

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



**Request for Proposals
Behavioral Risk Management
For FY2027 Through FY2029
Grants and Contracts**

NOTICE: Proposals will ONLY be accepted through GEMS. Applicants are responsible for reviewing the [State of Alaska GEMS Welcome Page](#) for details regarding agency registration and availability of technical assistance. Log into GEMS through [myAlaska](#) to begin the application process. Once you are logged into GEMS, guidance and instruction are available in the Documents tab and from the film strip icon. Applicants are responsible for monitoring GEMS or the State Online Public Notices site for any changes or amendments that may be issued regarding this solicitation.

Relay Alaska provides assisted communication services at 711 or 1-800-770-8973 from a TTY phone, and at 1-800-770-8255 from a voice phone.

CONTACT PERSON: Claudine Lim, Grants Administrator

PROPOSAL DUE DATE: March 31, 2026, 3:59 PM

PHONE: (907)465-4709

DEADLINE FOR WRITTEN INQUIRIES: March 23, 2026, 3:59 PM

E-MAIL: claudine.lim@alaska.gov

PROJECT PERIOD BEGINS: July 1, 2026

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Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health, Division of Senior and Disabilities Services (DSDS), is requesting proposals from eligible applicants to provide Behavioral Risk Management services for the State of Alaska in FY2027 through FY2029. Program Services are authorized under 7 AAC 78 Grant Programs. Additional governing statutes are AS 47.80 Persons with Disabilities. State of Alaska statutes and regulations are accessible at the Department of Law Document Library or through the contact person identified on the cover page of this Request for Proposals (RFP).

Individuals with developmental disabilities as defined under AS 47.80.900(6), who exhibit high risk or inappropriate sexual behavior, are at risk of institutionalization in correctional facilities. Additionally, women with developmental disabilities are more likely than their non-disabled peers to be victims of abuse or sexual assault. Services reduce the risk of the recipients to their communities and maintains a safe and healthy environment for women who would likely remain at risk of victimization.

The Behavioral Risk Management program offers services in a wrap-around approach that incorporate both internal and external management strategies to reduce recidivism, the possibility of offending, or being victimized.

1.02 Program Goals and Anticipated Outcomes

The proposed project must demonstrate a thorough understanding and support of the grant program goals and outcomes anticipated by the Department.

Program Goal

The primary goal of the Behavioral Risk Management Program is to prevent sexual victimization and institutionalization by proactively addressing high-risk sexual behaviors among individuals with developmental disabilities by delivering individualized, evidence-based (or recognized by the Substance Abuse and Mental Health Services Administration) structured treatment programs and curricula.

The secondary goal of the Behavioral Risk Management Program is to promote the knowledge, confidence, and tools needed by families, caregivers, and service providers to respond to high-risk or inappropriate sexual behaviors in a consistent, proactive, and developmentally appropriate manner.

Anticipated outcomes for program participants

- Reduced incidents of sexual offending
- Reduced incidents of sexual victimization
- Reduced need for restrictive placement or institutionalization
- Reduced need for supervision
- Improved understanding of boundaries, consent, and self-regulation
- Increased personal safety and stability
- Increased ability to maintain successful employment
- Increased community inclusion
- Satisfaction with services

Anticipated Outcomes for families and communities

- Reduced incidents of sexual abuse, assault, and exploitation
- Increased ability to respond effectively and consistently to concerning behaviors
- Increased competence and confidence in addressing sexual behavior concerns
- Increased safety
- Reduced reliance on crisis-driven systems such as law enforcement, emergency services, or restrictive placements
- Increased cross-system coordination
- Reduced stigma related to sexual behavior and developmental disabilities
- Increased resilience and capacity to manage complex behavioral needs without resorting to restrictive or punitive approaches

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

1.03 Program Services/Activities

Activities covered under this grant include:

