

STATE OF ALASKA
Department of Health and Social Services
Division of Behavioral Health
Treatment and Recovery Section



REQUEST FOR GRANT PROPOSALS
TRAUMA INFORMED TRAINING FOR BEHAVIORAL HEALTH PROVIDERS
FY 2014 thru 2016
Grants and Contracts Support Team

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

Diane LoRusso
Grants Administrator

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SECTION ONE

GRANT PROGRAM INFORMATION

1.01 Introduction and Program Description

The Department of Health and Social Services (DHSS), Division of Behavioral Health (DBH), is requesting proposals from eligible applicants to provide Trauma Informed Training to stakeholders within Alaska's behavioral health, domestic violence, social services, child advocacy, and health care systems in FY 2014 through 2016. This is the second cycle in the process to inform and change the behavioral health system within the state to effectively address the trauma impacts on our fellow Alaskans who present for help. Program services are authorized under 7 AAC 78 Grant Programs, and AS 47.30 - AS 47.31. Access State of Alaska statutes and regulations at <http://www.law.state.ak.us/doclibrary/doclib.html> or through the contact person listed in section 3.04.

The successful applicant will implement a package of training, reflective supervision, agency readiness, and assessment for change to incorporate a change process that builds a specialized trauma-informed focus and expertise throughout our treatment system. It is our intention to assure that the community-based behavioral health providers and system stakeholders integrate an understanding and practice of trauma informed treatment into their programs and therapeutic approaches. The successful applicant will implement a training, mentoring and ongoing coaching model that helps to integrate these newly learned skills into the "trainee agency" and supports them through their transition.

Most individuals seeking public behavioral health services and many other public services, such as homeless and domestic violence services, have histories of physical and sexual abuse and other types of trauma-inducing experiences. These experiences often lead to mental health and co-occurring disorders such as chronic health conditions, substance abuse, eating disorders, and HIV/AIDS, as well as contact with the criminal justice system.

When a human service program takes the step to become trauma-informed, every part of its organization, management, and service delivery system is assessed and potentially modified to include a basic understanding of how trauma affects the life of an individual seeking services. Trauma-informed organizations, programs, and services are based on an understanding of the vulnerabilities or triggers of trauma survivors that traditional service delivery approaches may exacerbate, so that these services and programs can be more supportive and avoid re-traumatization. (SAMHSA, National Center for Trauma-Informed Care, 2013)

1.02 Program Goals and Anticipated Outcomes

The proposal and required Logic Model (Attachment 1) 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.

This training program must reflect the ideas and context presented by the National Association of State Mental Health Program Directors (NASMHPD) in their Position Statement on Services and Supports to Trauma Survivors which can be viewed by clicking on the website link below:

<http://nasmhpd.org/docs/policy/NASMHPD%20TRAUMA%20Positon%20statementFinal.pdf>

The training program must also reflect The Center for Mental Health Services, National Center for Trauma-Informed Care (NCTIC) protocol and standards for delivery of mental health and social services, which can be viewed by clicking on the website link below:

<http://www.samhsa.gov/nctic/trauma.asp>

The program goal is expanding the understanding of Trauma Informed Care (TIC) throughout our Behavioral Health Treatment System, and supporting its development within our partner agencies (Child Welfare, Juvenile Justice, Senior and Developmental Disabilities, Public Assistance, Public Health, Domestic Violence and Sexual Assault, and Primary Care) by the following stages:

- Implement training technology to expand access to Trauma 101 and develop Trauma 201;
- Assist BH provider agencies to implement principles of trauma informed care into practice;
- Develop a cadre of specialists within the agencies who can continue to grow the system in partnership with the Training Group.

1.03 Program Services/Activities

Proposals must include a description of proposed activities that support the goals and outcomes to be employed in the project. Proposed activities must match those summarized in the Logic Model. The applicant must also include a timeline for activities as an appendix to their proposal:

Develop Trauma 201 Curriculum.

