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

Request for Proposals
Mental Health Deferred Maintenance and Accessibility Improvements FY27
For FY2027 Through FY2028

Facilities Section

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
PHONE: (907)465-4709
E-MAIL: claudine.lim@alaska.gov

PROPOSAL DUE DATE: November 9, 2026, 3:59 PM
DEADLINE FOR WRITTEN INQUIRIES: October 30, 2026, 3:59 PM
PROJECT PERIOD BEGINS: December 1, 2026

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Amendments

Amendment 1 Answers to Written Inquiries **Posted: 11/4/2026**

Explanation

This amendment serves to provide answers to written inquiries.

Additional Information

Amendment 1, issued 11/03/2026, serves to provide answers to written inquiries. Please see the document titled "Amendment 1 - FY27 Mental Health Deferred Maintenance Answers to Written Inquiries" in that attachments section of this RFP.

Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health (DOH), Senior and Disabilities Services (SDS), is requesting proposals from eligible applicants to provide Mental Health Deferred Maintenance and Accessibility Improvements projects in the State of Alaska during FY27 and FY28. Program Services are authorized under 7 AAC 78. Access State of Alaska statutes and regulations at https://law.alaska.gov/doclibrary/doclib.html or through the contact person identified on the cover page of this Request for Proposals (RFP).

Maintenance of facilities owned or operated by agencies serving Alaska Mental Health Trust (Trust) beneficiaries continues to be a significant need. As agencies prioritize resources for direct services, rising costs can make it difficult to set aside funds for necessary building repairs, maintenance, and replacement of facility components. As a result, facilities that support services to Trust beneficiaries may deteriorate over time.

This program provides funding to address deferred maintenance and facility accessibility needs including improvements necessary to support compliance with the Americans with Disabilities Act (ADA). Funding is intended to address significant facility needs and help agencies maintain safe, functional, and accessible facilities that support services for Trust beneficiaries.

1.02 Program Goals and Anticipated Outcomes

The proposal must demonstrate a thorough understanding of the grant program goals and outcomes anticipated by the Department; and proposed projects must meet or exceed anticipated minimums described in this RFP.

The primary goal of this program is to reduce deferred maintenance and accessibility needs and alleviate the financial burden associated with major facility repairs and improvements for eligible agencies serving Trust beneficiaries. By addressing these facility needs, agencies can better preserve available resources to continue providing services to Trust beneficiaries.

Anticipated Outcomes:

1. Reduce significant deferred maintenance needs in facilities that support services to Trust beneficiaries.
2. Improve the safety and functionality of facilities that support services to Trust beneficiaries and program staff.
3. Increase accessibility of facilities for Trust beneficiaries and program staff, including improvements that support compliance with the ADA.

1.03 Program Services/Activities

Proposals must describe the activities and capital improvements that will support the goals and anticipated outcomes of the program.

For the purposes of this RFP, deferred maintenance means maintenance, repair, or replacement of an existing facility or facility component that was postponed or not performed when needed and is necessary to preserve or

restore the facility's safe and functional condition. Deferred maintenance does not include routine or recurring maintenance activities that are part of normal facility operations.
Renovation or rehabilitation activities are eligible only when necessary to address an identified deferred maintenance, health and safety, or accessibility need. Projects primarily intended to expand a facility, increase capacity, modernize appearance, or provide general facility enhancements are not eligible.
Priority will be given to projects that address health and safety concerns, documented emergency needs, or accessibility and ADA compliance needs.

For accessibility projects, applicants must demonstrate that the proposed improvements are appropriate and cost-effective in addressing the identified accessibility need.

Eligible capital projects must have a useful life of more than one year.

Eligible project types include but are not limited to:

- Plumbing repairs
- Fire suppression systems
- Fire alarm systems
- Electrical upgrades
- Heating, ventilation, and other building-system repairs or replacements
- Roof repair or replacement
- Floor repair or replacement
- Accessible entrance ramps
- Accessible parking spaces
- Facility signage
- Replacement of door and cabinet hardware with accessible hardware
- Restroom accessibility improvements
- Accessible paths of travel to program spaces

Reconfiguration of existing space when necessary to address accessibility, health and safety, or deferred maintenance needs.
Applicants must submit a project timeline demonstrating the proposed project can be completed within the grant period. See Requirement 4.04.

