

Trust

Alaska Mental Health Trust Authority

State of Alaska
Department of Revenue
Alaska Mental Health Trust Authority
3745 Community Park Loop, Suite 200
Anchorage, Alaska 99508

Request for Proposals

Alaska Prisoner Reentry Initiative: Prisoner Reentry Coalition Capacity Development

Issued June 17, 2015

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.

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1.0 GRANT PROGRAM INFORMATION

Applicants should refer to this Section of the Request for Proposals RFP for a description of requested services and instructions for program proposal requirements.

1.1 Introduction & Program Description

The Alaska Mental Health Trust Authority (mhtrust.org) is a state corporation that administers the Alaska Mental Health Trust. The Trust is a perpetual trust that operates much like a private foundation, using our resources to ensure Alaska has a comprehensive integrated mental health program for Trust beneficiaries. Our mission is to act as a catalyst for change and improvement in the systems that serve Trust beneficiaries.

Prior to statehood, there were limited services in the Territory of Alaska for anyone with mental illness, addictions or other mental disabilities. During Alaska's transition to a state, Congress passed the Alaska Mental Health Enabling Act. The act established the Alaska Mental Health Trust as a perpetual trust and granted 1,000,000 acres of land that would be managed to generate income for a comprehensive mental health program. However, the state breached its trust duty by mismanaging the land. A settlement in 1994 created a Trust Authority consisting of seven Trustees and The Trust was reconstituted with \$200 million and an additional 500,000 acres of land (along with 500,000 acres of original Trust land). The Trust contracts with the Alaska Permanent Fund Corporation to manage its cash assets and the Trust Land Office in the Department of Natural Resources to manage the land and other non-cash assets.

The Trust's beneficiaries include Alaskans who experience:

- People with mental illness
- People with developmental disabilities
- People with chronic alcoholism and other substance related disorders
- People with Alzheimer's disease and related dementia, including people who have experienced a traumatic brain injury resulting in a permanent disabling condition.

For several years the Trust and the Department of Corrections (DOC), with other government and community partners, have been focused on adult criminal justice reform. In 2014 DOC entered into a contract with the Michigan-based *Center for Justice Innovation* (the Center) to conduct an internal review of Alaska's reentry services. Among many conclusions was the recognition that increased coordination between DOC and Alaskan communities was needed to overcome the barriers faced by returning citizens, those being released from correctional facilities, and preventing their successful reintegration back into the community. To facilitate this coordination, the Center produced a recidivism reduction framework with the Department: the *Alaska Prisoner Reentry Initiative Framework (AK-PRI)*.

AK-PRI is a five-year Trust and stakeholder effort led by DOC to effectively reduce recidivism of returning citizens. The goal of *AK-PRI* is to ensure that every inmate discharged from prison will have the necessary tools and support needed to succeed in the community. This requires a high degree of coordination of prisoner re-entry plans between correction facility staff, parole, and probation officers and community-based organizations to ensure the right supports and services are available and accessible at the point of release. These services and supports include but are not limited to access to healthcare, substance abuse treatment, mental health services, employment and stable housing.

In 2014, the Alaska state legislature passed intent language in HB266 which required DOC, the Department of Health and Social Services, the Department of Labor and Workforce Development, the Alaska Housing Finance Corporation, the Alaska Court System and the Trust to develop a comprehensive recidivism reduction plan to ultimately improve prisoner outcomes and reduce recidivism rates. *AK-PRI* is a key strategy of the 2015 Recidivism Reduction Plan developed with this inter-governmental task force.

At the heart of *AK-PRI* and one of the most important aspects of implementation of the prisoner reentry initiative is the local capacity of any given community to effectively manage the needs of all returning citizens, including Trust beneficiaries, as they transition back into their communities. Within the initiative framework, this capacity will be with local Prisoner Reentry Coalitions. Prisoner Reentry Coalition membership generally represents a cross section of pertinent state and community based service organizations in a given community. Currently there are active coalitions in five communities across Alaska including the service areas of Anchorage, Dillingham, Fairbanks, Juneau and Palmer/Wasilla. The focus of these Coalitions is to: (1) educate the community about the criminal justice system, (2) identify local challenges facing returning citizens, (3) identify local gaps in services and identify collaborative solutions to address identified gaps, and (4) be the local point of contact for DOC in the reentry planning and transition for returning citizens in the given community.

