State of Alaska
Department of Health
Division of Public Assistance

Request for Proposals
Alaska Temporary Assistance Program - Work Services
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: Emma DeMarcus, Grants Administrator
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PROPOSAL DUE DATE: September 8, 2026, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: August 31, 2026, 3:59 PM
PROJECT PERIOD BEGINS: October 1, 2026

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Application Groups

Application Group Name	Description
The Municipality of Anchorage	The state's largest and most diverse population of welfare recipients lives in the Municipality of Anchorage. This community accounts for an average of 36% of the statewide caseload. These families typically have access to more employment opportunities and a broader range of other community resources than other Alaskan communities. While the municipality has a wider range of resources that can benefit welfare families, there is considerable demand for these services.
The Matanuska-Susitna Valley	The Mat-Su Borough is one of the largest and fastest growing areas of the state in both population and economic opportunity. This caseload represents 10% of the ATAP population. Clients with more than 24 months of assistance are likely to experience a higher level of complexities than those who exit ATAP before reaching 24 months. Families may require higher levels of support than those having used fewer months of ATAP. Note: The restriction to cases that have received 24 or more months of TANF is to ensure that services are not supplanting those already provided by the State of Alaska during the first two years of assistance.
Southeast Alaska	Southeast Alaska comprises 3% of the Temporary Assistance caseload and serves both urban and rural families. Those living in the larger communities of Juneau, Ketchikan, and Sitka benefit from relatively stronger local economies and social services infrastructure. Smaller communities may have a limited infrastructure for the delivery of health, social, and employment services. Few communities are connected by a road system, and travel is largely restricted to airplanes and the Alaska Marine Highway System. Annette Island/Metlakatla Indian Community is not included in this service area.
Statewide Services	Clients meeting this population definition may be in any of Alaska's communities, though are generally populated in Anchorage, the Mat-Su Valley and Delta Junction. Clients may be primary or secondary arrivals and may need a high level of support securing housing, support to access basin medical and educational systems, may have limited English skills and may be experiencing higher than average level of trauma. This caseload is approximately 7% of the ATAP caseload.

Amendments

Amendment 1 Amendment 1.0 - Application Group **Posted: 8/17/2026**

Explanation

This amendment identifies the four application groups within the solicitation that agencies must select from when completing their application. Agencies must select an application group to indicate which geographic region their proposal aligns with.

Additional Information

This amendment identifies the four application groups within the solicitation that agencies must select from when completing their application. Agencies must select an application group to indicate which geographic region their proposal aligns with.

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health (DOH), Division of Public Assistance (DPA), is soliciting proposals from eligible organizations to provide Work Services case management through funding from the Alaska Temporary Assistance Program (ATAP) for the State of Alaska in FY2027 through FY2029. This program is designed to address gaps in service within the State of Alaska where the Division of Public Assistance does not provide services in order to provide Work Service programming on a statewide basis. Program Services are authorized under 7 AAC 78 Grant Programs. Additional governing statutes are 45 CFR Parts 260-265, TANF Statute, Social Security Act, Title IV (Part A of Title IV); AS 47.27.005 Duties of the Department; AS 47.27.030 Family Self Sufficiency. 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).

The Alaska Temporary Assistance Program (ATAP) Work Services grant provides funding to partner agencies to manage clients who are seeking assistance with finding employment and achieving self-sufficiency. The general field of employment assistance is referred to as Work Services under federal Temporary Assistance for Needy Family (TANF) funded programming. Allowable services provided by the agencies assisting clients with obtaining employment include general case management, supporting skill development, facilitating employment-focused activities, and providing job placements and referrals. This continuum of services begins with a person's initial contact with the agency and continues for up to 12 months after they secure employment and close their ATAP case. The intended program outcome is that participants exit ATAP with the ability to maintain financial self‑sufficiency through paid employment or other sustainable financial supports.

Agencies selected for funding are required to comply with the documentation, monitoring, and verifying work activity requirements imposed by the federal TANF program and all applicable federal statutes, regulations, guidance, terms and conditions, and other State requirements associated with the funding. Awarded applicants must remain informed of any changes to these requirements and implement necessary updates throughout the grant period. Updates to federal requirements, the Alaska TANF State Plan, or Division of Public Assistance policy and procedure guidance will not constitute a change in the scope of work.

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.