- Conducting comprehensive, trauma-informed behavioral and sexual behavioral risk assessments.
- Developing and implementing individualized treatment plans
- Developing and maintaining individualized Risk Management Support Plans documenting risk factors, individual coping strategies, staff support strategies and tracking and monitoring mechanisms to document progress
- Providing ongoing psycho-educational groups, social sexual skills training, personal safety training, and individual therapy using evidence-based developmentally appropriate interventions
- Providing clinical case management
- Providing consultation, outreach, training, and technical assistance and support to direct service staff, family members, guardians, and/or other service providers who have contact with program participants
- Conducting outreach to increase awareness of available services
- Engaging community partners to reduce stigma and promote understanding of sexual development and safety for individuals with developmental disabilities
- Participating in community education events focused on prevention, safety, and inclusion.
- Establishing formal referral pathways and communication protocols among behavioral health, disability services, and other relevant services
- Use program data to inform community-level prevention strategies and training priorities

Timeline

Applicants will upload a timeline for the initiation of services and project activities to begin by July 1, 2026. Proposals must describe the ways in which the project aligns with program intent. The submitted project proposal will identify agency resources available to the project; describe project activities; and clearly state the project's anticipated goals, outputs, and outcomes.

Logic Model

In support of project planning narratives, the applicant will complete a logic model using the instructions and template attached to this RFP. The logic model will identify resources available to the proposed project; summarize project activities; and clearly state anticipated goals, outputs, and outcomes compliant with program intent.

Planned Services:

The applicant must indicate in their proposal the following items on the Planned Services and Expenditures form template attached to this RFP:

- the services that the applicant intends to provide in each community.
- the anticipated number of recipients for each service; and
- the proposed number of total hours of service provided by this grant.

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

- The grantee agrees that services continue throughout the fiscal year that funds are awarded.
- The grantee will be required to submit consumer information and service delivery data for all program participants regardless of payment source (Medicaid, DOC, self-pay, grant, etc.) using the Web based format provided by DOH/DSDS.
- Case notes are required for all recipients receiving services. The case notes must follow standard Human Services Practice and be sufficient for liability protection and historical tracking.
- The grantee will provide copies of the treatment plan to the supervising probation officer, upon request.
- The grantee agrees to comply with the DSOS Critical Incident Reporting Policy and Procedure, Section 15-1 Quality Assurance, located at http://www.hss.state.ak.us/dsds/policies/PDFS/CritIncReporting_15-1.pdf. For purposes of this paragraph, “emergency situations” include the disappearance, injury or death of a recipient.
- The grantee agrees to comply with DOH/DSOS quarterly reporting requirements as detailed in the Grant Agreement and shall include at a minimum the demographic and service delivery data, the Cumulative Fiscal Report and a Program Narrative that reports on the activities and outcomes of the project.
- The grantee must complete and keep in file a Plan of Care for each individual based on their individual preferences including goals and outcomes.
- Services funded under this grant may not be offered to recipients of HCB Waiver services.
- Quality Assurance and Conditions of Participation (COP) In order to ensure that providers of all services are qualified and deliver quality services, the DSOS now requires all providers to comply with the Conditions of Participation adopted in regulations: 7AAC 130.200-130.319. The Conditions of Participation contain new standards for providers, and operation of all home and community-based services. These are available for review at <http://dhss.alaska.gov/dsds/Pages/regulationpackage.aspx>. At a minimum, all grantees must meet the Provider Conditions of Participation and grantees providing Medicaid services must comply with the COP associated with those services. The COP provide guidance and standards for the Home and Community Based Medicaid Waiver Program and apply to similar services provided with grant funds.
- Medicaid Reimbursable Services
 - Grantees providing Medicaid reimbursable services shall have a Medicaid Provider number, or apply to obtain one, and shall seek Medicaid reimbursement for all eligible services. Proof of Certification or application for certification must be submitted with an application.
 - Applicants providing Medicaid reimbursable services, who do not have a Medicaid Provider number, and who do not intend to obtain one, must include a request for an exemption from the Medicaid requirement with their application.
 - Applicants providing services that are not reimbursable by Medicaid must comply with the Provider Conditions of Participation and must provide assurance of compliance with their continuation application.
 - Applicants requesting an exemption from requirements outlined in any of the Conditions of Participation must submit a request for exemption in meeting the terms of the COP with their application.

The applicant agrees to meet any of the Special Conditions of Award applied to the FY2027-FY2029 grant.

1.04 Program Evaluation Requirements and Reporting

Performance Measures Framework

Within this framework, actual performance and achieved outcomes are measured by objective performance measures.