- Ensure that an evidence and research based training aligns with the NASMHPD position statement and NCTIC standards.
- Work systemically to provide a comprehensive TIC training curriculum that addresses issues related to our partner entities in the State (i.e. University of Alaska, Public Safety, Court System, Division of Juvenile Justice, Office of Children's Services, Senior and Developmental Disabilities, Public Assistance, Public Health, Domestic Violence and Sexual Assault, and Primary Care).
- Create a DVD/Web-delivered version of the Trauma 101 course for access by a greater number of learners.
- Perform an annual survey to assess participant satisfaction with the training and services provided.
- Coordinate with the Trust Training Collaborative (TTC) to maintain an on-line presence on the TIC Website in which the following elements are provided at a minimum:
 - Registry of all training participants
 - Annual calendar of training events updated as needed
 - Brief descriptions of offered training
 - Links to NCTIC

- Ensure training availability on specialized issues such as but not limited to:
 - Capitalizing on community based services
 - Record documentation
 - Other training needs as identified
- Provide Technical Assistance and training to administrative staff regarding leadership elements of coordinating TIC services across community settings with multiple providers.
- Develop and facilitate an annual two-day training conference that coordinates with the Alaska Behavioral Health Association (ABHA) and provides funding for a minimum of one nationally known speaker on current policy issues, determined in concert with ABHA.

Agency Change Project to train five new agencies a year:

- Develop template to assess agency readiness
- Implement training within that agency for staff
- Provide guidance in development of Policies and Procedures that reflects new trauma informed view of treatment
- Assist agencies with new program model development.
- Develop a Learning Community where ongoing coaching and mentoring can occur to support newly-trained cadre of individuals and instill this program philosophy more deeply into the culture of Alaska's behavioral health system.

1.04 Program Evaluation Requirements and Reporting

The proposal must contain a plan with stated performance measures the applicant will use to evaluate the progress of the grant project toward achieving the program goals and desired outcomes:

Logic Model Development and Updates: An evaluation plan must be created using the Logic Model format and instructions attached to this RFP (see Attachment 1). The Logic Model must include goal(s), outcomes, outputs, resources, and activities applicable to the proposed project and compliant with program intent. The applicant's evaluation plan must include indicators and data-gathering strategies that will be used to evaluate the progress of the grant project toward achieving the program goals and desired outcomes, and must be supported by the applicant's Logic Model.

Results will be reported as a part of the grantee's quarterly and final program reports (the schedule of reporting will be included in the terms of the Grant Agreement) utilizing the Logic Model Evaluation Plan (Attachment 2).

The Logic Model Resource Guide is attached to the RFP (Attachment 3) and Logic Model training may be available from DHSS, please check the website at <http://www.hss.state.ak.us/grantees/default.htm> for scheduled trainings.

Grant Reporting Required reporting for this grant will include:

- 1) eGrants – Online Cumulative Fiscal Report (overall grant and match expenditures are reported quarterly by budget line item).
- 2) Using the performance measures included in their Logic Model, successful applicants will be required bi-annually to evaluate and report the progress in meeting the project goals and anticipated outcome. A template for the required logic model is included as Attachment 1 to this document; and
- 3) No later than 30 days following the month reported, grantees will be required to report monthly data in the Division’s web-based data system that is the required method of reporting for this program.

1.05 Target Population and Service Area

Proposals 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 intended target population identified in this document.

Target Population: The successful applicant will be serving direct care and administrative staff in Behavioral Health Providers and our partner agencies (Child Welfare, Juvenile Justice, Senior and Developmental Disabilities, Public Assistance, Public Health, Domestic Violence and Sexual Assault, and Primary Care) throughout the state, both in urban and rural areas. There are currently almost (61) Behavioral Health Treatment Grantees providing services throughout the state of Alaska. Please review the Community Planning Service Areas by clicking on the website link below:

http://dhss.alaska.gov/dbh/Documents/PDF/Community_Planning_and_Service_Areas-TR_Providers.pdf

Service Areas and Communities: Statewide

1.06 Program Funding

It is anticipated that a total of \$200,000 in state General Funds is available to fund one grant award.