To identify local challenges facing returning citizens, the local gaps in services and collaborative solutions to address identified gaps, each coalition must complete a community assessment. The results of the assessment will assist each individual coalition to develop a comprehensive community reentry plan focusing on the assets, gaps, barriers, proposed solutions, case management strategy, and plans to follow evidenced-based practices for reentry services. The assessment will reveal pertinent information about the availability of necessary services and resources within the community, such as whether or not the community has available housing, if there is access to treatment in the community and how treatment needs are addressed and drive each coalition's planning for reentry services to support the returning citizen.

Currently, the coordination of these local efforts is limited because community members committed to the cause have limited capacity due to primary responsibilities of their full-time job. The local coalitions have highlighted the critical need of a full-time coordinator for each coalition. These coordinators will assist with the community assessments, formalize the coordinated efforts of the coalition members, be the identified interface between the local coalition and the Department of Corrections, and facilitate the coalitions' efforts with the DOC to connect the returning citizen with the needed services and supports to be successful in the community.

Trust funds will be used by the coalitions to secure a full-time Prisoner Reentry Coalition in each of the five identified communities to fulfill these and other identified functions.

The Trust is requesting proposals from eligible applicants from the service areas of Anchorage, Dillingham, Fairbanks, Juneau and Palmer/Wasilla working directly with established Prisoner Reentry Coalitions to provide coalition coordination and leadership services for the State of Alaska.

1.2 Program Goals & Desired Outcomes

The overarching goals of the AK-PRI include:

1. Promote public safety by reducing the threat of harm to persons, families and their property by citizens returning to their communities from prison; and
2. Increase success rates of returning citizens who transition from prison by fostering effective, evidence-based risk and need management and treatment, returning citizen accountability, and safe family, community and victim participation.

In order to support these goals in year one the following requirements, by which performance will be measured, are:

1. Conduct the full AK-PRI Community Assessment (asset/barrier analysis) for Prisoner Reentry Coalitions which includes identification of assets, barriers, gaps and proposed solutions for the following areas (assessment tool and training will be provided after grant is awarded):
 - Safe, Affordable and Supportive Housing
 - Transportation
 - Employment Services
 - Substance Abuse Treatment
 - Mental Health Treatment
 - Domestic Violence Services
 - Life Skills Programs
 - Adult Education
 - Health Care Services
 - Workforce Development Services
 - Support from Faith Based Organizations
 - Sex Offender Services
 - Family Support Services
 - Victim Services
 - Entitlement Programs
 - Law Enforcing Services
2. Complete a basic readiness assessment (example can be found at http://triethniccenter.colostate.edu/communityReadiness_home.htm)
3. Once assessment is complete and pipeline data from DOC is provided to the local coalition, develop a comprehensive community plan based on findings from the completed AK-PRI Community Assessment for Prisoner Reentry Coalitions. The final product will be approved by DOC.
4. Participate in trainings, webinars and TA as appropriate throughout the year.
5. Progress in the four focus areas and eight tasks laid out in section 1.3 Program Activities.

1.3 Program Activities

Proposals must include a description of activities that support the goals, and anticipated outcomes of the program, please see AK-PRI Plan:

<http://www.correct.state.ak.us/doc/Recidivism%20Reduction%20Plan.pdf>. Required areas of focus and tasks for the Prisoner Reentry Coalition coordinators within the AK-PRI include:

Focus Area One: Coordination and communication regarding the evolving design of the AK-PRI so that each of the seven primary decision points is deeply influenced by the community perspective. The iterative process of refining the Framework will require open communication and effective coordination to ensure that community input is captured, the community has an accurate understanding of the Framework, and expectations for implementation are clearly defined. The affected policies and practices provide a rich context for an examination of the community's role in the AK-PRI and thus a guide to the work.

- **Task 1.** The Prisoner Reentry Coalition Coordinator will be responsible for facilitating communication with local stakeholders to ensure that the evolving design of AK-PRI is informed by the community perspective.

Focus Area Two: Facilitation and coordination regarding the identification of: (1) community assets that can be applied to improve returning citizen success, (2) policy and operational barriers among state and local agencies, and (3) service gaps that must be filled.

- **Task 2.** The community-assessment task of evaluating the assets, barriers, and gaps will be organized by the Prisoner Reentry Coalition Coordinator.
- **Task 3.** Committees will be formed to address these issues. Community representation on the AK-PRI committees will be coordinated by the Prisoner Reentry Coalition Coordinator.