Projects will use performance measures to evaluate progress toward meaningful outcomes, and to initiate data collection and reporting consistent with Department priorities.

Efficiency Performance Measure

- Cost of grant funds per individual

Effectiveness Performance Measure

- Number of Individuals served who have received services and are living safely in the community

The applicant's proposed evaluation plan will incorporate the performance measures of effectiveness and efficiency identified above. Applicants can propose additional performance measures for evaluating the project's progress in achieving results supportive of program goals and outcomes. (The applicant's logic model/evaluation plan must include indicators and data gathering strategies that will be used.)

Grant Reporting

Required reporting will include:

- Quarterly Cumulative Fiscal Reports recording overall grant and match expenditures by budget line.
- Program Reports in the format prescribed by the program.
- Cumulative Detailed Expenditure Report verifying amounts reported in Cumulative Fiscal Reports due at the end of quarter 2 (Q2) and quarter 4 (Q4).
 - Monthly entry of demographic and service delivery data into the SDS' Aging and Disability Data Management Information System
 - Program Narrative Report with Q2 and Q4 submissions
 - Performance Measures Framework with Q4 submissions
 - Satisfaction survey summary report with Q4 submissions
- Grantee will be required to submit consumer demographic information and service delivery data for all program participants regardless of payment source (Medicaid, DOC, self-pay, grant, etc.) using the Web-based format provided by DOH/DSDS.

1.05 Target Population and Service Area

Target Population: The target population for the solicited services includes individuals with developmental disabilities who display high risk or inappropriate behaviors and are at risk of institutionalization in corrections facilities or are on probation, as well as individuals who, because of their disability, are more vulnerable to abuse. Training or support provided by this program must be accessible to direct service staff, school paraprofessionals, family members of people with disabilities, and other interested students in their home communities.

Applicants must clearly describe the population targeted by the project, including the area or communities that will be served. Proposals will be evaluated for compatibility with the program's intended target population identified in

this solicitation.

Service Areas and Communities: The service areas and communities requested for the services solicited are State-wide. Priority will be given to State-wide serving applicants and consideration will be given to regional and community-based organizations.

1.06 Program Funding

Funds available for this program are anticipated to total \$450,000 Total (\$150,000 per year)

Match Requirement: The budget must include matching funds equal to 10% of the proposed Department funds. Calculate required match with the following formula.

Total Requested Grant Award X Required Match Percentage = Required Match

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

Eligible sources of matching funds include:

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

Proposed Budget: The applicant must submit a budget proposal for the first fiscal year of the project. The proposed budget detail and narrative, including required match, will support the program's results-based service delivery and staffing requirements stated in this RFP.

The proposed budget will be fully compliant with the limitations described in this RFP, and those detailed in 7 AAC 78.160 (Costs). Regulations are provided under the GEMS Documents tab.

Resources specific to budgeting are also available under the GEMS Documents tab. The Department's Grant Budget Preparation Guidelines provide information and guidance about budget lines, cost detail groupings, and narrative requirements. Grantee User Manual Part I provides detailed instructions for entering a budget proposal in the chapter "Responding to a Solicitation."

The proposed budget total (grant award, required match, and additional match) must be the same as what is indicated on the Planned Services and Expenditures form.

Other Agency Funding: Prior to submitting a proposal, applicants are required to list all other agency funding received and applied for. This task must be completed by an Agency Power User in the Other Funding section of the Agency Administration tab. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Indirect Costs: If the proposed budget includes indirect costs, 7 AAC 78.160(p) requires a copy of the agency's

current federally approved Indirect Cost Rate Agreement. The agreement is to be uploaded to the Agency Administration tab. Lapsed agreements can be used if uploaded with the negotiating federal agency's written approval to continue using the rate until a new agreement is negotiated. If an agency has never entered into a federally approved Indirect Cost Rate Agreement no longer has a federally approved agreement in place, the recently updated Federal Uniform Guidance 2 CFR 200 now allows that agency to budget the 15% De Minimis.

Payment for Services/Grant Income: If applicable to the services proposed in response to this solicitation, awarded grantees will have a Medicaid Provider Number or apply to obtain one, and will make reasonable effort to bill all eligible services to Medicaid and any other available sources of payment before seeking grant support for delivery of the proposed services. Department funds are the payer of last resort.