1.04 Program Evaluation Requirements and Reporting

Applicants must identify at least one project-specific performance measure that will be used to determine whether the proposed project successfully addressed the identified facility need. Performance measures should be appropriate to the type and scope of the proposed project.
At a minimum, all grantees will be required to report:

- The number of deferred maintenance needs or facility deficiencies addressed;
- Project completion status, including whether the project was completed within the approved scope, budget, and grant period.
- The number of Trust beneficiaries served annually at or through the facility supported by the grant;
- How completion of the funded project supported the grantee's ability to continue providing services to Trust

beneficiaries.
- Results of the project-specific performance measure(s) identified in the approved proposal.

Grant Reporting

Required reporting for this grant will include:

- Cumulative Fiscal Reports (CFR): recording overall grant and match expenditures by budget line.
- Detailed Expenditure Reports: Grant funds will be provided on an expenditure reimbursement basis. Grantees must submit detailed expenditure documentation supporting reimbursement requests. Expenditure reimbursement reports may be submitted as frequently as monthly and must be submitted at least quarterly. Applicants must identify their anticipated reimbursement and reporting schedule in their proposal.
- Program Reports: Program reports will be submitted quarterly in the format prescribed by the program and will include required performance measures and progress toward completion of the funded project.

1.05 Target Population and Service Area

Proposals must clearly describe the population that will benefit from the proposed project, including the geographic area or communities served. Proposals will be evaluated for compatibility with the intended target population identified in this RFP.

Target Population: The target population for this program are Alaska Mental Health Trust beneficiaries, including Alaskans who experience:

- Mental Illness
- Intellectual and developmental disabilities
- Substance use disorders
- Alzheimer's disease and related dementia
- Traumatic brain injuries

Service Areas and Communities: Funding is available for eligible projects located throughout the State of Alaska. Funded facilities must support the provision of services to one or more of the Trust beneficiary groups identified above.

1.06 Program Funding

A total of $320,000 in capital funding is anticipated to be available for awards under this RFP. Unlike operating funds, capital funds do not lapse at the end of the fiscal year. Capital funds, once awarded, will be available from December 1, 2026, to June 30, 2028.

Proposals submitted in response to this RFP are limited to $50,000 per proposal with a minimum request amount of $10,000. Agencies may submit more than one proposal, however, the cumulative amount awarded to any single agency under this RFP will not exceed $50,000.

Grant funds will be disbursed on an expenditure reimbursement basis. Grantees must maintain documentation of

eligible project expenditures and submit reimbursement requests in accordance with the reporting schedule established in the grant award.

Match Requirements:

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 x10% = 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 funding sources, including local tax receipts, municipal revenue sharing, and cash donations.
- Local In-Kind: Donated labor, materials, supplies, equipment, or other items of value for which the applicant incurs no cost. In-kind match must be directly related to completion of the proposed project and must be documented in accordance with Department requirements.
- Other Sources: Eligible governmental and non-governmental funding, donations, or other non-grant resources available to support the proposed project.

Proposed Budget: The applicant must submit a detailed budget and budget narrative covering the full proposed project. The budget must identify the requested grant funds, required match, and all anticipated project costs. Costs must be reasonable, necessary, and directly related to completion of the proposed project.

Administrative and Indirect Costs: Administrative and indirect costs are not eligible for reimbursement under this program. Grant funds may be used only for direct costs necessary to complete the approved project. Eligible direct project costs may include contractor labor, construction materials, freight and shipping, permits and inspections, and necessary architectural, engineering, or design services.

Grant funds may **not** be used for:

- Administrative or indirect costs and general agency overhead;
- Routine facility maintenance, operating expenses, utilities, custodial services, or recurring service contracts;
- Cosmetic improvements, general remodeling, or modernization that do not address and identify deferred maintenance, health and safety, accessibility, or facility functionality need;
- New construction, facility expansion, or additions, except modifications to existing facilities necessary to complete an otherwise eligible project;
- Purchase or acquisition of land or buildings;
- Furniture, furnishings, movable equipment, vehicles, technology, or program supplies that are not permanently incorporated into or necessary to complete the approved facility improvement;
- Debt service, interest, financing costs, fines, penalties, or fundraising expenses;
- Costs incurred outside the approved grant period unless specifically authorized by the Department, or
- Costs outside the scope of the approved project unless prior approval is obtained from the Department.

