

**State of Alaska**  
**Department of Health and Social Services**

**Division of Behavioral Health**



**REQUEST FOR GRANT PROPOSALS**  
**CONSOLIDATED PEER AND FAMILY SUPPORT SERVICES**  
**FOR FY 2004**

Division of Behavioral Health  
Alaska Office Building, 350 Main Street, 217  
P.O. Box 110620  
Juneau, Alaska 99811-0620

**IMPORTANT NOTICE:** If you received this grant solicitation from the State's "Online Public Notice" web site, you must register with the Contact person listed in Section B (5) of this document. Only applicants who have registered with the Contact person listed in Section B (5) by the stated deadline will be notified of changes or amendments to the RFP.

Joel Gilbertson  
Commissioner

William H. Hogan  
Director

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**DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
STATE OF ALASKA**

**SECTION A. GRANT PROGRAM INFORMATION**

Applicants should refer to this Section of the RFP, for a complete description of requested services.

**(1) PROGRAM DESCRIPTION**

Under the authority of AS 47.30.520-620, the Department of Health and Social Services, through the Division of Behavioral Health, is requesting proposals from eligible applicants to provide an array of distinct consumer and/or family and community services throughout and for the State of Alaska in FY 2004. Contingent upon the source and funding availability

- I. Consumer Run Projects
- II. Education and Leadership Conference for Consumers and Families
- III. State-wide Support Network Infrastructure and Capacity Building

**a. INTRODUCTION AND PROGRAM HISTORY**

Historically, the Department of Health and Social Services through the Division of Mental Health and Developmental Disabilities has funded programs offering support, education, and advocacy to Chronically Mentally Ill (CMI) adults, to Severally Emotionally Disturbed (SED) children, and to their respective families through the Community Mental Health grant allocations. Although an integral part of the system of care and evidenced based best practices, these services are considered *non-traditional, peer mentoring and self-help* not treatment services, so they became part of the necessary cuts in the budget process. The Department and the Division realize the importance and necessity of these services and want to preserve the focus and integrity of consumer/family involvement within the state public mental health system.

Recently, some agencies have shifted to more of a “systems” advocacy focus. While this is an important component of a system of care, there are many other venues to accomplish “system change.” These funds are designed to provide support, education, and recovery for consumers/families.

**b. PROGRAM GOALS, OBJECTIVES & DESIRED OUTCOMES**

Grant outcomes and expectations would be carefully defined and monitored through a collaborative effort with the agencies and the Division. Specific data collected will include:

- ?? Number of families served in support groups
- ?? Number of consumers utilizing drop-in center
- ?? Number of referrals made
- ?? Number of Trainings offered
- ?? Number of consumers/families attending trainings
- ?? Hospital/Institutional diversions

The consumers and families receiving these services will be surveyed to determine outcomes of the services provided. Such as improvement of functioning, decreased institutionalization and family stability. This will be collected and submitted to DBH through surveys and quarterly reports.

**c. STRATEGIES FOR SERVICE DELIVERY/ IDENTIFIED NEED – CLIENT/TARGET POPULATION, SERVICES DELIVERY AREA, COMMUNITIES TO BE SERVED**

**Specific Client/Community Services**

The services listed below are those the State of Alaska intends to purchase through this RFP. They are a comprehensive array of distinct services to adult consumers with a Serious Mental Illness (SMI) or Seriously Emotionally Disturbed (SED) children and their respective families throughout the State of Alaska. As stated previously, the primary focus is on meeting the needs of consumers/families. Applicants must show collaboration with each other, the public mental health system, other agencies serving the population, and the community. Applicants must also show how the services they propose to provide will link and be linked to other mental health services and to other health and social service agencies and organizations.

Listed below are services the State of Alaska intends to purchase.

**Applicants must clearly identify which components and amount of funding from each component they are applying for.** This must be referenced in the proposal, the budget, and the budget narrative.

**I. CONSUMER RUN PROJECTS**

These include but are not limited to such entities as a drop-in center, ongoing recovery workshops, job readiness and micro enterprise trainings. Consumer run organizations provide peer supports and are adjuncts to traditional mental health treatment. These services need to be provided for and by consumers, especially during vulnerable times, such as, evenings and weekends.