Focus Area Three: The design and implementation by local Pilot Sites of Comprehensive Reentry Plans that will provide the framework, rationale, and funding – when it is available from local, state, federal and private sources - for improved policies, practices, and programs whose success will be measured by reduced crime and fewer returns to prison. The Prisoner Reentry Coalition Coordinator will facilitate the local process and provide the staff support needed to write the Comprehensive Plan.

- **Task 4.** Coordinating the completion of the Comprehensive Community Reentry Plans will be the responsibility of the Prisoner Reentry Coalition Coordinator.

Focus Area Four: The Offender Management Plan (OMP) process must be coordinated with prison officials, release authorities, supervising agencies and the local steering team.

- **Task 5.** The Prisoner Reentry Coalition Coordinator will be responsible for making certain the information from the first Offender Management Plan is in the hands of the local AK-PRI Implementation Steering Team.
- **Task 6.** The Prisoner Reentry Coalition Coordinator will be responsible for making certain that the expected release date and location of the offender is communicated to the local Steering Team.
- **Task 7.** The Prisoner Reentry Coalition Coordinator will be responsible for ensuring that the field office of Adult Probation coordinates the logistics for the interaction of the Transition Team and the releasing prison and for the convening and facilitation of local Team meetings to develop the OMPs.
- **Task 8.** Since the Prisoner Reentry Coalition Coordinators will be acting as staff for the local Steering Teams, one of their responsibilities will be to coordinate the planning and

implementation of the final OMP that will be the “hand off” of the parolee’s case to responsible parties in the community who will continue providing services and guidance to the returning citizen.

1.4 Program Evaluation Requirements

As part of the program reporting and evaluation requirements, grantees are asked to submit bi-annual reports describing activities related to the goals and tasks outlined in this RFP.

- Each report should include fiscal information and responses to established performance measures, as well as a narrative describing the activities, successes and challenges that occurred during the reporting period.
- Report deadlines will be established in the grant agreement.
- Reports are to be submitted online through IGAM, the Trust’s online grant reporting system.

By submitting an application, the applicant agrees to comply with all reporting requirements if awarded a grant.

1.5 Target Population

Service Population: Includes all citizens returning to their communities from prison, prioritized based on need level.

Readiness Population: Includes the community members, service providers and returning citizens’ families.

1.6 Service Areas and Program Funding

The Trust is seeking to award 5 grants, one in each of the following five service areas: Anchorage, Dillingham, Fairbanks, Juneau and Palmer/Wasilla.

The total annual funds available for grants are anticipated to not exceed \$100,000.00 per year per service area.

This project period begins September 1, 2015 through June 30, 2016. At the discretion of the Trust, a project funded under this RFP may be considered for continued funding for a subsequent program year. The decision to continue funding for the subsequent year (of the first grant cycle is based on the following general conditions:

- the Trust’s and DOC’s judgment that there is a continued need for the grant project service;
- the grantee’s satisfactory performance during the previous grant year; and
- the availability of authorized Trust funding for this purpose.

The proposal must contain both a detailed and narrative budget for the grant year. Expenditures can include:

- Cost employing or contracting a full time coalition coordinator
- Other services related to the assessment (travel within service area, meeting space, community gatherings, refreshments etc.)

- Travel costs for the coalition coordinator and steering team member to attend a two-day Community Assessment Training in Anchorage and the one-day Council and Implementation Steering Team meeting in mid to late October.
- Fiscal Agency overhead NTE 10%

Although there is no minimum required match, proposals must include sufficient resources to support program staffing and goals and tasks stated in this RFP. If necessary to meet those requirements, grantees must plan for additional support, which may include volunteers and other donated funds, supplies or services. Appendix C - Budget Detail & Narrative Form and Instructions, provides applicants with a formatted Excel workbook and instructions for completing a project budget.

1.7 Applicant Qualifications

1.7.1 Required Experience

In order to maximize the limited funding available, eligibility for grant award is limited to agencies with existing infrastructure appropriate to the delivery of the requested services which includes the following requirements:

- The proposal must document that the applicant agency has been identified by the Community Prisoner Reentry Coalition as the selected agency to act as the fiscal agent for this project. The fiscal agent can be any organization (meeting the criteria in section 1.8 Applicant Eligibility) by the coalition that can provide the necessary infrastructure to support grant management, does not provide direct services to returning citizens, and act as the employer of record or host contracts to support a coalition coordinator. The grantee receiving the grant award will be considered the “fiscal agent” for the work of the coalition. It should be clear that while the grant award will be made to the grantee, they do not have decision-making authority but must work with the coalition steering committee regarding funding allocations, hiring decisions and act as an agent of the coalition. The implementation of the awarded grant will be collaborative among all coalition partners, including funding decisions and shared resources among coalition agencies/partners.