Section 2 Applicant Qualifications

2.01 Required Experience

Proposal evaluation will include consideration of the applicant's history of compliance with service and grant requirements, and previous experience in providing the same or similar services. 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 the same or similar services to those proposed to at least one of the Mental Health Trust Beneficiaries described above. The description must clearly identify the time period for which services were provided, the target population served, and data describing the number of individuals served on an annual basis.

2.02 Program Staffing Experience

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

2.03 Administrative, Management, and Facility Requirements

The applicant must demonstrate the agency's sustainable fiscal and administrative capacity. The applicant must demonstrate sufficient administrative and financial capacity to manage the proposed project, including grant expenditures, required match, reimbursement requests, and grant reporting. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

- 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 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 $1,000,000 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

2.04 Support/Coordination of Services

Applicants must identify any coordination, approvals, partnerships, or other organizational involvement necessary to successfully complete the proposed project. If the proposed project requires the involvement or approval of another entity, the applicant must describe that entity's role and the status of the necessary coordination or approval.

Section 3 General Instructions for Proposal Submission

3.01 Eligibility (Who May Apply)

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

1. **A Nonprofit Corporation or a Nonprofit Subsidiary of a Nonprofit Corporation.** The agency must be listed on the United States Internal Revenue Service's most recent register of Tax-exempt organizations or provide a copy of the organization's current State of Alaska Certificate of Incorporation clearly establishing nonprofit status. Nonprofit subsidiaries must also submit a letter from the parent organization confirming nonprofit status;

2. **An Alaska Native entity as defined in 7 AAC 78.950(1).** The entity must submit with its application a legally binding resolution waiving the entity's sovereign immunity to suit. Under 7 AAC 78.030(e), Alaska Native entities 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 3.06. 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 RFP Subsection 4.02, Other Technical Requirements. This form is designed to encompass the multi-year grant duration period identified in Section 1.06. To be eligible for consideration, the resolution must include authorization compliant with the tribe's constitution:
    i. Federally recognized tribes for which the tribal constitution grants authority to the tribal council to waive sovereign immunity and enter into a grant agreement on behalf of the tribe.
    ii. Federally recognized tribes for which the tribal constitution requires a majority vote of the tribal membership to waive sovereign immunity and enter into a grant agreement.

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

3.02 Acceptance of Terms

By submitting a proposal, an applicant accepts all terms and conditions of this Request for Proposals including all associated documents and guidelines identified in this RFP; 7 AAC 78 and any other applicable statutes and; regulations. Copies of these may be accessed through the contact person listed in subsection 3.04, or through the web address(es) identified in this RFP. If a grant is awarded, this RFP and the applicant's proposal become part of the grant agreement. The applicant will be bound by the provisions contained in their proposal, unless the Department agrees that specific parts of the proposal are not part of the agreement. Proposals and other materials submitted in response to this RFP become the property of the state and may be returned only if the state allows. Proposals are public documents and may be inspected or copied by anyone after grants have been awarded.

3.03 Deadline for Submittal

To be considered for funding, proposals must be submitted on or before 4:00 p.m., [INSERT DAY/DATE] at the Grants & Contracts Juneau Office. Both mailing and physical addresses are provided below in 3.04. **Proposals delivered by fax or email will <u>not</u> be accepted.**

3.04 Inquires and Protests

Applicants should immediately review this Request for Proposals for defects and questionable or confusing content. Questions about the RFP that can be answered by directing the applicant to a specific section in the RFP may be answered verbally by the Contact Person identified on the cover page of this RFP. Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared to be of a substantive nature. The applicant will be directed to state the question in writing. Questions of a substantive nature must be received, in writing, provided for the Contact Person on the cover page of this RFP, no less than ten days before the deadline for receipt of proposals, (see Summary of Processes & Deadlines, subsection 3.07). This will allow issuance of any necessary amendments to all prospective applicants. Any protests based on any omission or error in the content of

the RFP will be disallowed if these faults have not been brought to the attention of the Contact Person, in writing, by deadline indicated above. Applicants are responsible for monitoring the State's Online Public Notice website located at: Online Public Notices for any subsequent clarifications or amendments that may be issued regarding this solicitation.