- ?? Provide consumer run and directed activities/projects that are structured, supportive, and enhance the consumer's ability to reach self-sufficiency and promote recovery.
- ?? Promote/provide recovery training, leadership development, and mentoring, to consumers.

**Total Amount Available: \$75,000.00 MHTAAR**

## **II. STATE-WIDE SUPPORT NETWORK INFRASTRUCTURE AND CAPACITY BUILDING**

This segment of the proposal is designed to aid eligible applicants in attaining organizational stability and sustainability, as well as to provide key supports to consumers and their families. These include but are not limited to services such as, support groups, warm lines, family to family-peer to peer support, telephone trees, educational forums, trainings, idea or information sharing, grant writing, and other “grassroots” activities. Specific examples include:

- ?? Promote statewide-individualized support system for SMI adults and SED children and their respective families in our public mental health system.
- ?? Support a statewide toll free phone number and act as a referral point for consumers/families and the general public for support and guidance in system navigation, education and educational material dissemination.
- ?? Promote affiliated groups and/or contacts statewide, support groups, web pages, public forums, agency collaboration and educational activities.
- ?? Promote public awareness and education on mental health issues and concerns.
- ?? Training efforts to promote and initiate self-help, recovery, family, and wellness management education programs throughout Alaska.

These support services are expected to serve the families of adult consumers in our public mental health system and families of children with serious emotional disturbance (SED). Making these trainings and support services available to consumers and families throughout Alaska would increase the concept of recovery, symptom management, and awareness of mental illnesses and decrease their costs.

**Total Amount Available:   \$200,000.00                   One-time funding only**

## **III. EDUCATIONAL AND LEADERSHIP CONFERENCE FOR CONSUMERS AND FAMILIES**

Plan and convene a statewide leadership / educational / training conference for consumers and families.

- ?? Promote evidence-based practices
- ?? Focus on Recovery
- ?? Set Statewide Priorities
- ?? Educate Alaskans on Behavioral Health Issues

**This must be a collaborative project between consumer and family groups.**

**Total Available Amount:   \$50,000.00                   MHTAAR**

**d. PROGRAM EVALUATION REQUIREMENTS**

Applicants whose proposals are successful will be required to submit quarterly reports to the Division of Behavioral Health (DBH).

The Division of Behavioral Health (DBH) will be responsible for monitoring these programs for conformity with the specifics of the application and for quality. DBH staff or DBH contractors may schedule on-site grant review visits at their discretion.

**e. PROGRAM FUNDING**

The “Consumer Run” and “Consumer Family Conference” funding source is MHTAAR.

The State-wide Support Network Infrastructure and Capacity Building **one time only** funding is coming from the Federal Block grant. **No additional funding is available for this segment of the proposal.**

There is a match requirement of 25%. The match may be made up of local cash, in-kind services or a combination of both. No state grant funds may be used for match purposes. **Documented proof of this match must be shown in financial reports submitted to the State as required in grant reporting.**

**(2) APPLICANT QUALIFICATIONS**

See Section B (1) of this RFP for eligibility information specific to this program and this solicitation.

**(3) SUPPORT/COORDINATION OF SERVICES**

**Note:** This should be a narrative on the abilities of the agencies and how they will develop effective working relationships with each other and key individuals and other agencies locally and statewide. The narrative should also describe how the targeted population, other agencies, and local community or communities have been and will be active and involved in the planning and implementation of this proposal.

All Memorandums of Agreement (MOA's) and letters of support must be current and should be included in an identified Appendix.

**(4) ADDITIONAL PROGRAM REQUIREMENTS**

By submitting a proposal to provide these services, the applicant agrees to provide the services within the provisions of 7 AAC 78.

## **SECTION B. GENERAL INFORMATION**

### **(1) ELIGIBILITY (WHO MAY APPLY)**

Applicants must meet both of the following criteria:

#### **a. Applicant Eligibility Requirements**

Eligible applicants include private nonprofit corporations incorporated under 26 U.S.C. 501(c)(3), municipalities and Regional Educational Attendance Areas or other political subdivisions of the state; other State agencies; tribal organizations, or a combination of these entities. (Proof of nonprofit status, a limited waiver of sovereign immunity, or other applicable documentation of eligibility is required: see 7 AAC 78.030.) See Section B of this RFP for additional eligibility information specific to this program and this solicitation.