This program serves Purpose 2 of the Temporary Assistance for Needy Families program: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

By advancing Purpose 2 of the Temporary Assistance for Needy Families program, the program is expected to increase family self‑sufficiency and economic stability. Participants will be better equipped to secure and retain employment, reduce reliance on public assistance, and strengthen long‑term financial independence.

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

1.03 Program Services/Activities

Grantees are expected to provide the services necessary to ensure that each family achieves the highest possible degree of self-sufficiency regardless of their situation. Adults in every household are expected to engage in one or more meaningful activities that advance their ability to achieve self-sufficiency. Therefore, the services provided by the Agency must be designed to meet the full range of needs unique to each client.

These services must align with the Work Services Procedure Manual (WSPM) and include, but are not limited to:

- Engagement and Assessment (WSPM 1001)
- Family Self-Sufficiency Planning (WSPM 1002)
- Engagement in and verification of Work Activity (WSPM 1003)
- Issue and document Supportive Services (WSPM 1004)
- Job Development (WSPM 1005)
- Determine Good Cause (WSPM 1006)
- Accurate Penalty and/or Disqualification Determination (WSPM 1007)
- Evaluate possible extension to the 60-month time limit (WSPM 1008)
- Screen for and facilitate Social Security Advocacy (WSPM 1010)
- Counsel clients regarding refusal of cash assistance (WSPM 1012)
- Provide Post-Temporary Assistance Services (WSPM 1013)
- Utilize Work Services Reports to successfully manage ATAP caseload (WSPM 1015)
- Complete all activities regarding management of the program (WSPM 1018)
- Review and apply all program updates described in the WSPM Transmittals.

Applicants must access, develop, and use a broad spectrum of services, strategies, and supports that effectively address the wide range of situations and needs presented by Temporary Assistance clients. The applicant must be able to demonstrate knowledge about community and state resources that can be accessed to support the participant's efforts to become self-sufficient. Leveraging and accessing existing resources and building strong collaborations with community resource providers is essential for meeting the needs of every family being served.

Supportive service funds are issued to awarded applicants for the direct benefit of clients and are used by work services providers to purchase goods and services that help individual clients prepare for a job, find or keep a job, or obtain a better job and achieve self-sufficiency (WSPM section 1004). Applicants must demonstrate that they are good stewards of State funds and will apply the rules associated with supportive services. Funds issued to clients that are in violation of State rules will be reduced from future advances.

An annual supportive services allocation is awarded to the funded Agency. Sufficient funds are allocated to cover allowable and reasonable supportive service needs. No additional allocation is planned. Agencies are expected to manage their supportive services expenditures judiciously to ensure supportive services are available to all clients all year.

Agencies are responsible for childcare authorizations for clients assigned to and engaged in appropriate activities. Child Care authorizations are verified and paid by DPA or a local childcare administrator. Guidance for authorizing childcare can be located at: http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Manuals-Brochures/Child-Care-Assistance-Program-Policies-and-Procedures.pdf

Applicants will upload a timeline for the initiation of services and project activities.

Applicant proposals must describe the ways in which the project aligns with program intent. The submitted project proposal will

1. Identify agency resources available to the project
2. Describe project activities; and

3. Clearly state the project's anticipated goals, outputs, and outcomes

1.04 Program Evaluation Requirements and Reporting

The Work Services grant program will be evaluated in accordance with the Continuous Improvement Monitoring Guide, a framework developed by the Division of Public Assistance. Awarded Agencies are required to track participant progress, document service delivery, meet established performance benchmarks, and submit regular reports to the Division of Public Assistance.

Scheduled and ad hoc technical assistance is available and may be required to support Work Services providers.

Effectiveness and efficiency performance measures are calculated as percentages. For each measure, the number of clients who met the participation standard (the numerator) is divided by the number of clients who could possibly meet that standard (the denominator). In this context, "met" refers to clients who achieved the required participation benchmark defined for that measure. The "met/possible" ratio is used to determine the percentage for each performance measure.