In the applicant's proposed budget, anticipated receipts and expenditures for all grant income must be evident in detail and narrative. Fiscal reports for awarded income generating projects will include the receipts and expenditure of all grant income.

Section 2 Applicant Qualifications

2.01 Agency Experience

Proposal evaluation will include consideration of the applicant's history of compliance with service and grant requirements, and previous experience in providing the same or similar services. Evaluation may include Department site reviews, program audits, and confirmation of the successful resolution of any findings. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

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

2.02 Project Staffing

Project staffing must be sufficient to implement the proposed activities in order to meet program goals and the anticipated outcomes.

Resumes, position descriptions and professional credentials for key project personnel must be uploaded as part of the response. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

This program is subject to AS 47.05.300-AS 47.05.390 requiring background checks. The applicant must describe their background check process currently in place to ensure staff is eligible for hire. The Alaska Background Check Unit (BCU) provides centralized background check support for programs that provide for the health, safety and welfare of people who are served by programs administered by the DOH. More information can be found at <http://dhss.alaska.gov/dhcs/pages/cl/bgcheck/default.aspx>.

2.03 Administrative, Management, and Facility Requirements

The applicant must demonstrate the agency's sustainable fiscal and administrative capacity. Executive, administrative, and financial staff must be qualified, as indicated by the resumes of position holders uploaded as an element of the proposal. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Additional requirements:

- The applicant must ensure procedures are in place to protect client confidentiality compliant with State and federal standards.
- The applicant must ensure its most recent financial audit was submitted to the appropriate state office (see Audit Requirements below), and any findings identified have been resolved.

Awarded proposers will be required to submit additional agency information if the agency's GEMS record is not current.

Program Management Standards

Case notes are required for all recipients receiving services. The case notes must follow standard Human Services Practice and be sufficient for liability protection and historical tracking.

The grantee must complete and keep in file a Plan of Care for each individual based on their individual preferences including goals and outcomes.

Audit Requirements:

Federal Requirements: Agencies spending \$1,000,000 or more total Federal Financial Assistance in the agency's fiscal year may be required to comply with conditions of the Single Audit Act of 1984, P.L. 98-502, as amended by the Single Audit Act Amendments of 1996, P.L. 104-156, and as defined in 2 CFR 200.

State Requirements: Agencies spending \$750,000 or more total State Financial Assistance in the agency fiscal year are required to comply with the conditions of 2 AAC 45.010-090. The current regulations may be viewed at the State of Alaska, Department of Law website, [Department of Law Document Library](#), or copies may be obtained from the contact identified on the cover page of the RFP.

Information on State and Federal Single Audit Acts compliance may be obtained from:

State Single Audit Coordinator
Department of Administration
Division of Finance
PO Box 110204
Juneau, AK 99811-0204
Telephone: (907) 465-4666
Fax: (907) 465-2169

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

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

Facility, Service Access, and Safety:

- The applicant must address potential safety concerns for clients and staff in the management of services proposed in response to this RFP.
- The applicant should describe client accessibility to services and the way in which that will enhance project success.
- All applicants for Department grants should have a written plan for emergency response and recovery that provides for potential safety concerns and the safe evacuation of clients and staff. This plan is mandatory for agencies providing residential and/or critical care services as noted in the State Grant Assurances.

2.04 Support/Coordination of Services

Applicants must demonstrate the proposed project has the necessary support and coordination for the successful delivery of services. The proposal must address the following:

- Community support where services are proposed.
- Coordination with necessary referring agencies and the role of each described.

Section 3 General Instructions for Proposal Submission

3.01 Eligibility

Applicants must be eligible to apply under 7 AAC 78.030 (Eligible Applicants). Eligible applicants are state agencies; political subdivisions of the state such as cities, organized boroughs, and Regional Educational Attendance Areas; non-profit organizations and consortia of nonprofits; and Alaska Native entities. As follows, eligibility will be verified by Grants and Contracts.