Match Requirements: The budget must include matching funds to equal no less than 25% of the grant award amount. To calculate proper match use the following formula.

$$\text{Total Grant Award Amount} \times \text{Percentage of Match} = \text{Total Proposed Match}$$

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

Restrictions to allowable matching funds are as follows:

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

- Local Cash match may include local tax receipts, municipal revenue sharing, cash donations, and other local sources of cash receipts.

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

If the proposed budget includes indirect costs, 7 AAC 78.160(p) requires a copy of the agency's current federally approved Indirect Cost Rate Agreement. Agencies having current grant agreements with DHSS can review, in eGrants, the Indirect Cost Rate Agreement information on file. Agencies which do not have current grant agreements with the Department must provide a copy of the Indirect Cost Rate Agreement as an attachment to the proposal.

SECTION TWO APPLICANT QUALIFICATIONS

2.01 Required Experience

Proposal evaluation will include consideration of the applicant's history of compliance with service and grant requirements; previous experience in providing the same or similar services, which may include evaluation of site reviews/program audits; and the successful resolution of any findings.

Provide a brief overview of prior experience providing same or similar services. The proposal must also include references and documentation from prior funders, and certifying/oversight agencies, of the successful delivery of the same or similar services. Documentation must clearly identify the time period over which services were provided, and the target population that was served. An example of relevant reference documents might include copies of recent site reviews and documentation of the resolution of any findings contained in the review(s).

The successful applicant should have at least five years' experience specializing in provision of Trauma-Informed Care services. Fewer points will be awarded for fewer years' experience. Membership with the National Center for Trauma-Informed Care (NCTIC) or the National Child Traumatic Stress Network (NCTSN) is preferred. Agencies who meet this preference will score the maximum points while agencies who do not will score zero points for this criteria.

2.02 Program Staffing Requirements

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

As attachments to the proposal, resumes and job descriptions must be submitted for key project personnel.

2.03 Administrative, Management, and Facility Requirements

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

- 1) Complete page 2 of Appendix A – Application form.
- 2) Include a copy of the applicant's most recent financial audit, if it has not already been submitted to the appropriate state office (See Appendix D to this RFP) and a description of the resolution of any audit findings identified in that audit.
- 3) Executive administrative and financial staff must be qualified, as indicated by their professional and educational experience detailed in attached resumes.
- 4) Attach a current organizational chart showing the relationship of this project to the other functions within the organization.

Successful grant applicants will be required to submit additional agency information with submission of their signed grant agreement, if that information is not current and already on file with DHSS, Grants & Contracts Support Team.

Facility(ies) / Safety and Service Access

- 1) The applicant must address potential safety concerns for both clients and staff in the management of services proposed in response to this RFP.
- 2) The applicant should describe how access is provided to clients and how that will enhance the success of the project.
- 3) All applicants for DHSS grants should have an emergency response and recovery plan for the safe evacuation of clients and staff, and that provides for other potential safety concerns. This plan is mandatory for grantees providing residential and/or critical care services (see Appendix B, DHSS Assurances).

SECTION THREE GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSION

3.01 Eligibility (Who May Apply)

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

- a. **A Nonprofit Corporation or a Nonprofit Subsidiary of a Nonprofit Corporation.** The agency must be listed on the most recent register of the United States Internal Revenue Service Tax-exempt organizations, or be listed as a Nonprofit Corporation in good standing in the Alaska Department of Commerce, Community and Economic Development's Corporation Database. Nonprofit subsidiaries also must submit a letter from the parent organization confirming nonprofit status, or must have a current letter on file with the DHSS Grants and Contracts Support Team.