Effectiveness Performance Measures

Documentation of all client contact is entered into the Case Management System (CMS). This documentation is essential to demonstrate the Agency's due diligence. Effectiveness is measured by:

- Clients who leave the caseload with employment or non-time limited benefits (Social Security).
- Clients who meet the Federal participation rates

Performance standards are those established by the Federal TANF rate are are calculated from the data entered into CMS in two areas:

1. All-Families Participation

Possible: All families that received Temporary Assistance in the month except:

- Child only cases
- Single parent families with a child under 1 year old exemption who are not meeting the minimum participation requirements ("BA Exemption")
- Families penalized in the month, but not more than 3 months in the last 12 who are not meeting the minimum participation requirements
- Single parent families where the parent is providing care for disabled family members
- Single parent families where the parent is an ineligible undocumented immigrant
- Single parent families in refused cash status (other than Job Start participants)

Met: All possible families that meet the All-Families Participation minimum work requirements.

2. Two-Parent Participation

Possible: All two-parent families that received Temporary Assistance in the month except:

- Two-parent families where one adult is documented as unable to participate due to a health condition ("IC" Cases)
- Two-parent families penalized in the month, but not more than 3 months in the last 12 who are not meeting the minimum participation requirements

- Two-parent families where both parents are ineligible undocumented immigrant
- Two-parent families in refused cash status (other than Job Start participants) Two-parent families where one adult is providing care for a disabled family member

Met: All possible families that meet the Two-Parent Families minimum work requirements.

Work activity and client interactions must be entered by the Agency into the CMS Work Activity Screen on or before the 20th of the month following the activity month and must meet the requirements outlined in Performance Measures, Work Activities and Work verification (WSPM 1003). Data entered late will not be included in the Agency's performance.

The Agency is responsible for the timeliness and accuracy of the data entered in the Case Management System (CMS) by their staff.

Efficiency Performance Measures

Efficiency measures are tracked and reported by the grant. Quality assurance is completed by the awarded Agency monthly. Results are tracked by the awarded Agency each month and reported with a quarterly total and performance achievement on the Quarterly Continuous Improvement Plan (TA41). The percentage is calculated by dividing the number of people included in the Met definition of each measure by the number of people included in the Possible definition of the measure definition; Met/Possible. Applicants must explain their methodology for reporting this information in their proposal. Please refer to the measure definitions below.

1. Clients are engaged and assessed within 30 days of referral.

Possible: All clients referred to a provider in a 30-day look back of referral.

Met: All clients engaged and assessed within a 30-day look back of referral.

2. Family Self-Sufficiency Plans (FSSPs) are current

Possible: All clients assigned to the Agency's caseload.

Met: All clients on the Agency's caseload who have a current FSSP.

3. Penalties are requested when clients are out of program compliance or good cause for non-compliance is evaluated and supported in documentation.

Possible: All clients who are out of program compliance for FSSPs or work activity participation.

Met: All clients for whom a penalty for non-compliance has been forwarded to eligibility through approved communication methodology.

4. Supportive services and childcare are authorized to support assigned activities according to policy and procedure.

Possible: All clients who receive at least one issuance of supportive service or childcare payment.

Met: All clients who received correctly authorized supportive services or childcare authorizations.

5. Work Verification meets or exceeds accuracy standards.

Possible: All cases assigned to the Agency.

Met: All cases with correct work verification.

Additional Performance Measures

Clients will be referred to and complete employment focused training and education that result in industry recognized certifications.

1. Access to vocational training

Possible: All clients on the caseload.

Met: All clients assigned to a vocational training or education course that will lead to an industry recognized credential.

2. Completed vocational training

Possible: All clients assigned to an employment focused training or education course that will lead to an industry recognized credential.

Met: Client who achieved an industry recognized training or credential.

3. Job Development

Possible: The number of clients who are not working, not exempt and not otherwise meeting the participation rate in other activities except families penalized in the month but not more than 3 months in the last 12 months who are not meeting the minimum participation requirements.

Met: The number of clients participating in 20 or more hours of job development activities (Job Start, On the Job Training (OJT), Community Work Experience (CWE), Business Work Experience (BEW)).

Data Reporting Requirements

Data not collected in the CMS Work Activity Screen is collected by the Agency and reported through GEMS on the Work Services Quarterly Continuous Improvement Plan (TA41). Data detail will be provided upon request by the Division.

Grant Reporting Requirements

Awarded Agencies will submit a sortable excel file to the Division’s designated secure mailbox including all supportive services issued in the calendar month which documents the following:

- client ID number;
- first and last name of client;
- invoice date, vendor;
- SS code, amount issued, office, unit and caseload number.