- Political subdivisions of the state and Regional Educational Attendance Areas will be verified by State records.
- Eligible nonprofits are listed in the State's database of registered non-profit entities or the US Internal Revenue Service's register of tax-exempt organizations. Non-profit subsidiaries of non-profit corporations must also provide a letter from the parent organization confirming non-profit status.
- Alaska Native entities as defined in 7 AAC 78.950(1) must submit, with the application, a legally binding resolution waiving the entity's sovereign immunity to suit through the duration of the program, identified in RFP Subsection 3.05. The resolution must be authorized in compliance with the tribe's constitution, either by the tribal council or by majority vote of the tribal membership. The required template is provided at Subsection 4.02, Other Technical Requirements.

Applicant agency GEMS records must contain the agency's current State of Alaska Business License number, and a current governing board roster which includes titles, contact information, and terms of office for each seat. The roster must include emergency contact information outside the applicant agency for one or more officers.

Grants and Contracts will verify neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving grant assistance from any State or federal department or agency. If an agency or its principals are excluded from receiving grant assistance, the proposal may not be considered.

Applicants who have had a contract or grant to help produce this RFP are not eligible to apply and any submitted proposal will not be considered.

3.02 Acceptance of Terms

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

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

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

3.03 Inquiries

Applicants should immediately review this RFP for defects and questionable or confusing content. Questions that can be answered by directing the applicant to a specific section in the RFP may be answered verbally by the contact person identified on the RFP cover page. Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared substantive. The applicant will be directed to submit the question in writing to the contact person at the email address on the cover page no later than the Deadline for Written Inquiries, also identified on the cover page. This will allow issuance of any necessary amendments and/or clarifications to all prospective applicants.

Applicants are responsible for monitoring GEMS or the State's Online Public Notices website ([Online Public Notices](#)) for any clarifications or amendments that may be issued regarding this solicitation.

Proposals will not be accepted after 3:59 PM prevailing local time on the due date identified on the cover page.

3.04 Proposal Costs and Content

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

The applicant is responsible for the content of the proposal.

3.05 Duration

This RFP is for a three-year period, beginning 7/1/2026 through 6/30/2029. At the discretion of the Department, a project funded under this RFP may be considered for continued funding in subsequent program year(s). The annual decision to continue funding for the subsequent year(s) of the three-year grant cycle is based on the following general conditions:

- the Department's judgment that there is a continued need for the grant project service.
- the grantee's satisfactory performance during the previous grant year.
- the availability of sufficient grant program funds, and whether continuation of the financing is consistent with public health and welfare; and

- the ability of the grantee and the Department to agree on any adjustments in payments or service.

Applicants will submit a budget proposal for year one of the grant only. Funding in each subsequent year will require submission and approval of documents needed to update service plans, evaluation measures, and budgets. Grants and Contracts will notify grantees of specific submission requirements necessary to qualify for consideration of continued funding.

This RFP is for fiscal year FY2027, 7/1/2026 through 6/30/2027.

3.06 Proposal Review

Following the deadline for receipt of proposals, no revisions will be accepted unless provided in response to a request from the contact person named in this RFP. Proposals will be reviewed as follows:

- Proposals will be evaluated in a manner that will avoid disclosure of content before notices of grant award have been issued.
- Department of Health staff will evaluate each proposal for minimum responsiveness and other technical requirements and eliminate non-responsive proposals for consideration.
- Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), Department staff will evaluate each responsive proposal. **Scores for each criterion will be based solely on the response to the associated question. Points will not be earned if the information is provided in response to another question in Section 4.** Department staff will also review relevant departmental documentation regarding the applicant. Staff recommendations regarding awards and levels of funding will include consideration of the following:
 - a history of the applicant's compliance with grant requirements, to include records of program performance, on-site program reviews, and prior year audits.
 - priorities in applicable State health and social services plans.
 - requirements of applicable State and federal statutes; and
 - municipal ordinances or regulations applicable to the grant program.

If there are multiple responsive proposals for which there is insufficient money to fully fund, or supplementary expertise is deemed necessary for the review of proposed services, the Department may appoint a Proposal Evaluation Committee (PEC) as an additional advisory body. PEC members will initially evaluate proposals, independently of other committee members. As a committee the PEC will meet in a **closed session** (7 AAC 78.090 Review of Proposals) to further review proposals and develop recommendations. Scores will be assigned based on the applicant's response to each individual question and the associated criteria. **Applicants will not earn points for a given question based on a response to another question in the RFP.** The PEC review will include discussion of each proposal's merits. PEC recommendations will rank proposals in priority order and include approval or disapproval for award, modifications to the proposed project, and special compliance conditions.

