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

Request for Proposals
Mental Health Essential Program Equipment
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	PROPOSAL DUE DATE: September 9, 2026, 3:59 PM
PHONE: (907)465-4709	DEADLINE FOR WRITTEN INQUIRIES: August 31, 2026, 3:59 PM
E-MAIL: claudine.lim@alaska.gov	PROJECT PERIOD BEGINS: July 1, 2026

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Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health (DOH), Division of Senior and Disabilities Services (SDS), is requesting proposals from eligible applicants to provide the Mental Health Essential Program Equipment program for the State of Alaska in FY2027 through FY2028. The Department is seeking applicants to propose one-time equipment purchases to improve the effectiveness and efficiency of their service delivery system(s) to Alaska Mental Health Trust (Trust) beneficiaries throughout the State of Alaska. Program Services are authorized under Section 7 AAC 78 (Grant Programs). Access State of Alaska statutes and regulations at http://www.law.state.ak.us/doclibrary/doclib.html or through the contact person listed in Subsection 3.04 of this RFP.

1.02 Program Goals and Anticipated Outcomes

This RFP is seeking eligible applicants to provide one-time equipment purchases to improve the effectiveness and efficiency of their service delivery system(s) to Alaska Mental Health Trust (Trust) beneficiaries throughout the State of Alaska. A primary goal of the program is to maximize resource impact thus, applicants who propose to serve the greatest number of beneficiaries relative to the other applicants will receive priority funding. A secondary goal of the program is to raise the rate of agencies in Alaska who are compliant with Section 504 of the Rehabilitation Act, Ensuring Access to Medicaid Services Final Rule (CMS-2442-F). Applicants who propose activities that will assist their agency in meeting CMS-2442-F standards will also be given priority funding. Agencies may submit more than one proposal for consideration. However, the cumulative amount proposed for a single agency's program shall not exceed $30,000. This program does not allow activities or purchases which would normally be considered construction or deferred maintenance. The anticipated outcomes are the timely purchases and implementation of essential program equipment to assist agencies with the overall delivery of services.

1.03 Program Services/Activities

Proposals must include a description of proposed activities and equipment to be purchased, details on how these funds will support the organization’s goals and services, the target population(s) and how they will benefit, and an outline of expected outcomes for the project that meet the stated program goals.

Examples of eligible purchases under this program may include but are not limited to:

- Medical equipment
- Assistive technology
- Accessibility devices
- Computers
- Copiers
- General office equipment and furnishings
- Security systems
- Telephonic/telehealth equipment
- A one-time-only installation charge for any eligible equipment

The applicant must also include a timeline for activities as an attachment to their proposal. The timeline should include the following milestones at a minimum:

- Procurement activities initiated
- Equipment ordered
- Equipment received
- Equipment installed and/or operational
- Staff training completed (if applicable)
- Equipment placed into service
- Schedule for progress and financial reporting
- Project evaluation activities
- Project completion

Changes to Approved Grant Project

As per 7AAC 78.260, any changes to the service plan must be submitted in writing to the SDS Program Manager for approval prior to implementation of the change.

1.04 Program Evaluation Requirements and Reporting

The proposal must include a plan for evaluating the grant project and measuring its progress toward achieving the program goals and desired outcomes.

Applicants must identify the performance measures they will use and report the results in the final grant report. At a minimum, all grantees must report:

- The number of clients served.
- A measure showing how effectively the purchased equipment was used, based on the type of equipment purchased.
- A measure showing the cost-effectiveness of the equipment purchase.

For example, if an agency purchases five computers that are used by 25 clients, the agency may report the cost per client by dividing the total cost of the computers by the number of clients served.

Grant Reporting

Required reporting for this grant will include:

- Quarterly Program Activity Reports in the format prescribed by the grantor.
- Cumulative Fiscal Reports recording overall grant and match expenditures by budget line and detailed expenditure reports as needed (frequently as monthly but quarterly at a minimum- schedule to be outlined in timeline).
- Cumulative Detailed Expenditure Report verifying amounts reported in Cumulative Fiscal Reports due at Q2 and Q4

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 target population for this program and services requested in this RFP includes agencies that primarily serve at least one Mental Health Trust beneficiary groups described below:

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: The services are being solicited State-wide. Servicing agencies must serve at least one Mental Health Trust beneficiary group listed above.

1.06 Program Funding

For awards beginning in FY2027, capital funding is available in the amount of $636,523.42. Unlike operating funds, capital funds do not lapse at the end of the corresponding fiscal year. Capital funds, once awarded, are available for a two-year period from FY2027 through FY2028. Agencies may submit more than one proposal; however, the cumulative amount awarded to a single agency will not exceed $30,000.