The Division of Public Assistance reserves the right to adjust or deny any reimbursement of supportive services when the supportive service is not recognized or approved by DPA, there is inadequate documentation to support the issuance, or it is determined that guidelines for the use of supportive services were not followed. The Agency is expected to manage their use of supportive services to ensure the allocation covers costs for the entire fiscal year for the entire caseload. No supplemental allocation is planned. Supportive services will be issued as described in the WSPM.

Required quarterly reporting will include:

- 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 Q2 and Q4

1.05 Target Population and Service Area

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

Target Population: The target population for the solicited services includes:

- Alaska Temporary Assistance Program Applicants.
- Current ATAP recipients and those within 12 months of Post-Temporary Assistance (TA) who have closed their ATAP case with verified employment.
- Individuals and families living in the services area who are eligible for Native Family Assistance Programs are not served under these grants.
- ATAP families living in communities not listed below are served by DPA Work Services staff.

Service Areas and Communities: The Division of Public Assistance provides direct Work Services in select service areas across Alaska. The geographic areas and priority populations identified for this solicitation were selected based on documented gaps in services that are not otherwise provided by the State of Alaska. The requested services will be delivered in the following service areas and communities:

1. The Municipality of Anchorage

The state's largest and most diverse population of welfare recipients lives in the Municipality of Anchorage. This community accounts for an average of 36% of the statewide caseload. These families typically have access to more employment opportunities and a broader range of other community resources than other Alaskan communities. While the municipality has a wider range of resources that can benefit welfare families, there is considerable demand for these services.

2. The Matanuska-Susitna Valley for cases that have received 24 or more months of TANF;

The Mat-Su Borough is one of the largest and fastest growing areas of the state in both population and economic opportunity. This caseload represents 10% of the ATAP population. Clients with more than 24 months of assistance are likely to experience a higher level of complexities than those who exit ATAP before reaching 24 months. Families may require higher levels of support than those having used fewer months of ATAP.

Note: The restriction to cases that have received 24 or more months of TANF is to ensure that services are not supplanting those already provided by the State of Alaska during the first two years of assistance.

3. Southeast Alaska

Southeast Alaska comprises 3% of the Temporary Assistance caseload and serves both urban and rural families.

Those living in the larger communities of Juneau, Ketchikan, and Sitka benefit from relatively stronger local economies and social services infrastructure. Smaller communities may have a limited infrastructure for the delivery of health, social, and employment services. Few communities are connected by a road system, and travel is largely restricted to airplanes and the Alaska Marine Highway System. Annette Island/Metlakatla Indian Community is not included in this service area.

4. Statewide services for ATAP approved Refugee, Asylee, Humanitarian Parolee, Cuban-Haitian Entrants, Iraqi and Afghan Special Immigrant Visa holders, Amerasians, Afghan and Ukrainian Humanitarian Parolees, and Victims of Trafficking;

Clients meeting this population definition may be in any of Alaska's communities, though are generally populated in Anchorage, the Mat-Su Valley and Delta Junction. Clients may be primary or secondary arrivals and may need a high level of support securing housing, support to access basin medical and educational systems, may have limited English skills and may be experiencing higher than average level of trauma. This caseload is approximately 7% of the ATAP caseload.

1.06 Program Funding

The Division of Public Assistance's Work Services grant program intends to award four grants, one for each service area, to provide a comprehensive range of employment-focused services that assist clients to gain employment or alternate income that allows them to no longer require Temporary Assistance from the State of Alaska.

Funds available for this program are anticipated to total $7,064,030 per fiscal year, which is comprised of Federal TANF Block Grant Funding. Budgets for each service area may not exceed the following:

1. The Municipality of Anchorage; $4,520,979.20
2. The Matanuska-Susitna Valley for cases that have received 24 or more months of TANF; $1,342,165.70
3. Southeast Alaska; $353,201.50
4. Statewide services for ATAP approved Refugee, Asylee, Humanitarian Parolee, Cuban-Haitian Entrants and Victims of Trafficking; $847,683.60

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

Administrative expenses are restricted to no more than 15%.

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

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

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

Administrative Costs: In accordance with federal grant restrictions, proposed budgets must limit total administrative costs to no more than 15% of the total grant award.

