.01 of this RFP	Yes/No	
b. Proposal was received on or before the deadline specified in Section 3.07, at the address stated in Section 3.04.	Yes/No	

[SHADED AREAS TO BE COMPLETED BY REVIEWER]

Total Score_____ ☐ Staff Reviewer ☐ PEC-Member

Reviewer's Name_____ Date

Summarize special conditions of award and any modifications needed to the proposed project following each section of the criteria in this score sheet.

Columns	A	B
[SHADED AREAS TO BE COMPLETED BY REVIEWERS -- APPLICANTS COMPLETE COLUMN B]		
4.02 Technical Requirements	Requirement Met?	Page Number
per 7 AAC 78.060, 78.090(b) and 78.100		
a. Grant Application form - Appendix A, is complete, including the **other agency grant funding** information, and is signed and dated by a person authorized to enter into legal agreements on behalf of the applicant.	Yes/No	
b. The format and length of the proposal complies with the requirements of Section 3.05.	Yes/No	
c. DHSS Assurances form - Appendix B, is signed and dated by an authorized person.	Yes/No	
d. The Federal Assurances & Certification form - Appendix E1, is completed, signed and dated by a person authorized to enter into legal agreements on behalf of the applicant.	Yes/No	
e. The applicant historically maintains required standards as demonstrated in quality assurance reviews, licensing or certification standards, etc.	Yes/No	
f. The proposal contains **current** applicable organizational documents, or current documents are on file with DHSS/G&CST.	Yes/No	
Current Governing Board Member List with details as instructed in Section 3.01	Yes/No	
Financial audit is on file with DHSS or has been submitted with the proposal. Sections 2.01 & 2.03	Yes/No	
Federally approved Indirect Cost Rate Agreement, if applicable. Section 1.06	Yes/No	
Resumes for the Chief Executive and Chief Financial Officers. Section 2.03	Yes/No	
Organization Chart showing the relationship of this project to other functions within the organization. Section 2.03	Yes/No	
[ADDITIONAL REVIEWER COMMENT]		

Columns	A	B	C
	[SHADED AREAS TO BE COMPLETED BY REVIEWERS -- APPLICANTS COMPLETE COLUMN C]		
4.03 Program Goals, Outcomes, Activities, Evaluation, and Target Population	Points Possible	Points Awarded	Page Number
as described in Sections 1.01 through 1.05	Total point possible 90		
a. Proposal demonstrates how the applicant's philosophy, vision, or mission aligns with the intent of the NFCSP program. 1.02	**10**		
b. Proposal demonstrates a thorough understanding of grant program goals and anticipated outcomes and proposed project meets or exceeds anticipated minimums describe in this RFP. 1.02	**10**		
c. Proposal demonstrates how the NFCSP program will compliment or enhance applicant's existing service structure. 1.02	**10**		
d. Planned Services and Expenditure forms are completed as required, and are compatible with goal, anticipated outcomes and are achievable. 1.03	**20**		
e. Proposal includes a thorough description of how the service delivery activities and standards will be implemented and maintained as they apply to the services, and demonstrates a clear understanding of the delivery of the services proposed. New applicant has provided a timeline that includes necessary steps for start-up of services, as instructed in Section 1.03.	**20**		
f. Proposal contains a Logic Model on prescribed forms that addresses the program goal and anticipated outcomes listed in Section 1.02 of the RFP, and includes resources, activities, outputs, indicators with stated performance measures, and data gathering strategies applicable to proposed project and compliant with program intent.	**10**		
e. The target population is clearly defined, meets the intent of the RFP, demonstrates an understanding of the population to be served, and includes description of outreach strategies. 1.05	**10**		
[ADDITIONAL REVIEWER COMMENT]			