- b. **An Alaska Native entity as defined in 7 AAC 78.950(1).** The entity must submit with their application a legally binding resolution waiving the entity's sovereign immunity from suit, using Appendix G. This form is designed to encompass the multi-year grant duration period identified in section 3.09. To be eligible for consideration, the resolution must include authorization compliant with the tribe's constitution:
1. Federally recognized tribes for which the tribal constitution grants authority to the tribal council to waive sovereign immunity and enter into a grant agreement on behalf of the tribe.
 2. Federally recognized tribes for which the tribal constitution requires a majority vote of the tribal membership to waive sovereign immunity and enter into a grant agreement.

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

Applicants who have a previous contract or grant to help write this current RFP will be precluded from submitting a proposal unless a written statement of refusal of the contract or grant funds is attached. Proposals submitted without this statement shall be deemed non-responsive.

3.02 Minimum Responsiveness

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

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

If a proposal meets the above minimum criteria, it will be considered minimally responsive for purposes of evaluation under 7 AAC 78.090 (Review of Proposals). If it fails to meet any one of the criteria, it will be rejected. Once determined to be responsive, it will then be evaluated according to the criteria in Section 4, Submission Requirements and Criteria for Proposal Review.

3.03 Acceptance of Terms

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

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

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

3.04 Number of Copies, Mailing Address, and Notice of Intent to Apply

Submit one original and five (5) copies of the proposal to the contact person at the address below. Only the proposal indicated as the original will be reviewed to determine if the proposal is responsive. The applicant is responsible for the format and content of the original and all copies. Proposals must be received at the address provided below, on or before the deadline stated. Proposals will not be accepted by fax or email. The fax number and email address below are provided solely for contact purposes.

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

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

MAILING ADDRESS:

Diane LoRusso, Grants Administrator
Department of Health & Social Services
Grants & Contracts Support Team
P.O. Box 110650
Juneau, Alaska 99811-0650

PHYSICAL ADDRESS:

Diane LoRusso, Grants Administrator
Department of Health & Social Services
Grants & Contracts Support Team
State Office Building, Suite 760
333 Willoughby Avenue
Juneau, Alaska

PHONE: (907) 465-6148

FAX: (907) 465-8678

EMAIL: diane.lorusso@alaska.gov

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

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

3.05 Proposal Length and Format

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

The applicant's narrative proposal, inclusive of responses in Section 4, Items (4.03) through (4.06), will not exceed 20 pages. This page length requirement excludes the RFP's appendices and attachments,

as well as the applicant's appendices and attachments, including but not limited to: employee resumes, and job descriptions. Applicant has the option of providing additional attachments, pamphlets, etc. as backup to their written proposal.

3.06 Inquiries 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 in Section 3.04. Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared to be of a substantive nature. The applicant will be directed to state the question **in writing**. Questions of a substantive nature must be **received, in writing**, at the address listed in Section 3.04 **no less than ten days before the deadline for receipt of proposals, (see Summary of Processes & Deadlines, Section 3.07)**. This will allow issuance of any necessary amendments to all prospective applicants.

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

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

3.07 Summary of Processes and Deadlines

Request for Proposals (RFP) Issuance Date:	April 22, 2013 4:00 p.m.
Deadline for written inquiries or protests of the RFP:	May 3, 2013 4:00 p.m.
Deadline for receipt of proposals:	4:00 p.m., May 13, 2013
Proposal Evaluation Committee:	TBD
Project Period Begins:	July 1, 2013

To be considered for funding, proposals must be received on or before 4:00 p.m. Alaska Prevailing Time, on the date indicated above at the Grants & Contracts Juneau Office. Both mailing and physical addresses are provided above in 3.04. **Proposals delivered by fax or email will not be accepted.**