Indirect Costs: If the proposed budget includes indirect costs, 7 AAC 78.160(p) requires a copy of the agency's current federally approved Indirect Cost Rate Agreement. The agreement is to be uploaded in the Agency Administration tab. Lapsed agreements can be used if uploaded with the negotiating federal agency's written approval to continue using the rate until a new agreement is negotiated. If an agency has never entered into a federally approved Indirect Cost Rate Agreement or no longer has a federally approved agreement in place, the recently updated Federal Uniform Guidance 2 CFR 200 now allows that agency to budget the 15% De Minimis.

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

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

Section 2 Applicant Qualifications

2.01 Agency Experience

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

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

2.02 Project Staffing

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

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

Project staff must complete and pass a State of Alaska background check through the SOA Background Check Unit.

Please identify any certification or credentials held by the agency or project staff. Project staff must reside in Alaska.

2.03 Administrative, Management, and Facility Requirements

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

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

This program is subject to the licensing and certification authority of the DOH. This program receives payments in whole or in part, from DOH and is subject to the statutory requirements of AS 47.05.300–47.05.390 requiring background checks. Applicants will describe how this is accomplished for staff in outlying service areas.

The Alaska Background Check Unit (BCU) provides centralized background check support for programs that provide for the health, safety, and welfare of persons who are served by the programs administered by the DOH. This requirement applies to unsupervised volunteers. More information may be found at:

https://health.alaska.gov/dhcs/Pages/cl/bgcheck/default.aspx

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

Audit Requirements:

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

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

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

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

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

State of Alaska Department of Health and Social Services
Finance and Management Services
Audit Section
PO Box 110602

Juneau, AK 99811-0602
Telephone: (907) 465-3120

Facility, Service Access, and Safety:

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

2.04 Support/Coordination of Services

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

1. Community support where services are proposed;
2. Involvement of the public and potential service recipients in the planning process;
3. Partnerships and collaborations specific to the proposed project; and
4. Coordination with necessary referring agencies and the role of each described.

Section 3 General Instructions for Proposal Submission

3.01 Eligibility

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

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

Federal Funding Accountability and Transparency Act (FFATA): In accordance with 2 CFR Chapter 1, Part 170 Reporting Sub- Award And Executive Compensation Information, reporting is required of any grant award with federal funding equal to or greater than $30,000. FFATA is intended to hold the federal government accountable for spending decisions. Accountability data is available to the public at U.S. Government spending. Reporting requirements extend to recipients of State-issued awards with federal funds. An Agency Power User must complete the FFATA form under Federal Reporting in the GEMS Agency Administration tab. The report data will reflect the audited figures of the agency's most recently completed fiscal year. The report captures expenses and executive compensation for your agency. More information regarding FFATA requirements can be found at Federal Funding Accountability and Transparency Act Subaward Reporting System.

Effective April 4th, 2022, the US Federal Government transitioned from the Dun & Bradstreet Data Universal Numbering System (DUNS) number to a System for Award Management (SAM) generated Unique Entity Identifier (UEI) alpha-numeric value for federal awards management. All grantees receiving awards with federal funds are required to have a UEI. More information regarding this transition can be found on the U.S. General Services Administration.

The Grants Electronic Management System (GEMS) has been updated to include fields for both the DUNS nine-digit number and the UEI twelve-digit alpha-numeric value under the General section of the Agency Administration tab. An Agency Power User must confirm the current UEI number is listed in GEMS. The DUNS number will continue to be displayed in GEMS until further notice.

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

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

If this grant program includes Federal funding, effective November 12, 2020 Federal Uniform Guidance 2 CFR 200 requires that agencies be registered on the System for Award Management (SAM) website at System for Award Management (SAM). If an applicant is recommended for award and is not registered on this site, the offered award will not be executed, and funds will not be issued until agency registration is confirmed.

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

3.02 Acceptance of Terms

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

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

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

3.03 Inquiries

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

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

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

3.04 Proposal Costs and Content

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

The applicant is responsible for the content of the proposal.

3.05 Duration

This RFP is for a three-year period, beginning 10/1/2026 through 9/30/2029. 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:

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

Applicants 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:

1. Proposals will be evaluated in a manner that will avoid disclosure of contents before notices of grant award have been issued.
2. Department of Health staff will evaluate each proposal for minimum responsiveness and other technical requirements and eliminate nonresponsive proposals from consideration.

3. Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), Department staff will evaluate each responsive proposal. **Scores for each criterion will be based solely on the response to the associated question. Points will not be earned if the information was provided in response to another question in Section 4**. Department staff will also review relevant departmental documentation regarding the applicant. Staff recommendations regarding awards and levels of funding will include consideration of the following:
    i. a history of the applicant's compliance with grant requirements, to include records of program performance, on-site program reviews, and prior year audits;
    ii. priorities in applicable State health and social services plans;
    iii. requirements of applicable State and federal statutes; and
    iv. municipal ordinances or regulations applicable to the grant program.

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

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

3.07 Final Decision Authority

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

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

3.08 Notification of Grant Award and Appeals

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

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

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

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

3.09 Cancellation of the RFP/Termination of Award

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

Section 4 Submission Requirements/Evaluation Criteria

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

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

1 ***(The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) - Applicant is eligible per 7 AAC 78.030.***

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

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

Response & Organizational Documentation

1 ***(The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) - 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	☑	

		Review	Points
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 ***(The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) - 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 ***(The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) - 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 ***(The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) - Confirm neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving grant assistance from any State or federal department or agency. If an agency or its principals are excluded from receiving grant assistance, the proposal may not be considered.***

Evaluation/Review Criteria		**Review**	**Points**
a	The applicant agency nor its principals are barred from receiving federal assistance as verified in the federal System for Awards Management at System for Award Management (SAM).	☑	

5 ***(The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) - Electronically sign the State Grant Assurances form.***

	Evaluation/Review Criteria	**Review**	**Points**
a	State Grant Assurances form is signed by an individual authorized to enter into legal agreements on behalf of the applicant agency.	☑	

6 ***(The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) -***

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

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

7 ***(The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) - Confirm the following information is provided at the Agency Administration tab. These tasks must be completed by a Power User. If the information is found to be incomplete or not current, there may be delay in execution of any offered award.***

	Evaluation/Review Criteria	**Review**	**Points**
a	The General section contains a current governing board roster. The roster includes terms of each seat and contact information outside the applicant agency for one or more officers.	☑	
b	The Other Funding section contains a record for each source of agency operating funds. The record includes funds applied for under this solicitation. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.	☑	

c	The General section contains a State of Alaska business license number, verified at [Alaska Business Licenses Search].	☑	
d	All agency contact records are up to date, including Head of Agency, Primary Contact, and Head of Financial Operations.	☑	
e	The applicant's agency record contains the Agency Fiscal Year Start Date.	☑	
f	The applicant's agency GEMS record contains a current Federally Negotiated Indirect Cost Rate Agreement. If lapsed, the agreement is uploaded with written confirmation from the negotiating agency that the rate is valid until a new agreement is approved.	☑	

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

1 (The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) - Previous recipients of grant awards will confirm the following criteria pertaining to past performance and compliance are met. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200. All other applicants will mark Complete without confirming.

Evaluation/Review Criteria		**Review**	**Points**
a	Fiscal, narrative, and data reporting in prior years has been complete and timely.	☑	
b	Required State and Federal Single Audits have been submitted, verified at Division of Finance, State Single Audit. Any prior year audit exceptions have been resolved, verified by the Finance and Management Services Audit Section contact identified at Finance and Management Services Audit Contact.	☑	
c	Activities in prior year(s) demonstrate effective delivery of services. The departmental review may include documentation such as performance reports, audit reports, grant records, site visits, etc.	☑	
d	Agency historically maintains required standards. Verification may include, though is not limited to, quality assurance reviews, licensing, and certifications.	☑	

e	If a site visit was conducted at the agency for any Department of Health Grant Programs within the past three years, please identify in the application response, the date of the visit and if there were findings. If there were findings, please identify what the findings were.	☑	

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

1 (The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) - Describe the proposed project in the text box below, identifying the ways in which it will achieve the program goals and anticipated outcomes stated in this RFP.

Evaluation/Review Criteria		**Review**	**Points**
a	The description demonstrates a thorough understanding of program goals and outcomes, and clearly identifies the ways in which they will be achieved.	☐	120
b	Proposal describes the Agency's knowledge about community and State resources and demonstrates how they intend to access, develop, and use a broad spectrum of services, strategies, and supports that effectively address the wide range of situations and needs presented by Temporary Assistance clients.	☐	120

2 (The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) - 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.	☐	60

3 (The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) -

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

Evaluation/Review Criteria		**Review**	**Points**
a	The described activities are well developed, reasonable and supportive of program intent.	☐	80