All staff advisory recommendations and, if applicable, those of the PEC, and all review materials will be submitted for consideration by the Division Director, who will make recommendations to the Commissioner of the Department of Health or the Commissioner's designee.

3.07 Final Decision Authority

Recommendations are advisory only, including those from any PEC that may be held. The final decision to approve or disapprove an award, the amount of each award, and whether to impose special conditions or modifications

rests with the Commissioner or Commissioner's designee.

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

3.08 Notification of Grant Award and Appeals

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

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

With a copy to the contact identified on the solicitation cover page, send appeal to:

Heidi Hedberg, Commissioner
Department of Health
3601 C Street, Suite 902
Anchorage, Alaska 99503-5923

3.09 Cancellation of the RFP/Termination of Award

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

Section 4 Submission Requirements/Evaluation Criteria

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

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

1 Applicant is eligible per 7 AAC 78.030.

Evaluation/Review Criteria	Review	Points
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	a Applicant is eligible per Alaska Administrative Code 7 AAC 78.030 .	☑	
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4.02 Other Technical Requirements per 7 AAC 78.060, 78.090(b) and 78.100

Response & Organizational Documentation

1 If applying as a non-profit organization, confirm non-profit status is documented.

Evaluation/Review Criteria	Review	Points	
a	The agency is listed as a non-profit in good standing on the State's corporation database, confirmed at State Corporation Database and/or	☑	
b	The agency's current 501(c)(3) status is confirmed on the Exempt Organizations page, accessible at IRS Tax Exempt Organization Search	☑	
c	If a non-profit subsidiary of a non-profit corporation, a verifying letter from the parent non-profit agency is uploaded to the applicant's agency GEMS record (under General in the Agency Administration tab). The parent corporation must meet criteria a and/or b.	☑	

2 If applying as a Federally recognized tribal entity, upload the signed Resolution for Tribal Entities using the template provided below. Confirm the following criteria are met.

Evaluation/Review Criteria	Review	Points	
a	The applicant is a recognized Alaska Native entity as verified by the Federal Register at Federal Register . If a tribal consortium, all members are recognized Alaska Native entities.	☑	
b	A Resolution, completed on the provided form, is uploaded in the space provided. If a tribal consortium, a Resolution from each member tribe is uploaded as a single file.	☑	

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

Evaluation/Review Criteria	Review	Points	
a	The applicant is another State Agency, such as the University; a political subdivision such as a city or municipality, verified at Local Boundary Commission ; or an REAA under AS 14.08.031 verified at Department of Education Alaska School Map .	☑	

4 Confirm neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving grant assistance from any State or federal department or agency. If an agency or its principals are excluded from receiving grant assistance, the proposal may not be considered.

Evaluation/Review Criteria		Review	Points
a	The applicant agency nor its principals are barred from receiving federal assistance as verified in the federal System for Awards Management at System for Award Management (SAM) .	<input checked="" type="checkbox"/>	

5 Electronically sign the State Grant Assurances form.

Evaluation/Review Criteria		Review	Points
a	State Grant Assurances form is signed by an individual authorized to enter into legal agreements on behalf of the applicant agency.	<input checked="" type="checkbox"/>	

6 Confirm the following information is provided at the Agency Administration tab. These tasks must be completed by a Power User. If the information is found to be incomplete or not current, there may be delay in execution of any offered award.