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

3.08 Proposal Costs

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

3.09 Duration of Grant

This RFP is for a three-year period, beginning FY 2014, July 1, 2013, through June 30, 2014. At the discretion of the Department of Health and Social Services, a project funded under this RFP may be considered for continued funding in subsequent program year(s), FY 2015 through FY 2016. The decision to continue funding for the subsequent year(s) of the three-year grant cycle is based on the following general conditions:

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

Proposals submitted in response to this RFP must contain a detailed plan for services in the first year of the grant, and should include a brief outline of services planned in subsequent years. This includes a budget for Year One of the grant only. Funding in the subsequent year(s) will require submission and approval of documents needed to update service plans, evaluation measures and budgets. Grantees will be notified by Grants and Contracts of specific submission requirements necessary to qualify for consideration of continued funding.

3.10 Proposal Review

Following the deadline for receipt of proposals, DHSS staff will verify all submission requirements have been met. No amendments or corrections will be accepted after the deadline unless they are in response to a request from the contact person named in this RFP. Proposals will be reviewed as follows:

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

body. PEC members will initially evaluate proposals independently of other committee members. Then as a committee, they will meet in a **closed session** (7 AAC 78.090 Review of Proposals) to further review proposals and develop recommendations. The PEC will include, in their review, consideration of staff recommendations and discussion of each proposal's merits. Recommendations will include approval or disapproval for award, modifications to the proposed project, special compliance conditions, and ranking proposals in priority order.

- e. All advisory recommendations, including staff recommendations, and if applicable the recommendations of the Proposal Evaluation Committee, as well as all other review materials, will be submitted for consideration by the Director of the Division, who will make recommendations to the Commissioner of the Department of Health and Social Services or the Commissioner's designee.

3.11 Final Decision Authority

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

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

3.12 Notification of Grant Award and Appeals

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

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

Send appeal to:

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

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

3.13 Cancellation of the RFP/Termination of Award

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

SECTION FOUR

SUBMISSION REQUIREMENTS/CRITERIA FOR PROPOSAL

SCORE SHEET FOR TRAUMA INFORMED TRAINING PROGRAM

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

IMPORTANT INSTRUCTION TO APPLICANTS:

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

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

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

[SHADED AREAS TO BE COMPLETED BY REVIEWER]	
Total Score _____	☐ Staff Reviewer ☐ PEC-Member
Reviewer's Name _____ Date _____ Summarize special conditions of award and any modifications needed to the proposed project.	

Columns

A

B

[SHADED AREAS TO BE COMPLETED BY REVIEWERS -- APPLICANTS COMPLETE COLUMN B]

4.02 Technical Requirements	Requirement Met?	Page Number
per 7 AAC 78.060, 78.090(b) and 78.100		
a. Grant Application form - Appendix A, is complete, including the other agency grant funding information, and is signed and dated by a person authorized to enter into legal agreements on behalf of the applicant.	Yes/No	
b. The format and length of the proposal complies with the requirements of Section 3.05.	Yes/No	
c. DHSS Assurances form - Appendix B, is signed and dated by an authorized person.	Yes/No	
d. The applicant historically maintains required standards as demonstrated in quality assurance reviews, licensing or certification standards, etc.	Yes/No	
e. Financial Audits are current and prior year audit exceptions, if any, are resolved.	Yes/No	
f. The proposal contains current applicable organizational documents, or current documents are on file with DHSS/G&CST.	Yes/No	
Current Governing Board Member List with details as instructed in Section 3.01	Yes/No	
Federally approved Indirect Cost Rate Agreement, if applicable.	Yes/No	
Current resumes for the Chief Executive and Chief Financial Officers.	Yes/No	
Proposed facilities are safe and appropriate to the purpose of the program.	Yes/No	
[ADDITIONAL REVIEWER COMMENT]		

Columns

A

B

C

[SHADED AREAS TO BE COMPLETED BY REVIEWERS -- APPLICANTS COMPLETE COLUMN C]