4 ***(The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) - In the text box below, describe the project evaluation plan, including indicators and data gathering strategies that will be implemented to address the program's performance measures identified in Subsection 1.04.***

Evaluation/Review Criteria		**Review**	**Points**
a	The proposed evaluation plan includes indicators and data gathering strategies aligned with the program performance measures identified in Subsection 1.04.	☐	100

5 ***(The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) - In the text box below, describe the target population and service area(s) of the proposed project.***

Evaluation/Review Criteria		**Review**	**Points**
a	The description clearly identifies the proposed target population and service area and meets the intent of the services solicited.	☐	80

6 ***(The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) - Provide the proposed budget for the first year of the project. Include detail and supporting narrative as shown in the provided Grant Budget Preparation Guidelines (Documents tab). Confirm the following criteria are met.***

Evaluation/Review Criteria		**Review**	**Points**
a	The budget narrative is complete and mutually consistent with the budget detail.	☑	
b	Cost line items are allowable under 7 AAC 78.160 and are compliant with stated program requirements.	☑	
c	Travel costs are consistent with 7 AAC 78.160(h) and (i), and with any program requirements or limitations identified in the solicitation.	☑	
d	Equipment costs and subcontract costs are allowed by the program and consistent with 7 AAC 78.280.	☑	
e	Indirect costs are fully compliant with rates and exemptions of the agency's current Federally Negotiated Indirect Cost Rate Agreement, uploaded in the General section of the Agency Administration tab.	☑	

		Review	Points
f	The budget supports the proposed project and program intent, and the project appears achievable with demonstrated resources.	☐	40
g	Costs are reasonable and substantiated in the narrative.	☐	20
h	The proposed budget narrative clearly describes any necessary allocation of resources among target populations or service areas.	☐	20
i	Proposed sources of Required Match are identified in the budget narrative as well as in the Matching Fund Source table located near the beginning of the application. All proposed sources of matching funds are eligible, and the level of match is met.	☑	

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

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

Evaluation/Review Criteria		**Review**	**Points**
a	The applicant's previous experience providing the same or similar services demonstrates the resources and capacity needed to provide the solicited program services. Note: the review by department staff will also include documentation such as prior year performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.	☐	120
b	Agency has the financial strength and capacity to manage grants and verifies that is has the capacity to implement funds if received.	☑	

2 ***(The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) - 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.	☐	80
b	Staffing levels are sufficient to support the requirements of the proposed project and compliant with all identified program mandates.	☐	80
c	Position descriptions support the intent of the RFP and the project proposed.	☐	80
d	Administrative staff is qualified as demonstrated by the resumes provided.	☐	80
e	Administrative capacity demonstrates capability to meet management and reporting needs.	☐	80
f	Agency has indicated in the narrative proposal what the overall agency staff turnover rate has been during the past two years.	☑	

3 (The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) - In the text box below, describe the procedures that will be used to protect client confidentiality.

Evaluation/Review Criteria		Review	Points
a	The applicant's description identifies the procedures necessary to protect client confidentiality compliant with State and Federal standards.	☐	100

4 (The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) - In the text box below, describe the service delivery facilities and locations and the ways in which access to services will enhance project success.

Evaluation/Review Criteria		Review	Points
a	The facilities described are safe and appropriate to the purpose of the program.	☐	60
b	Access to the locations will enhance delivery of services to the targeted populations.	☐	60

4.06 Demonstration of Support/Coordination of Service

1 ***(The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) -***

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

Evaluation/Review Criteria		**Review**	**Points**
a	Appropriate documentation of support is provided from each community in which the applicant proposes to provide services.	☐	60

2 ***(The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) - In the text box below, describe the ways in which the project planning process involved the public and potential service recipients.***

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

3 ***(The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) - In the text box below, describe partnerships or collaborations necessary to the proposed project. In the upload field below, provide a single-file scan documenting existing partnerships and collaborations specific to the proposed project.***

Evaluation/Review Criteria		**Review**	**Points**
a	Partnerships and collaborations necessary for the effective delivery of services are well described. Evidence specific to the proposed project is provided.	☐	60

4 ***(The Municipality of Anchorage, The Matanuska-Susitna Valley, Southeast Alaska, Statewide Services) - In the text box below, describe the in-place or planned coordination with the State or other providers for referrals necessary to project success. Identify the project staff involved as well as the responsible positions at the referring agencies.***

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