Shared funding among coalition members/agencies individuals is expected and will be established through subcontracts and/or Memorandums of Agreement (MOA), with copies of documentation submitted as a part of this proposal. The documentation for fiscal agent in this proposal must include the following:

- A formal letter of fiscal agency support from the Prisoner Reentry Coalition
 - A MOA between the fiscal agent and the Prisoner Reentry Coalition including clear statement of understanding of roles and responsibilities for both the fiscal agent and the Prisoner Reentry Coalition. In addition to providing clarity on roles and responsibility, include statement making clear there is not a conflict of interest between the fiscal agent and the provision of services for returning citizens.
 - Provide a copy of the meeting minutes for when the fiscal agent for this funding opportunity was selected. Include dates, participants, and summary of dialogue.
 - The Community Prisoner Reentry Coalition may only select one fiscal agency per service area.
- The proposal must document that the Community Prisoner Reentry Coalition has been in existence for at least 18 months.

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

In addition to the required experience in providing the same or similar services, proposal evaluation will include consideration of the fiscal agent and Community Prisoner Reentry Coalition's history and capacity.

- Provide a brief history that demonstrates both sustainable fiscal and administrative capability and responsibility for the fiscal agent.
- Describe previous experience that the agency or coalition has in conducting community assessments, readiness and coalition work.
- Describe how the Prisoner Reentry Coalition will identify and involve critical community members and entities in the community assessment and planning process.
- Illustrate how the coordinator will work and communication with DOC and Trust staff as it develops its plan for assisting returning citizens. Describe how the partnership with DOC and Trust staff will be established and maintained over the course of the project.

1.7.1 Program Staffing Requirements

Local community-development efforts to implement the AK-PRI will require a precise and extensive set of skills that will be the hallmarks of the Community Coordinators, who will staff the local development process. The Coalition Coordinator should either have existing skills or ability to learn effective communication, community convening, community organizing, brokering, coordinating and systems building. The AK-PRI provides the following guidance regarding this role.

- **Communication.** The Prisoner Reentry Coalition Coordinators must have excellent communication (both written and verbal) skills to facilitate connectedness among all implementation stakeholders. Communications must be facilitated both from the local community to state agencies and from these state agencies to the local community
- **Community convening.** The Prisoner Reentry Coalition Coordinators must possess the skills to bring diverse stakeholders together, build consensus around reentry issues, and catalyze action and leadership within communities toward transition planning.
- **Community organizing.** Organizing within pilot communities involves training Steering Team members and Transition Team members, facilitating Steering Team meetings, and building partnerships among key stakeholder groups.
- **Brokering.** When acting as a broker within communities, the Prisoner Reentry Coalition Coordinator can benefit from maintaining a degree of neutrality to negotiate effectively through community conflict. Extensive skills in brokering and fostering neutrality will be a central requirement of a Prisoner Reentry Coalition Coordinator.
- **Coordinating.** The implementation planning associated with AK-PRI is challenging to coordinate. Maintaining connectedness to community activities will require extensive coordinating by the Prisoner Reentry Coalition Coordinator between the community state departments and agencies and the Alaska Prisoner Reentry Statewide Council.
- **Systems building.** Building systems and shepherding cross-systems change requires a complex set of skills. The Prisoner Reentry Coalition Coordinator must have experience in building and managing system-wide change.

Funds must be used to fund a coalition coordinator in order to meet the program goals, anticipated outcomes, and tasks appropriate to the proposed project. Applicants must have an MOA/MOU with the qualified local Prisoner Reentry Coalition and ability to secure a Prisoner Reentry Coalition Coordinator through a participatory recruitment and selection process by both coalition leadership and applicant agency.

As appendices to the proposal, resumes and job descriptions must be submitted for fiscal agent management that will be primary contacts for the coalition and this grant, as well as three (3) Prisoner Reentry Coalition Steering Team Co-Chairs and Prisoner Reentry Coalition Coordinator (if already identified). Applicants must submit an organizational chart that shows the relationship of the project to the other functions within the organization.