Evaluation/Review Criteria		Review	Points
a	The General section contains a current governing board roster. The roster includes terms of each seat and contact information outside the applicant agency for one or more officers.	<input checked="" type="checkbox"/>	
b	The Other Funding section contains a record for each source of agency operating funds. The record includes funds applied for under this solicitation. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.	<input checked="" type="checkbox"/>	
c	The General section contains a State of Alaska business license number, verified at Alaska Business Licenses Search .	<input checked="" type="checkbox"/>	
d	All agency contact records are up to date, including Head of Agency, Primary Contact, and Head of Financial Operations.	<input checked="" type="checkbox"/>	
e	The applicant's agency record contains the Agency Fiscal Year Start Date.	<input checked="" type="checkbox"/>	

	<p>f The applicant's agency GEMS record contains a current Federally Negotiated Indirect Cost Rate Agreement. If lapsed, the agreement is uploaded with written confirmation from the negotiating agency that the rate is valid until a new agreement is approved.</p>	<input checked="" type="checkbox"/>	
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4.03 History of Compliance with Grant Requirements per 7 AAC 78.100(2)(B)

- 1** *Previous recipients of grant awards will confirm the following criteria pertaining to past performance and compliance are met. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200. All other applicants will mark Complete without confirming.*

Evaluation/Review Criteria	Review	Points
<p>a Fiscal, narrative, and data reporting in prior years has been complete and timely.</p>	<input checked="" type="checkbox"/>	
<p>b Required State and Federal Single Audits have been submitted, verified at Division of Finance, State Single Audit. Any prior year audit exceptions have been resolved, verified by the Finance and Management Services Audit Section contact identified at Finance and Management Services Audit Contact.</p>	<input checked="" type="checkbox"/>	
<p>c Activities in prior year(s) demonstrate effective delivery of services. The departmental review may include documentation such as performance reports, audit reports, grant records, site visits, etc.</p>	<input checked="" type="checkbox"/>	
<p>d Agency historically maintains required standards. Verification may include, though is not limited to, quality assurance reviews, licensing, and certifications.</p>	<input checked="" type="checkbox"/>	
<p>e If a site visit was conducted at the agency for any Department of Health Grant Programs within the past three years, please identify in the application response, the date of the visit and if there were findings. If there were findings, please identify what the findings were.</p>	<input checked="" type="checkbox"/>	

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

- 1** *Describe the proposed project in the text box below, identifying the ways in which it will achieve the program goals and anticipated outcomes stated in this RFP.*

Evaluation/Review Criteria	Review	Points
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	a The description demonstrates a thorough understanding of program goals and outcomes, and clearly identifies the ways in which they will be achieved.	<input type="checkbox"/>	80
	b The description identifies which evidence-based or widely recognized structured treatment programs and curricula will be used.	<input type="checkbox"/>	80

2 Provide the timeline for the initiation of services and implementation of project activities in the upload field below.

Evaluation/Review Criteria	Review	Points	
	a The timeline proposed for initiation of services and project activities is compatible with program intent.	<input type="checkbox"/>	120

3 In the text box below, describe the ways in which the project aligns with program intent. The response will identify project resources, activities, and clearly state the project's anticipated goals, outputs, and outcomes. In the upload field below, provide the project's completed logic model.

Evaluation/Review Criteria	Review	Points	
	a The described activities are well developed, reasonable and supportive of program intent.	<input type="checkbox"/>	80
	b The response identifies project resources, activities, and clearly states the project's anticipated goals, outputs, and outcomes.	<input type="checkbox"/>	40
	c The applicant's logic model identifies project resources, activities, and projected outcomes that meet program intent.	<input type="checkbox"/>	120

4 In the uploaded field below provide the project's completed planned service and expenditures form.

Evaluation/Review Criteria	Review	Points	
	a The uploaded planned services and expenditures form is fully complete and aligns with proposed services and program intent	<input type="checkbox"/>	100

5 In the text box below, describe the project evaluation plan, including indicators and data gathering strategies that will be implemented to address the program's performance measures identified in Subsection 1.04.

Evaluation/Review Criteria	Review	Points
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	<p>a The proposed evaluation plan includes indicators and data gathering strategies aligned with the program performance measures identified in Subsection 1.04.</p>	<input type="checkbox"/>	80
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6 *In the text box below, describe the target population and service area(s) of the proposed project.*

Evaluation/Review Criteria	Review	Points
<p>a The description clearly identifies the proposed target population and service area and meets the intent of the services solicited.</p>	<input type="checkbox"/>	80
<p>b Proposal describes an ability to serve a state-wide population</p>	<input type="checkbox"/>	50

7 *Provide the proposed budget for the first year of the project. Include detail and supporting narrative as shown in the provided Grant Budget Preparation Guidelines (Documents tab). Confirm the following criteria are met.*