All applicants must have a Board of Directors, which consists of 51% or more of persons who are consumers/and or family members. A community advisory board of non-consumers is also strongly suggested for consumer groups. This advisory group should include community leaders with expertise related to running an organization such as accounting, legal services, education, etc...

All applicants are expected to educate their respective communities about the nature of mental illness, stigma and recovery. They must support and develop consumer and family leadership and represent and articulate issues of concerns regarding the public mental health system.

### **(2) MINIMUM RESPONSIVENESS**

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

- a. Applicant must meet the Eligibility requirements stated above, including proof of eligibility status.
- b. Proposals must be received on or before the deadline stated in Section B (4) at the address stated in Section B (5).

If a proposal meets the above minimum criteria, it will be considered responsive. If it fails to meet any one of the criteria, it will be deemed non-responsive. Once determined to be responsive, it will then be evaluated according to the criteria in **Section C. Submission Requirements and Criteria for Proposal Review.**



**(3) ACCEPTANCE OF TERMS**

By submitting a proposal, an applicant accepts all terms and conditions of this Request for Proposals (RFP) including all appendices and attachments, 7 AAC 78, and any other specific statutes, regulations and guidelines identified in this RFP for program compliance. Copies of these may be accessed through the contact person listed in Section B (5), or through the web address (es) identified in Section B of 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.

**(4) DEADLINE FOR SUBMITTAL**

To be considered for funding, proposals must be received at the address provided below in (5), on or before **4:30 p.m. Friday, September 12, 2003**. **Proposals delivered by Telefax 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. A declaration of non-responsiveness will result in the proposal not being considered for funding.**

**(5) NUMBER OF COPIES, MAILING ADDRESS & REGISTRATION**

Submit one original (clearly marked "original") and ten copies of the proposal to the DHSS agency 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.** If delivered with the proposal, an acknowledgment of receipt will be returned to the applicant.

MAILING ADDRESS:  
Laura Sanbei, Project Assistant  
Department of Health & Social Services  
Division of Behavioral Health  
P.O. Box 110620  
Juneau, Alaska 99811-0620

PHYSICAL ADDRESS:  
Laura Sanbei, Project Assistant  
Department of Health & Social Services  
Division of Behavioral Health  
350 Main Street, Room 217  
Juneau, Alaska 99811-0620

PHONE: (907) 465-4978  
EMAIL: Laura\_Sanbei@health.state.ak.us

FAX: (907) 465-2668

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

**(6) 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. Include a table of contents, which provides page references for each of the required proposal sections listed in Section C of this RFP, as well as for any attachments or appendices.

A proposal, exclusive of the budget, budget narrative and proposal appendices, but inclusive of items (1) through (7) listed in Section C, page 10, shall not exceed twenty (20) pages in length.

**(7) INQUIRIES and PROTESTS**

Applicants should immediately review this Request for Proposals (RFP) 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 contacting the division at the phone number in Item B (5) above. Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared by the division 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 item B (5) above, **at least ten days before the RFP deadline, September 1, 2003**. 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 the close of business September 1, 2003**.

Responses to these questions and any other amendments or clarifications of the RFP will be faxed, or mailed if no fax number is available, only to applicants who have registered with the Contact Person named in Section B (5) by the deadline stated in this Section. For your convenience in registering, a Notice of Intent to Apply Form is attached to this Request for Proposals as Appendix F.

**(8) SUMMARY OF PROCESSES and DEADLINES**

	<u>Date</u>
Request for Proposals (RFP) Issuance Date:	<b>August 14, 2003</b>
Deadline for written inquiries or protests of the RFP:	<b>September 1, 2003</b>
Deadline for receipt of proposals:	<b>4:30p.m. September 12, 2003</b>
Proposal Evaluation Committee:	<b>9:00a.m. September 24, 2003</b>
Project Period Begins:	<b>October 1, 2003</b>

**(9) PROPOSAL COSTS**

The Department of Health and Social Services 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, including travel expenses to attend Proposal Evaluation Committee meetings, are the responsibility of the applicant.

**(10) DURATION OF GRANT**

This RFP is for a nine-month period through the end of FY 2004 that ends on June 30, 2004.