1.7.2 Administrative, Management, and Facility Requirements

The proposal must support the applicant's ability to responsibly administer the grant and the capability to meet reporting and management needs, and must include:

- Describe the staffing levels and the staff available for your agency. Include professional credentials and resumes of each the project personnel and administrative staff members.
- Describe the procedures that will be used to protect client confidentiality State and Federal Standards.

1.7.3 Support / Coordination of Services (address bold formatting through sections below)

The AK-PRI will be implemented locally beginning with the five Community Pilot Sites. Each Community Pilot Site has three key groups of stakeholders who will be instrumental to the wide range of activities needed for full implementation of the AK-PRI Initiative. The local organizational structure requires clear definition of roles and responsibilities with guidance for development by the Alaska Department of Corrections Office of Prisoner Reentry (OPR).

The Local AK-PRI Implementation Steering Team: Develops, oversees, and monitors the local implementation process and coordinates local community involvement in the overall statewide AK-PRI development process. The Steering Team is organized under three co-chairs and will be staffed by a Prisoner Reentry Coalition Coordinator:

- The Superintendent of a local Correctional Facility or designee (if not in a community with a correctional facility, identify a correctional expert for this role);
- The Chief Probation/Parole Officer or designee;
- A Community Representatives drawn from the large number of tribal, local faith, human service, and planning organizations who are critical to the local effort and will act as the presiding co-chair to lead the meetings and to represent the local face of prisoner reentry.

Each Steering Team includes representatives of service providers associated with the AK-PRI partner government agencies representing the service modalities that must be included in successful reentry planning. These representatives are active on the Steering Team because of the critical need for multi-agency collaboration and the encouragement and support of agency leaders who empower their active participation. The Prisoner Reentry Coalition will staff the Steering Team under the guidance of the co-chairs.

The Returning Citizen Transition Team: Supports returning citizens in the transition planning process and guides the individual from the institution back into the community through a case-management

approach. The Transition Teams are comprised of key local service providers, drawn from the membership of the Steering Teams.

Local Reentry Advisory Council: Advises, informs, and supports the implementation process. The purpose of the council is to help build support for the local implementation of the AK-PRI Model and will work to educate the community on how the initiative will create safer neighborhoods and better citizens. Many jurisdictions already have councils and they will be invited to participate.

Applicant must provide the name and organizational affiliations for their Community Prisoner Reentry Coalition Task Force as laid out below. In addition, letters of partnership or memorandums of understanding should be included from the steering team members and co-chairs. It is essential the Steering Team have broad representation of Alaskan Native, Tribal and other Cultural perspectives as appropriate to region or community.

**The following list is provided from the AK-PRI. However, depending on community size and context, adjustments/adaptations can be made to this that would reflect community size and resources. It may be that some representatives or organizations represent more than one area.*

Steering Team Representation

Employment
Vocational Training and Education
Housing
Healthcare
Mental Health
Alcohol and Drug Addiction Services
Family and Child Welfare Services
Legal Services
Us Attorney/Federal Probation
Law Enforcement
Community Based Organization
Faith-Based Organizations
Victims' Advocates
Successful Returning Citizen
Local Jail

Co-Chairs

Superintendent from a local correctional facility or Correctional Expert
Chief Probation/Parole Officer
A Community Representative/ Presiding Co-chair

The grantees will work closely with the Trust Staff and the Alaska Department of Corrections Office of Prisoner Reentry (OPR) which will provide support, training and mentoring as needed.

The coordinator will have to work and communicate with DOC and Trust staff as: (1) the reentry coalition forms structure and (2) the coalition develops its plan for assisting returning citizens reintegrate into communities.

2.0 GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSION

2.1 Applicant Eligibility

Applicants must be eligible to apply. Eligible applicants include nonprofit organizations; municipalities and Regional Educational Attendance Areas or other political subdivisions of the state; other State agencies; and Alaska Native Tribes.

Applicants must also submit a current Governing Board Member list with titles, contact information, and terms of office.