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 x Required Match Percentage = Required Match

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

Eligible sources of matching funds include:

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

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

Administrative and Indirect Costs: This program does not cover administrative or indirect costs. These funds are available for direct costs only.

1.07 Other

Proposals submitted in response to this RFP are limited to $30,000 per proposal with a minimum request amount

of $5,000. Agencies may submit more than one proposal for consideration. However, the cumulative amount awarded to a single agency's particular program will not exceed $30,000. In funding proposals, priority will be given to applicants who propose equipment purchases, which will serve the greatest number of beneficiaries and have a positive, direct impact on the quality of life for Mental Health Trust beneficiaries. Additional preference will be given to proposals that use funds to come into compliance with the recent updates to Section 504 of the Rehabilitation Act, Ensuring Access to Medicaid Services Final Rule (CMS-2442-F). Eligible programs must serve at least one of the Trust beneficiary groups. Applicants should be cognitive of the state-wide need for these funds. Applicants are encouraged to seek additional funding sources, as well as contribute their own resources toward their proposed project(s).

Eligible programs must serve at least one of the Trust beneficiary groups and/or individuals with special needs.

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 over 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.

Resumes and/or position descriptions, including professional credentials, must be submitted to key project personnel (see Requirement 4.05).

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.

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

Awarded proposers will be required to submit additional agency information if the agency 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

Facility, Service Access, and Safety:

The applicant must address potential safety concerns for clients and staff in the management of services proposed in response to this RFP.

The applicant should describe client accessibility to services and the way in which that will enhance project success.

All applicants for Department grants should have a written plan for emergency response and recovery that provides for potential safety concerns and the safe evacuation of clients and staff. This plan is mandatory for agencies providing residential and/or critical care services as noted in State Grant Assurances.

2.04 Support/Coordination of Services

Applicants must demonstrate and provide evidence of support for this specific program and the proposed project with at least one current support document. The support document must address the following:

- Involvement of the public and potential service recipients in the planning process; and
- Partnerships and collaborations specific to the proposed project.

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). 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.

- Political subdivisions of the state and Regional Educational Attendance Areas will be verified by State records.
- Eligible nonprofits are listed in the State's database of registered 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.
- Alaska Native entities as defined in 7 AAC 78.950(1) must submit, with the application, a legally binding resolution waiving the entity's sovereign immunity to suit through the duration of the program, identified in RFP Subsection 3.05. The resolution must be authorized in compliance with the tribe's constitution, either by the tribal council or by majority vote of the tribal membership. The required template is provided at Subsection 4.02, Other Technical Requirements.

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

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

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

3.02 Acceptance of Terms

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

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

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

3.03 Deadline for Submittal

To be considered for funding, proposals must be submitted on or before 4:00 p.m., Wednesday, September 9, 2026 via the GEMS online submission portal. **Proposals delivered by fax or email will not be accepted.**

3.04 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 subsection 3.04. 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 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: http://aws.state.ak.us/OnlinePublicNotices/ 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 for fiscal year FY2027, 7/1/2026, through 6/30/2027.

3.07 Proposal Review

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

- Proposals will be evaluated in a manner that will avoid disclosure of contents before notices of grant award have been issued.
- Department of Health staff will evaluate each proposal for minimum responsiveness and other technical requirements and eliminate non-responsive proposals from consideration.
- Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), Department staff

will evaluate each responsive proposal. Scores for each criterion will be based solely on the response to the associated question. Points will not be earned if the information 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:

- a history of the applicant's compliance with grant requirements, to include records of program performance, on-site program reviews, and prior year audits;
- priorities in applicable State health plans;
- requirements of applicable State and federal statutes; and
- municipal ordinances or regulations applicable to the grant program.

If there are multiple responsive proposals for which there is insufficient money to fully fund, or supplementary expertise is deemed necessary to review 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.

3.08 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.

3.09 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 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. 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

3.10 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 Alaska Administrative Code 7AAC 78.030.	☑	

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

Response & Organizational Documentation

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

Evaluation/Review Criteria		**Review**	**Points**
a	The agency is listed as a non-profit in good standing on the State's corporation database, confirmed at State Corporation Database and/or	☑	

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

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

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

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

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

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

5 Electronically sign the State Grant Assurance 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 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.	☑	0
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).

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.