Proposals submitted in response to this RFP must contain a detailed plan for services of the grant. This must include:

- a) Detailed Budget
- b) Budget Narrative
- c) Clearly identify the 25% required matching funds in the budget **and** budget narrative.

**(11) PROPOSAL REVIEW**

**Procedures** – Following the deadline for receipt of proposals, program 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 and evaluated according to the criteria specified in this RFP, and in compliance with 7 AAC 78.090 –100, as well as any other program specific statutes, regulations and guidelines identified in this RFP. Proposals will be reviewed as follows:

- a. Staff will conduct a written evaluation of proposals using the criteria set out in 7 AAC 78.100. The evaluation will be based on the contents of the proposal, as well as other documentation and information that is available to the grant agency, including consideration of available funding and appropriate allocation of resources, on-site program reviews, history of compliance with grant requirements and prior year audits, as required by 7 AAC 78.090.
- b. A Proposal Evaluation Committee (PEC)/advisory body will hold a meeting for the purpose of evaluating proposals and developing recommendations for consideration by the division director and the Commissioner. Prior to the PEC meeting, members of the PEC will individually evaluate proposals, then, as a committee, review and consider staff evaluations and recommendations, and discuss the proposal’s merits.

Based on the committee’s findings, they will make their recommendations for the Commissioner’s consideration. Recommendations will include approval/disapproval, modifications and special compliance conditions, and ranking proposals in priority. The PEC evaluation will be based on the information presented in the written proposals and the written evaluations presented by division staff. **Although, this meeting is open to all interested persons, public testimony will not be taken.**

The PEC is an advisory body only. The Commissioner of the Department of Health and Social Services will make the final grant award decisions determined to be in the best interest of the people of the State. The PEC/advisory body recommendations, all other review materials and staff recommendations will be submitted for consideration to the division director, who will forward them with the division recommendations to the Commissioner.

**(12) FINAL DECISION AUTHORITY**

The Commissioner of the Department of Health and Social Services will make the final decision on grant awards, taking into consideration all advisory recommendations, categorical and regional plans, the requirements of applicable state and federal statutes and regulations, municipal ordinances or regulations, availability of funds and the need to distribute services equitably.

**(13) NOTIFICATION OF GRANT AWARD and GRANT AGREEMENT**

Within fifteen (15) days after the Commissioner's final decision regarding grant awards, applicants will be notified of the grantor's intent to fund their program or provided a notice of rejection of the proposal. Following negotiated budget and program revisions, if necessary, successful applicants will be issued a Grant Agreement. This formal agreement will contain specific performance and reporting requirements consistent with Department policy and procedure, and grant regulations, 7 AAC 78.

**(14) APPEALS**

An applicant or grantee may appeal any of the following decisions per 7 AAC 78.305:

- a. A final grant award decision under 7 AAC 78.090(i) and (j), or a decision eliminating an applicant from consideration under 7 AAC 78.090(b)(2);
- b. A decision to withhold payment under 7 AAC 78.200©(1);
- c. A decision of a grant agency to require a refund of grant money under 7 AAC 78.230(b); and
- d. A decision to suspend or terminate a grant (7 AAC 78.290).

Applicants who wish to appeal Department decision(s) must submit, within 15 calendar days after receipt of the notification of the decision, a written request for appeal to the Commissioner. The request must contain the reasons for the appeal and cite the law, regulation, or terms of the grant upon which the appeal is based. Address requests for an appeal to:

Joel Gilbertson, Commissioner  
Department of Health & Social Services  
P.O. Box 110601  
Juneau, Alaska 99811-0601

The Commissioner will review the request for appeal and, within 15 calendar days after receipt of the request, advise the appellant of acceptance or rejection of the appeal. If the appeal is rejected, the applicant will be informed of the reason for the rejection.

If the appeal is accepted, the Commissioner will (1) find that the appeal has merit and remedy the problem by whatever means within the commissioner's authority; or (2) appoint a hearing officer to hear the appeal under 7 AAC 78.310, and schedule a hearing for the earliest practicable time, not later than twenty (20) calendar days after the accepting the appeal.

Based on a hearing conducted in accordance with 7 AAC 78.310; or, with the agreement of the appellant, upon a review the appellant's appeal on the basis of the written submission of the appellant and the grant agency, without a hearing; the hearing officer will submit a written recommendation to the Commissioner, who will make the final decision on the appeal.