2.2 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:

- The applicant must meet the Eligibility requirement stated above in Section 2.1.
- The proposal must be received on or before the deadline and at the address stated in Section 2.4.
- The proposal must document fiscal agent selection by Prisoner Reentry Coalition. The documentation for fiscal agent in this proposal must include the following:
 - A formal letter of fiscal agency support from the Prisoner Reentry Coalition
 - A MOA between the fiscal agent and the Prisoner Reentry Coalition including clear statement of understanding of roles and responsibilities for both the fiscal agent and the Prisoner Reentry Coalition. Include language clarifying there is not a conflict of interest between the fiscal agent and the provision of services for returning citizens.
 - Provide a copy of the meeting minutes for when the fiscal agent for this funding opportunity was selected. Include dates, participants, and summary of dialogue.
 - The Community Prisoner Reentry Coalition may only select one fiscal agency per service area.
- The proposal must document that the Community Prisoner Reentry Coalition has been in existence for at least 18 months.
- The proposal adequately demonstrates the applicant agency's visibility and accessibility to services by potential recipients, and the proposed facilities meet all requirements listed in Section 1.7.

If a proposal meets the above minimum criteria, it will be considered minimally responsive for purposes of evaluation. 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 3 Submission Requirements and Criteria for Proposal Review.

2.3 Acceptance of Terms

By submitting a proposal, an applicant accepts all terms and conditions of this Request for Proposals (RFP) including all appendices and attachments and guidelines identified in this RFP and any other applicable statutes and regulations. Copies of these may be accessed through the contact person listed in Section 2.4, 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 Trust 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 Trust and may be returned only if the Trust allows. Proposals are public documents and may be inspected or copied by anyone after grants have been awarded.

2.4 Number of Copies, Submission Deadline, and Mailing Address

One hard copy and one digital copy in PDF format of the proposal must be submitted 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.

To be considered for funding, proposals must be received on or before 2:00 p.m. Alaska time on July 17, 2015.

Information received after the proposal deadline will not be considered and may result in the proposal being declared non-responsive. A declaration of non-responsiveness will result in the proposal not being considered for funding.

Proposals will not be accepted by fax or email; the fax number and email address below are provided solely for contact purposes.

Valette Keller, Administrative Manager
Alaska Mental Health Trust Authority
3745 Community Park Loop, Suite 200
Anchorage, Alaska 99508

valette.keller@alaska.gov
Phone: (907) 269-6039
Fax: (907) 269-7966

2.5 Pre-Proposal Conference

A pre-proposal conference will be held at 1:30 P.M. Alaska Time on Wednesday, July 1, 2015 in the Alaska Mental Health Trust Authority Building, 3745 Community Park Loop Suite 260, Anchorage, Alaska. To participate by telephone, please use the following call-in number:

866-469-3239
Attendee Code: 664 37 243 #

2.6 Proposal Length & Format

Proposals that exceed the required limits or that do not meet the required format, may be considered non-responsive. The applicant's narrative proposal shall not exceed 20 pages single spaced. This page length requirement excludes attachments and appendices, including but not limited to: employee

resumes, job descriptions, and cooperative agreements.

At minimum, each page shall have top, bottom, right and left margins of 1 inch, and 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. Include a table of contents, which provides page references for each of the required proposal sections listed in Section 3 of this RFP, as well as for any attachments or appendices.

Please note, the expectation is that letters of commitment from steering committee members and coalition but not broad letters of support from not participating agencies or community groups. Limit letters of commitment/support to specific MOAs or letters of support identified in sections 1.7.1, 1.7.3 and 2.2.

2.7 Inquiries & Protests

Applicants should immediately review this RFP for defects and questionable or confusing content. Questions about the RFP that can be answered by directing the applicant to a specific section in the RFP, may be answered verbally by the Contact Person in Section 2.4. 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. Questions of a substantive nature must be received, in writing, at the mailing or email address listed in Section 2.4, no less than ten days before the deadline for receipt of proposals. 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 writing by the deadline indicated above.

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

2.8 Summary of Processes & Deadlines

Request for Proposals issued, **June 17, 2015**
Pre-proposal Teleconference, **July 1, 2015 at 1:30 p.m.**
Written inquiries or protests of the RFP due, **July 7, 2015**
Proposals due, **July 17, 2015 by 2:00 p.m.**
Proposal Evaluation Committee, **August 10, 2015**
Review by Board of Trustees, **August 26, 2015**
Project Period Begins, **September 1, 2015**

2.9 Proposal Costs

The Trust 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.

2.10 Duration of Grant

This project period begins September 1, 2015 through June 30, 2016. At the discretion of the Trust, a project funded under this RFP may be considered for continued funding for a subsequent program year. The decision to continue funding for the subsequent year of the first grant cycle is based on the following general conditions:

- the Trust's and DOC's judgment that there is a continued need for the grant project service;
- the grantee's satisfactory performance during the previous grant year; and
- the availability of authorized Trust funding for this purpose.