Evaluation/Review Criteria	Review	Points
<p>a The budget narrative is complete and mutually consistent with the budget detail.</p>	<input checked="" type="checkbox"/>	
<p>b Cost line items are allowable under 7 AAC 78.160 and are compliant with stated program requirements.</p>	<input checked="" type="checkbox"/>	
<p>c Travel costs are consistent with 7 AAC 78.160(h) and (i), and with any program requirements or limitations identified in the solicitation.</p>	<input checked="" type="checkbox"/>	
<p>d Equipment costs and subcontract costs are allowed by the program and consistent with 7 AAC 78.280.</p>	<input checked="" type="checkbox"/>	
<p>e Indirect costs are fully compliant with rates and exemptions of the agency's current Federally Negotiated Indirect Cost Rate Agreement, uploaded in the General section of the Agency Administration tab.</p>	<input checked="" type="checkbox"/>	
<p>f The budget supports the proposed project and program intent, and the project appears achievable with demonstrated resources.</p>	<input type="checkbox"/>	40
<p>g Costs are reasonable and substantiated in the narrative.</p>	<input type="checkbox"/>	20

h	The proposed budget narrative clearly describes any necessary allocation of resources among target populations or service areas.	<input type="checkbox"/>	20
i	Proposed sources of Required Match are identified in the budget narrative as well as in the Matching Fund Source table located near the beginning of the application. All proposed sources of matching funds are eligible, and the level of match is met.	<input checked="" type="checkbox"/>	
j	The budget matches the budget on the Planned Services and Expenditures form.	<input type="checkbox"/>	20

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

1 *In the text box below, describe the agency's previous experience in providing services the same as, or similar to, those proposed. Clearly identify the time period over which services were provided and the population served. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.*

Evaluation/Review Criteria		Review	Points
a	The applicant's previous experience providing the same or similar services demonstrates the resources and capacity needed to provide the solicited program services. Note: the review by department staff will also include documentation such as prior year's performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.	<input type="checkbox"/>	200
b	Agency has the financial strength and capacity to manage grants and verifies that have the capacity to implement funds if received.	<input checked="" type="checkbox"/>	

2 *In the text box below, describe the proposed project's program and administrative staffing needs. Scan the following documents as a single file and upload in the space provided below: 1) Position descriptions for key project positions 2) Resumes and professional credentials for position holders 3) Resumes of administrative staff providing supervision, fiscal, reporting, and management needs. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.*

Evaluation/Review Criteria		Review	Points
a	Staff providing services are qualified and competent as demonstrated by the uploaded position descriptions, resumes, and professional credentials.	<input type="checkbox"/>	120
b	Staffing levels are sufficient to support the requirements of the proposed project and compliant with all identified program mandates.	<input type="checkbox"/>	80

	c Position descriptions support the intent of the RFP and the project proposed.	<input type="checkbox"/>	60
	d Administrative staff are qualified as demonstrated by the resumes provided.	<input type="checkbox"/>	80
	e Administrative capacity demonstrates capability to meet management and reporting needs.	<input type="checkbox"/>	80

3 In the text box below, describe the procedures that will be used to protect client confidentiality.

Evaluation/Review Criteria		Review	Points
	a The applicant's description identifies the procedures necessary to protect client confidentiality compliant with State and Federal standards.	<input type="checkbox"/>	100

4 In the text box below, describe the service delivery facilities and locations and the ways in which access to services will enhance project success.

Evaluation/Review Criteria		Review	Points
	a The facilities described are safe and appropriate to the purpose of the program.	<input type="checkbox"/>	60
	b Access to the locations will enhance delivery of services to the targeted populations.	<input type="checkbox"/>	60

4.06 Demonstration of Support/Coordination of Service

1 In the upload field below, provide a single-file scan of documented community support for the proposed project.

Evaluation/Review Criteria		Review	Points
	a Appropriate documentation of support is provided from each community in which the applicant proposes to provide services.	<input type="checkbox"/>	60

2 In the text box below, describe the in-place or planned coordination with the State or other providers for referrals necessary to project success. Identify the project staff involved as well as the positions responsible at the referring agencies.

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