**(15) CANCELLATION OF THE RFP/TERMINATION OF AWARD**

The Commissioner of the Department of Health and Social Services may withdraw this 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 C. SUBMISSION REQUIREMENTS and CRITERIA for PROPOSAL REVIEW**

### **SUBMISSION REQUIREMENTS CHECKLIST**

**Note: Proposals must be submitted in the following order, and include all requested information.** The following pages contain the criteria that will be used to score your proposal and the points accorded to each of those criteria. Review these carefully to determine exactly what will be considered in the evaluation.

#### **1. Minimum Responsiveness**

- a. Submission of Proposal for Receipt by Deadline in Section B (4) at address in B (5)
- b. Verification of Applicant eligibility under 7 AAC 78.030

#### **2. Other Technical Requirements**

- a. Application (Form 5437, Appendix A), Completed, signed and dated
- b. Assurances Form (Appendix B), Signed and dated
- c. Format complies with the requirements of Section B (6)
- d. Current organizational documentation, or verification that it is on file with department: Governing or Advisory Board of Directors, Travel Policy, Purchasing Practices & Procedures, if applicable: Federal indirect cost rate

#### **3. Project Strategies, Objectives and Budgets**

- a. Summary of project, and Project Goal and Objectives
- b. Under what section(s) are you applying for funding? Please list types of activities and the amount of dollars being requested from each section respectively.
- c. Project Work-plan, Strategies and Timeline
- d. Identified Need – Target Population and Service delivery area
- e. Project Evaluation Plan - Performance measures, methods and data reporting
- f. Project Funding, Notes: When applicable, projects funded by multiple sources must demonstrate overall resources supported by the completed application Form 5437, if requested in the RFP, detailed and narrative budgets for each year of the grant duration must be included.
  1. Detailed Budget
  2. Budget Narrative

#### **4. Applicant Qualifications - Personnel, Management and Facilities**

- a. Previous experience providing the same or similar services
- b. Organizational Chart
- c. Key Staff Competency, with Resumes, Job Descriptions, Staff Training Plans and Staffing levels
- d. Administrative staff support/administrative qualifications & capacity
- e. Facility access, location, safety, adequacy for program purposes

#### **5. Demonstration of Support/Involvement and Service Coordination**

- a. Description of effort and documentation of support from Communities served

- b. Description of effort and documentation of involvement potential service recipients in planning process
- c. Description and documentation of relationships necessary to effectively deliver the proposed services, such as referral agreements, partnerships, etc.

**6. Additional Program Requirements**

**7. Score-sheet (Submit Section C of this RFP)**

**NOTE:** Complete the “Applicant Information” requested below, and **provide page numbers** indicating where specific information can be found in the proposal by completing column “C” on the following pages.

**Applicants must submit this entire section of the RFP with each copy of their proposal. Section C serves as the score sheet for the evaluation of their proposal. Failure to submit this section with each copy of the proposal may result in a proposal being declared non-responsive.**

# SUBMISSION REQUIREMENTS & CRITERIA for PROPOSAL REVIEW (SCORESHEET)

[APPLICANT INFORMATION - COMPLETE THE THREE ITEMS BELOW.]

Applicant Agency Name \_\_\_\_\_

City \_\_\_\_\_

Amount Requested \_\_\_\_\_

[SHADED AREAS TO BE COMPLETED BY REVIEWER]

Score _____	Amt. Recommended _____
PEC Member _____	Date _____

Columns	A	B	C
<b>1. Minimum Responsiveness</b>	Yes/No	Requirement Met?	Page Number
<b>Minimum Responsiveness Requirements – Proposals that fail to meet the minimum responsiveness requirements below will be eliminated from consideration per 7 AAC 78.090(b).</b>			
a. Proposal contains the required documentation demonstrating eligibility status under 7 AAC 78.030; or documentation is on file with DHSS, Division of Administrative Services.	Yes/No		
b. Proposal was received on or before the deadline specified in Section B(4), at the address stated in Section B(5).	Yes/No		
<b>2. Other Technical Requirements per 7 AAC 78.060, 78.100</b>			
a. Grant Application, form 06-5437, is complete, including the <b>overall agency funding</b> information, and is signed and dated by a person authorized to enter into legal agreements on behalf of the applicant.	Yes/No		
b. Assurances form, Appendix B, is signed by a person authorized to enter into legal agreements on behalf of the applicant and dated.	Yes/No		
c. The format and length of the proposal complies with the requirements of Section B(6).	Yes/No		
d. The Federal Assurances Form is signed by a person authorized to enter into legal agreements on behalf of the applicant and dated.	Yes/No		
e. Proposal contains current organizational documentation, or verification that it is on file with department: Governing or Advisory Board of Directors, Travel Policy, Purchasing Practices, & Procedures.	Yes/No		