2.11 Proposal Review

Following the deadline for receipt of proposals, Trust staff will verify that all submission requirements have been met. No amendments or corrections will be accepted after the deadline, unless they are in response to the Trust's request. Proposals will be reviewed following the process outline in 20 AAC 40.235:

- Copies of responsive proposals will be provided to each interested planning board or beneficiary-related agency, as appropriate, for review. Written comments and/or rankings from these entities must be submitted to Trust staff no later than 20 working days after the proposal due date.
- Trust staff will review the responsive applications and any advisory comments or rankings received from the planning boards and/or beneficiary-related agency no later than 40 working days after the proposal due date. Using the criteria set out in this RFP, 20 AAC 40.240, and other applicable statutes, regulations, and guidelines, staff will conduct a written evaluation of each responsive proposal based on the contents of the proposal as well as relevant documentation and information regarding the applicant that is available to the department.
- Trust staff shall make a recommendation to the Board of Trustees.

2.12 Final Decision Authority

At the next appropriate scheduled meeting, the Board of Trustees will decide to approve or disapprove award, the amount of each award and whether modifications or special conditions are necessary.

2.13 Notification of Grant Award & Appeals

Per 20 AAC 40.245, after the Board of Trustees makes a decision on the grant award, the Trust will notify each applicant of the final funding decision and any conditions of award or modifications. At least 10 working days after issuance of a notice of intent to award, and following any necessary negotiations for revisions to the proposed budget and scope of services, successful applicants will be issued a Grant Agreement. This formal agreement will contain specific performance and reporting requirements consistent with Trust policy and procedure.

A notice of grant award is a final decision of the Trust. An applicant adversely affected by the decision may appeal to the superior court in accordance with the Alaska Rules of Appellate Procedure.

2.14 Cancellation of the RFP/Termination of Award

The Trust may withdraw this RFP at any time and reserves the right to refrain from making an award when such action is deemed to be in the best interest of the Trust. 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 Trust.

3.0 SUBMISSION REQUIREMENTS/CRITERIA FOR PROPOSAL REVIEW

Applicants must submit the completed Section 3 of the RFP with each copy of their proposal. The following pages contain the criteria by which the proposal will be evaluated.

Important Instructions

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. Enter the page number of the proposal where the requested information is addressed for each item.
4. Do not write in shaded areas, shaded areas are to be completed by Trust reviewers.

Applicant Agency Name: _____

Applicant Eligibility Type: ☐ Nonprofit or Subsidiary
☐ Alaska Native Entity (Tribe)
☐ Government

3.1 Minimum Responsiveness Criteria

Proposals that fail to meet the minimum responsiveness requirements below will be eliminated from consideration.

	page number	met?
The applicant is eligible per Section 2.1.		Y / N
The proposal was received on or before the deadline at the address stated in Section 2.4.		Y / N
The proposal must document fiscal agent selection by Prisoner Reentry Coalition. The documentation for fiscal agent in this proposal must include the following: <ul style="list-style-type: none">• A MOA between the fiscal agent and the Prisoner Reentry Coalition including clear statement of understanding of roles and responsibilities for both the fiscal agent and the Prisoner Reentry Coalition. *Strength of the MOA will be scored in 2.5.• Provide a copy of the meeting minutes for when the fiscal agent for this funding opportunity was selected. Include dates, participants, and summary of dialogue.• The Community Prisoner Reentry Coalition may only select one fiscal agency per service area.		Y / N
The proposal must document that the Community Prisoner Reentry Coalition has been in existence for at least 18 months.		Y / N
The proposal adequately demonstrates the applicant agency's visibility and accessibility to services by potential recipients, and the proposed facilities meet all requirements listed in Section 1.7.		Y / N