Columns	A	B	C
[SHADED AREAS TO BE COMPLETED BY REVIEWERS -- APPLICANTS COMPLETE COLUMN C]			
4.04 Proposed Budget	Points Possible	Points Awarded	Page Number
and project viability as described in Section 1.06	Total point possible 60		
a. Budget detail and narrative are completed as instructed, are internally consistent, compliant with cost restrictions and support any necessary allocation of resources among target populations/service locations.	**20**		
b. The required match is met and fully supported by tangible evidence. If applicable, a project funded by multiple sources has listed those resources on page 2 of the completed Appendix A. If additional required match is proposed – points will be awarded under item "d." below.	**10**		
c. The proposal clearly demonstrates that the project is achievable with demonstrated resources and is efficient and effective use of funding to accomplish the goals and anticipated outcomes. Funding sources for required and any additional match offered are evident on page 2 of Appendix A and in the funding source tables of the proposed budget.	**20**		
d. Additional required match is proposed. An additional point is awarded for each 3% above the minimum required 10%. Additional required match must be included in the Required Match column on Criteria C. Applicants will be held to the proposed additional required match throughout the duration of the grant cycle.	**Up to 10 additional points possible**		
[ADDITIONAL REVIEWER COMMENT]			

Columns	A	B	C
[SHADED AREAS TO BE COMPLETED BY REVIEWERS -- APPLICANTS COMPLETE COLUMN C]			
4.05 Qualifications, Compliance, Experience, Staffing, Management, and Facilities	Points Possible	Points Awarded	Page Number
as described in Sections 2.01 through 2.03	Total point possible 60		
a. The applicant's previous experience in successfully providing the same or similar services meets the requirements of the RFP, as demonstrated by history with DHSS or through documentation from other grantors/funders. Applicants that are not current or prior year grantees of the NFCSP program have submitted required documentation as instructed in Section 2.01 specifically describing past history of services provided to family caregivers. 2.02	**10**		
b. Key project personnel providing services are qualified and competent as demonstrated by professional credentials detailed in resume(s). 2.02	**10**		
c. Job descriptions for key project personnel include the duties and qualifications necessary to support the intent of the RFP. 2.02	**10**		
d. The proposed staff orientation and training plan is adequate for program needs and includes back ground check procedures, training for special populations, critical incident reporting, mandatory reporting requirements and how these are accomplished for staff in outlying areas. 2.02	**10**		
e. The proposal demonstrates the administrative infrastructure necessary to support the project exists within the agency or through collaborations that support efficiencies; and executive and administrative personnel are qualified and competent as indicated by professional and educational experience detailed in resume(s). 2.03	**10**		
f. The proposal describes how the proposed location/facilities will provide access to the target population and enhances success of the project and includes description of how services offered via distance delivery or in remote locations will be accomplished. 2.03	**10**		
[ADDITIONAL REVIEWER COMMENT]			

Columns	**A**	**B**	**C**
	[SHADED AREAS TO BE COMPLETED BY REVIEWERS -- APPLICANTS COMPLETE COLUMN C]		
4.06 Demonstration of Support and Service Coordination	Points Possible	Points Awarded	Page Number
as described in Section 2.04	Total point possible 30		
a. The proposal identifies agencies, and names the relevant contact persons within those agencies, that staff will communicate and collaborate with to provide adequate supports to caregivers.	**10**		
b. The proposal provides tangible documentation of partnerships that are **current**, **specific, and most relevant** to the proposed services.	**20**		
[ADDITIONAL REVIEWER COMMENT]			

SECTION FIVE
APPENDICES

5.01 A. DHSS Grant Application Form
5.02 B. DHSS Assurances Form
5.03 C. Budget Detail and Narrative Form and Instructions
5.04 D. Single Audit Requirements (information appendix)
5.05 E1. Federal Assurances and Certifications
5.06 G. Resolution for a Waiver of Sovereign Immunity
5.07 I. DHSS Regional Map

SECTION SIX
ATTACHMENTS

6.01 1. NFCSP FY14 Proposed Planned Services and Expenditures Form
6.02 2. NFCSP Logic Model Forms (Sample and Template)
6.03 3. Federal Poverty Guidelines for Alaska http://aspe.hhs.gov/poverty/12poverty.shtml