**SECTION C. CRITERIA for PROPOSAL REVIEW (SCORESHEET) (contd.)**

Columns	A	B	C
<b>3. Project Strategies, Objectives and Budgets</b> 7 AAC 78.100(1)	Points Possible	Points Awarded	Page Number
Problem statements are supported by the following evidence: current statistics and data or a local needs assessment, citing source(s); information from knowledgeable local persons and organizations; and evidence drawn from the applicant's experience.		<b>10</b>	
It is clearly described how the proposed services will impact the stated population and how they relate to existing services.		<b>5</b>	
The target population(s) and the areas where services will be delivered are clearly identified.		<b>5</b>	
The proposal includes information that demonstrates the applicant's ability to provide the proposed services. Including demonstrated knowledge of and experience with the proposed activities and/or services.		<b>5</b>	
The applicant shows documented proof of past performance and accomplishments related to the proposed services.		<b>5</b>	
The proposal describes the applicant's philosophy and how it aligns with or conforms with that of DBH, AMHB, and AMHTA?		<b>5</b>	
The proposed budget contains complete information on the sources of revenue for the <b><i>overall budget</i></b> of the project, including all grant income.		<b>10</b>	
The project total cost, sources of all funds that will be applied to the project, and uses of project funds are clearly identified.		<b>10</b>	
The budget table and budget narrative are consistent with each other and contain the necessary information.		<b>10</b>	
Are budget costs reasonable, related to project purposes, and are fully described and justified?		<b>10</b>	
The 25% match is clearly identified and it is clearly shown how or from what source this match will be attained. <b>No State grant funds may be used for match purposes.</b>		<b>10</b>	

PEC Member Comments


**SECTION C. CRITERIA for PROPOSAL REVIEW (SCORESHEET) (contd.)**

Columns	A	B	C
<b>4. Applicant Qualifications - Personnel, Management and Facilities</b> 7 AAC 78.100(2)	Points Possible	Points Awarded	Page Number
Organizational Chart ( <b>one page</b> ) – Applicants have submitted a current organizational chart which clearly shows the lines of authority within the organization		<b>5</b>	
To support their skills and abilities and explain the duties of each of the key personnel who will be responsible for specific program activities necessary to providing the proposed services applicants have supplied in an appendix: Job Descriptions, Resumes, Staff/Volunteer training plans		<b>10</b>	
Services/Programs Offered by Applicant Organization ( <b>one page only</b> ). Applicants must briefly describe other services they provide that are not funded through this grant proposal, and their experience in providing the services described in this RFP.		<b>10</b>	

PEC Member Comments


**SECTION C. CRITERIA for PROPOSAL REVIEW (SCORESHEET) (contd.)**

Columns	A	B	C
<b>5. Demonstration of Support/Involvement and Service Coordination</b> 7 AAC 78.100(3)	Points Possible	Points Awarded	Page Number
The proposal provides a detailed description of how the community and service area has been involved in planning and supporting this project (i.e. community meetings, council meetings, neighborhood meetings, discussions with consumers and families, surveys, etc.		<b>10</b>	
The applicant demonstrates a clear plan for providing continued support and education to the consumers/families.		<b>10</b>	
Tangible evidence is provided for <u>working</u> relationships with collaborative partners (i.e. MOA's and partnership agreements that describes each agency's role in shared services or referral plans.) These documents are current and specifically address the proposed project.		<b>10</b>	

PEC Member Comments


**SECTION C. CRITERIA for PROPOSAL REVIEW (SCORESHEET) (contd.)**

Columns	A	B	C
<b>6. Additional Program Requirements 7 AAC 78.100(4)</b>	Points Possible	Points Awarded	Page Number
Program specific criteria not previously included			

PEC Member Comments