4.03 Program Goals, Outcomes, Activities, Evaluation, and Population	Points Possible	Points Awarded	Page Number
as described in Sections 1.01 through 1.05			
a. Proposal demonstrates a thorough understanding of grant program goals and anticipated outcomes.	20		
b. Proposed outcomes are achievable and compatible with program goals and planning documents.	16		
c. Training program reflect the ideas and context presented by the SAMHSA, National Center for Trauma-Informed Care, 2013.	10		
d. Training program reflects The Center for Mental Health Services, National Center for Trauma-Informed Care (NCTIC) protocol and standards for delivery of mental health and social services.	16		
e. Proposed activities are well developed, reasonable, support program intent and match those summarized in the Logic Model.	16		
f. Project timeline is both reasonable and compliant with anticipated program timelines.	6		

g. The applicant's evaluation plan includes indicators and data-gathering strategies that will be used to evaluate the progress of the grant project toward achieving the program goals and desired outcomes and is supported by the applicant's Logic Model.	16		
h. Logic Model includes goal(s), outcomes, outputs, resources, and activities applicable to the proposed project and compliant with program intent.	10		
i. The target population/service area is clearly defined and meets the intent of the RFP.	6		
[ADDITIONAL REVIEWER COMMENT]			

Columns	A	B	C
[SHADED AREAS TO BE COMPLETED BY REVIEWERS -- APPLICANTS COMPLETE COLUMN C]			
4.04 Proposed Budget	Points Possible	Points Awarded	Page Number
and project viability as described in Section 1.06 and 2.03			
a. Budget detail and narrative are completed as instructed, are internally consistent, compliant with cost restrictions and support any necessary allocation of resources among target populations /service locations.	16		
b. The required match is met and fully supported by tangible evidence. If applicable, a project funded by multiple sources has listed those resources on page 2 of the completed Appendix A.	6		
c. The proposal clearly demonstrates that the project is achievable with demonstrated resources. Funding sources for required and any additional match offered are evident on page 2 of Appendix A and in the funding source tables of the proposed budget.	6		
[ADDITIONAL REVIEWER COMMENT]			

Columns	A	B	C
[SHADED AREAS TO BE COMPLETED BY REVIEWERS -- APPLICANTS COMPLETE COLUMN C]			
4.05 Qualifications, Compliance, Experience, Staffing, Management, and Facilities	Points Possible	Points Awarded	Page Number
as described in Sections 2.01 through 2.03			
a. The proposal demonstrates the applicant's successful experience in providing services relevant to the requested services and population identified in the RFP.	20		
b. Applicant has at least five years experience specializing in provision of Trauma-Informed Care Services. Fewer points will be awarded for fewer years' experience.	16		

c. Proposal demonstrates agency has membership with the National Center for Trauma-Informed Care (NCTIC) or the National Child Traumatic Stress Network (NCTSN). Agencies who meet the criteria will score maximum points possible while agencies that do not will score zero points possible.	16		
d. Key staff providing services are qualified and competent as demonstrated by professional credentials and resume(s).	16		
e. Job descriptions for key personnel include the duties and qualifications necessary to support the intent of the RFP.	6		
f. The proposal demonstrates adequate administrative capacity to meet reporting and management needs.	10		
g. The proposal describes how the proposed location/facilities will provide access to the target population and enhance success of the project.	6		
[ADDITIONAL REVIEWER COMMENT]			

SECTION FIVE APPENDICES

- 5.01 A. DHSS Grant Application Form**
- 5.02 B. DHSS Assurances Form**
- 5.03 C. Budget Detail and Narrative Form and Instructions**
- 5.04 D. Single Audit Requirements (information appendix)**
- 5.05 G. Resolution for a Waiver of Sovereign Immunity**

SECTION SIX ATTACHMENTS

- 6.01 1. Attachment 1 – Logic Model**
- 6.02 2. Attachment 2 – Logic Model Evaluation Plan**
- 6.03 3. Attachment 3 – Logic Model Resource Guide**