3.2 Technical Requirements

	page number	met?
Grant Application 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.		Y / N
The format and length of the proposal complies with the requirements of Section 2.5.		Y / N
<p>The proposal contains current applicable organizational documents:</p> <ul style="list-style-type: none"> • Current Governing Board Member List with contact information • Current resumes for the CEO and CFO • Prisoner Reentry Coalition Steering Team Co-Chairs (3) • Prisoner Reentry Coalition Coordinator (if already identified) • Organization chart showing the relationship of this project to other functions within the organization 		Y / N
<p>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 and c)</p> <p>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.</p> <p>c) If the agency is a non-profit subsidiary, a verifying letter from the parent non-profit agency must be included</p> <p>The parent corporation must meet criteria a and/or b.</p> <p><i>If applying as a Federally recognized tribal entity, please verify the following criteria.</i></p> <p>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.</p> <p>b) The tribe is listed on the Federal Register as an Alaska Native Entity recognized and eligible to receive services from the U.S. BIA, http://www.bia.gov/cs/groups/public/documents/text/idc-041248.pdf.</p> <p><i>If applying as a government entity, please ensure the following criterion is met.</i></p> <p>The agency is either another State Agency, such as the University; an incorporated municipality (verify at http://commerce.alaska.gov/dnn/dcra/Home.aspx); or an REAA under AS 14.08.031 (verify at http://education.alaska.gov/Facilities/pdf/doe2008map.pdf).</p>		Y / N

3.3 Program Goals, Outcomes, Activities, Evaluation

As described in Sections 1.2 through 1.4.

	page number	points possible	points awarded
The proposal demonstrates a thorough understanding of grant program goals, and the proposal meets or exceeds the anticipated outcomes described in the RFP.		10	
Applicant has provided a comprehensive and concise narrative that demonstrates reasonable development activities and an understanding of the focus areas and tasks of the AK-PRI at the community level.		10	
Proposal indicates how participant will be involved in assessments.		10	
The target population, priority of service, eligibility for services and service area(s) are clearly identified and meet the intent of the RFP.		10	

3.3 REVIEWER COMMENTS

3.4 Proposed Budget and Project Viability

As described in Section 1.6.

	page number	points possible	points awarded
The totals, overall and by line item, are correct, and the year one narrative and detail are mutually consistent.		10	
Budget detail and narrative are included as instructed, are internally consistent, supportive of program intent, costs are reasonable, and support administrative efficiencies. The proposal must contain both a detailed and narrative budget for the grant year. Expenditures can include: <ul style="list-style-type: none">• Cost related to fund a coalitions coordinator• Other services related to the assessment (travel within service area, meeting space, community gatherings, refreshments etc)• Fiscal Agency overhead NTE 10%		10	
The proposal clearly demonstrates that the project is achievable with demonstrated resources.		10	

3.4 REVIEWER COMMENTS

3.5 Qualifications, Compliance, Experience, Staffing, Management & Facilities

As described in Section 1.7.

	page number	points possible	points awarded
The proposal must demonstrate applicant's ability to responsibly administer the grant, including both sustainable fiscal and administrative capability necessary to support the project:			
The applicant's previous experience in providing the same or similar services or projects meets the requirements, through a brief history demonstrating fiscal and administrative capabilities.		10	
Key applicant staff, not including the Coalition Coordinator, providing support services is qualified and competent as demonstrated by professional credentials and resumes.		10	
The proposed staff orientation and training plan is adequate for program needs.		10	
Job descriptions for key personnel, not including the Coalition Coordinator, include the duties and qualifications necessary to support the intent of the RFP.		5	
The proposal demonstrates adequate administrative capacity to meet reporting and management needs.		5	
The proposal describes and addresses the proposed location/facilities will provide any safety concerns access to the target population, enhance success of the project and any safety concerns for both clients and staff.		5	
The proposal must document fiscal agent selection by Prisoner Reentry Coalition:			
A MOA between the fiscal agent and the Prisoner Reentry Coalition including clear statement of understanding of roles and responsibilities for both the fiscal agent and the Prisoner Reentry Coalition. In addition to providing clarity on roles and responsibility, include statement making clear there is not a conflict of interest between the fiscal agent and the provision of services for returning citizens.		10	
Provide a copy of the meeting minutes for when the fiscal agent for this funding opportunity was selected. Include dates, participants, and summary of dialogue.		10	
The proposal must demonstrate applicant's ability to responsibly administer the grant, including both sustainable fiscal and administrative capability necessary to support the project.		10	
Provide documentation (list) of steering team representation and engagement			
Applicant has provided a list of steering team representatives (names and organizations).		5	
Describe how the applicant has or will identify and involve critical community members and entities in the process that are not currently engaged but have been identified as critical to the work of the coalition assessment and planning process.		10	

3.5 REVIEWER COMMENTS

Reviewer's Name _____ Date _____

Section 3.2 score _____

Section 3.3 score _____

Section 3.4 score _____

Section 3.5 score _____

TOTAL SCORE _____