3.05 Proposal Costs

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

3.06 Duration of Grant

This RFP is from December 1, 2026, through June 30, 2028.

3.07 Proposal Review

Procedures – Following the deadline for receipt of proposals, Department staff will verify that all submission requirements have been met. No amendments or corrections will be accepted after the deadline unless they are in response to the State's request. Proposals will be reviewed as follows:

1. In accordance with 7 AAC 78.090, Department staff will evaluate each grant proposal for minimum responsiveness and other technical requirements and eliminate nonresponsive proposals from consideration. Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), other applicable statutes, regulations, and guidelines; staff will conduct a written evaluation of each responsive proposal based on the contents of the proposal as well as relevant documentation and information regarding the applicant that is available to the Department. Recommendations for funding will include consideration of on-site program reviews, histories of compliance with grant requirements, prior year audits and the appropriate allocation of resources.
2. 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 projects, the Department may appoint a Proposal Evaluation Committee (PEC) as an additional advisory body. Using the criteria set out in the RFP and 7 AAC 78.100, members of the PEC will evaluate proposals, independently of other committee members. Then, as a committee, they will meet to further review proposals and develop recommendations. The PEC will include in their review, consideration of staff recommendations and discussion of each proposal's merits. Recommendations will include approval or disapproval of the award, modifications to the proposed project, special compliance conditions, and ranking proposals in priority order. **This meeting is closed to the public and public testimony is not allowed.**

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

3.08 Final Decision Authority

The Commissioner will make the final decision on grant awards, taking into consideration all advisory recommendations, the criteria established in 7 AAC 78.100, priorities in related state health and social services plans, the requirements of applicable state and federal statutes and regulations, relevant municipal ordinances or regulations, the distribution of services and the availability of funds. The Commissioner will decide to approve or disapprove award, the amount of each award and whether modifications or special conditions are necessary.

3.09 Notification of Grant Award and Appeals

Within fifteen (15) days after the decision regarding grant awards, the applicant will be notified of the final funding decision, and any conditions of award or modifications. Following any necessary negotiations for revisions to the proposed budget and project scope, 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 of the contact identified on the solicitation cover page, sent appeal to:

Heidi Hedberg, Commissioner Department of Health

P.O. Box 110601

Juneau, Alaska 99811-0601

3.10 Cancellation of the RFP/Termination of Award

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

Section 4 Submission Requirements/Criteria for Proposal

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

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

1 Applicant is eligible per 7AAC 78.030.

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

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

Application & 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) (#) 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 a 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).	☑	

5 Please sign the DOH Assurances form.

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

6 Please complete and sign the Federal Assurances and Certification Form.

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

7 Please complete and sign the Federal EEOP form.

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

8 Please ensure a current applicable Governing Board Member List with contact information is attached to the Agency record.

Evaluation/Review Criteria		Review	Points
a	The applicant's Agency record in GEMS contains a current applicable Governing Board Member List with contact information.	☑	

9 Please ensure that the current Federally approved Indirect Cost Rate Agreement is attached to the Agency record, if applicable.

Evaluation/Review Criteria	Review	Points

a	Validate that the current Federally approved Indirect Cost Rate Agreement is attached to the applicant's Agency record in GEMS, if applicable.	☑	

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

1 Please ensure prior year(s) reporting is complete and timely (including fiscal, narrative and data reporting).

Evaluation/Review Criteria		Review	Points
a	Department records demonstrate prior year(s) reporting is complete and timely (includes fiscal, narrative and data reporting).	☑	

2 Please ensure that required audits have been submitted and prior year audit exceptions, if any, are resolved.

Evaluation/Review Criteria		Review	Points
a	Department records demonstrate required audits have been submitted and prior year audit exceptions, if any, are resolved.	☑	

3 Prior grant-funded activities were completed in substantial compliance with grant requirements, including applicable goals, outcomes, or project requirements.

Evaluation/Review Criteria		Review	Points
a	Department records demonstrate that prior grant-funded activities were completed in substantial compliance with grant requirements, including Prior year(s) activities that meet proposed outcomes and demonstrate effective delivery of services. Department records demonstrate that prior grant-funded activities were completed in substantial compliance with grant requirements, including applicable goals, outcomes, or project requirements.	☑	

4 The applicant has historically maintained compliance with applicable grant, program, licensing, certification, or other required standards.