1 Fiscal, narrative, and data reporting in prior years has been complete and timely.

Evaluation/Review Criteria		Review	Points
a	Prior year(s) reporting is complete and timely (includes fiscal, narrative and data reporting).	☑	
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	Required audits have been submitted and prior year audit exceptions, if any, are resolved.	☑	
d	Prior year(s) activities meet proposed outcomes and demonstrate effective delivery of services.	☑	
e	Program historically maintains required standards as demonstrated in quality assurance reviews, licensing or certification standards, etc.	☑	
f	Agency historically maintains required standards. Verification may include, though is not limited to, quality assurance reviews, licensing, and certifications.	☑	
g	If a site visit was conducted at the agency for any Department of Health Grant Program 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 Describe the applicant's agency in the text box below. Identify the services provided and the populations of people served by the agency as a whole. Limit response to 300 words.

Evaluation/Review Criteria		Review	Points
a	The applicant's agency, including the services provided, is well described.	☐	80

b	The description identifies one or more Trust beneficiary groups as the primary population served by the agency as a whole.	☐	100

2 ***In the text box below, describe the proposed project, including the target population, the equipment to be purchased, and how the project aligns with program intent. Describe project resources, activities, and clearly state the goals, outputs, and outcomes. Limit response to 500 words.***

Evaluation/Review Criteria		**Review**	**Points**
a	The proposed project is well described and the equipment to be purchased is clear.	☐	60
b	The target population of the project is clearly described and meets program intent.	☐	100
c	Response clearly describes how Trust beneficiaries quality of life will be positively directly impacted if the proposed project is funded.	☐	100
d	Project resources are described.	☐	40
e	The response clearly states the project's anticipated goals, outputs, and outcomes.	☐	40
f	Project will assist applicant agency to come into compliance with Section 504 of the Rehabilitation Act. Ensuring Access to Medicaid Services Final Rule (CMS-2442-F).	☐	100

3 ***Upload a project time-line that identifies key activities, anticipated completion dates, and responsible parties as outlined in subsection 1.03.***

Evaluation/Review Criteria		**Review**	**Points**
a	Time-line includes minimum milestones outlined in subsection 1.03 and parties responsible for milestones.	☐	20
b	Time-line includes proposed progress reporting.	☐	20

c	The time-line proposed demonstrates the applicant's ability to complete the project within the grant period.	☐	20
d	Time-line includes project evaluation activities.	☐	20

4 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. Limit response to 300 words.

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.	☐	40
b	The evaluation activities are well developed.	☐	80

5 In the text box below, describe the service area(s) of the proposed project. Limit response to 300 words.

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

6 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.	☑	0
b	Cost line items are allowable under 7 AAC 78.160 and are compliant with stated program requirements.	☑	0
c	Travel costs are consistent with 7 AAC 78.160(h) and (i), and with any program requirements or limitations identified in the solicitation.	☑	0

d	Equipment costs and subcontract costs are allowed by the program and consistent with 7 AAC 78.280.	☑	0
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.	☑	0
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.	☑	0
j	Total amount for all agency's proposals does not exceed $30,000.	☑	0

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

1 ***In the text box below, describe the agency's previous experience in providing services the same as, or similar to, those proposed. Clearly identify the time period over which services were provided and the population served. Affirmation must be provided that the agency has the financial strength and capacity to manage grants and verifies capacity to implement funds if received. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200. Limit response to 300 words.***

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.	☐	60

b	Applicant has affirmed the agency has the financial strength and capacity to manage grants and verifies that is has the capacity to implement funds if received.	☐	40

2 ***In the text box below, describe the proposed project's program and administrative staffing needs. Limit response to 300 words. 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 as well as staff turnover rate for the past two years. 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	☐	60
d	Administrative staff are 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.	☑	0

3 ***In the text box below, describe the procedures that will be used to protect client confidentiality as it relates to the proposed project. Limit response to 300 words.***

Evaluation/Review Criteria		Review	Points
a	The applicant's description identifies the procedures necessary to protect client confidentiality compliant with State and Federal standards.	☐	60
b	Discussion of confidentiality procedures is relevant to the proposed project.	☐	100

4 ***In the text box below, describe the service delivery facilities and locations and the ways in which the proposed project will enhance access to services. Limit response to 300 words.***

Evaluation/Review Criteria		**Review**	**Points**
a	The facilities described are safe and appropriate to the purpose of the program.	☐	60
b	Access to services will be enhanced by the proposed project.	☐	60

4.06 Demonstration of Support/Involvement and Service

1 ***In the text box below, describe the ways in which the project planning process involved the public and potential service recipients. Limit response to 300 words.***

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

2 ***In the text box below, describe partnerships or collaborations necessary to the proposed project. Limit response to 300 words.***

Evaluation/Review Criteria		**Review**	**Points**
a	Partnerships and collaborations necessary for the effective delivery of services are well described.	☐	60