Evaluation/Review Criteria		Review	Points

a	Department records demonstrate that the applicant has historically maintained compliance with applicable grant, program, licensing, certification, or other required standards.	☑	

4.04 Questions and Criteria related to program policy, goals, outcomes, and activities

1 Describe the applicant's agency in the text box below. Identify the services provided by the agency and the populations served by the agency as a whole. Limit response to 300 words.

Evaluation/Review Criteria		Review	Points
a	The applicant clearly describes the agency and the services it provides.	☐	20

2 In the text box below, describe the proposed project. Identify the facility needs to be addressed, the proposed improvements, the Trust beneficiary population that will benefit from the project, and how the project supports the goals and anticipated outcomes of this grant program. Describe the impact of the project not being completed and how completion of this project will benefit Trust beneficiaries and/or support the continued delivery of services to Trust beneficiaries. Limit response to 750 words.

Evaluation/Review Criteria		Review	Points
a	The applicant clearly describes the identified facility need and the proposed improvements, including how the proposed work addresses the identified deferred maintenance, health and safety, and/or accessibility need.	☐	60
b	The applicant clearly identifies the Trust beneficiary population that will benefit from the project and explains how the facility supports services to that population.	☐	60
c	The applicant clearly describes the impact if the project is not completed and demonstrates how completion of the project will benefit Trust beneficiaries and/or support the continued delivery of services to Trust beneficiaries.	☐	100
d	The proposed project demonstrates a clear connection to the goals and anticipated outcomes of the grant program.	☐	40

3 Upload a project timeline identifying key project activities, anticipated completion dates, and responsible parties. The timeline should include, as applicable, planning and design; required permits or approvals; procurement and contracting; acquisition of materials; start of project work; planned service disruptions; project completion; return to service; required grant reporting; and grant closeout.

Evaluation/Review Criteria		Review	Points
a	The timeline identifies applicable key project activities, anticipated completion dates, and responsible parties and provides a clear and logical sequence for completing the proposed project.	☐	20
b	The timeline demonstrates that the proposed project can reasonably be completed within the grant period.	☐	40
c	The timeline includes required grant reporting and project closeout activities.	☐	20

4 In the text box below, identify at least one project-specific performance measure that will be used to determine whether the completed project addressed the identified facility need. Describe how the result will be determined or documented. Limit response to 300 words.

Evaluation/Review Criteria		Review	Points
a	The applicant identifies at least one project-specific performance measure that is appropriate to the type and scope of the proposed project and demonstrates whether the project addressed the identified facility need.	☐	40
b	The applicant clearly describes how the result of the performance measure will be determined or documented.	☐	80

5 In the text box below, describe the geographic service area and communities served by the facility associated with the proposed project. Limit response to 300 words.

Evaluation/Review Criteria		Review	Points
a	The applicant clearly identifies the geographic service area and communities served by the facility associated with the proposed project.	☐	80

6 Describe the proposed budget for the project, including the budget narrative, project costs, requested grant funds, and matching funds. The budget must reflect the full cost of the proposed project.

Evaluation/Review Criteria		Review	Points
a	Proposed budget is supportive of program intent and costs are reasonable.	☐	20
b	Budget Detail(s) & Narrative(s) are included as instructed and are internally consistent	☐	10
c	Budget Detail(s) & Narrative are achievable with demonstrated resources	☐	10
d	Budget Detail(s) & Narrative are compliant with program cost restrictions	☐	10
e	Budget Detail(s) & Narrative support any necessary allocation of resources among target populations, or project locations, as applicable.	☐	10
f	Mandatory match requirements are met & fully supported by tangible evidence. If applicable, a project funded by multiple sources has listed overall resources on the completed application Form 5437.	☐	10
g	Total amount requested by the applicant across all proposals submitted under this RFP does not exceed $50,000.	☑	
h	The budget reflects the full cost of the proposed project and clearly identifies requested grant funds, required match, and any other funding sources necessary to complete the project.	☑	

4.05 Health and Safety

1 Identify whether the proposed project addresses a health and safety concern, documented emergency need, and/or accessibility or ADA compliance need. Describe the identified need and provide supporting information or documentation, as applicable.

Evaluation/Review Criteria	Review	Points

a	The proposed project addresses a documented health and safety concern, emergency need, and/or accessibility or ADA compliance need consistent with the priorities identified in this RFP.	☐	80

4.06 Accessibility Improvements

1 If the proposed project includes accessibility improvements, describe how the proposed improvements are appropriate and cost-effective in addressing the identified accessibility need. If the proposed project does not include accessibility improvements, indicate "Not Applicable."

Evaluation/Review Criteria		Review	Points
a	For projects that include accessibility improvements, the applicant demonstrates that the proposed improvements are appropriate and cost-effective in addressing the identified accessibility need.	☑	

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

1 In the text box below, describe the agency's current and previous experience providing services to one or more of the Alaska Mental Health Trust beneficiary groups identified in this RFP. Identify the time period over which services were provided, the beneficiary population(s) served, and the number of individuals served annually. Describe the agency's administrative and financial capacity to manage the proposed project, including grant expenditures, required match, reimbursement requests, and grant reporting. This information will be considered as part of the pre-award risk assessment required under 2 CFR 200. Limit response to 400 words.

Evaluation/Review Criteria		Review	Points
a	The applicant demonstrates current and previous experience providing services to one or more Alaska Mental Health Trust beneficiary groups, including the length of experience, beneficiary population(s) served, and number of individuals served annually. Department review may also include prior grant performance information identified in Subsection 4.03.	☐	60
b	The applicant demonstrates sufficient administrative and financial capacity to manage the proposed project, including grant expenditures, required match, reimbursement requests, and grant reporting.	☐	40

2 In the text box below, identify the key personnel responsible for oversight and management of the proposed project. Describe their project responsibilities and relevant experience and identify any additional expertise that will be available as necessary to successfully complete the proposed project. Describe the agency's capacity to provide administrative, fiscal, reporting, and project management support throughout the grant period. Limit response to 300 words. This information will be considered as part of the pre-award risk assessment required under 2 CFR 200.

Evaluation/Review Criteria		Review	Points
a	Key personnel responsible for project oversight and management demonstrate relevant experience appropriate to their assigned responsibilities.	☐	60
b	The applicant demonstrates sufficient personnel and access to necessary expertise to successfully complete the proposed project.	☐	60
c	The responsibilities assigned to key project personnel are appropriate to the proposed project and support successful project completion.	☐	60
d	The applicant demonstrates access to appropriate administrative, fiscal, reporting, and project management support.	☐	60
e	The applicant demonstrates sufficient administrative capacity to meet project management and grant reporting requirements.	☐	60

3 In the text box below, identify the facility where the proposed project will be completed and describe the applicant's ownership, lease, or other rights of occupancy. If the applicant does not own the facility, describe the applicant's authority to complete the proposed improvements, including any required property owner approval. Describe how the facility supports services to Trust beneficiaries. Limit response to 300 words.

Applicants may upload documentation supporting facility ownership, lease or occupancy rights, or authority to complete the proposed improvements, as applicable.

Evaluation/Review Criteria		Review	Points
a	The applicant demonstrates sufficient ownership, leasehold interest, or other right of occupancy in the facility to support completion and use of the proposed improvements and, if applicable, demonstrates authority or property owner approval to complete the proposed work.	☐	60

b	The applicant clearly demonstrates how the facility supports the provision or continued delivery of services to Alaska Mental Health Trust beneficiaries.	☐	60

4.08 Demonstration of Support/Involvement and Service

1 ***Describe any coordination, approvals, partnerships, or involvement of other organizations or entities necessary to successfully complete the proposed project. If another entity's involvement or approval is required, identify the entity, describe its role, and explain the current status of the necessary coordination or approval. If no outside coordination or approval is necessary, indicate "Not Applicable." Limit response to 300 words.***

Applicants may upload documentation of relevant coordination, approvals, partnerships, or other organizational involvement, if available.

Evaluation/Review Criteria		Review	Points
a	When outside coordination, approval, partnership, or other organizational involvement is necessary, the applicant clearly identifies the involved entity or entities and describes their role in successful completion of the proposed project.	☐	40
b	The applicant demonstrates that necessary coordination or approvals have been obtained or are reasonably achievable within the proposed project timeline.	☑	