



Request for Proposals

Capital Grant Program

For

Essential Program Equipment

For Agencies Serving Individuals With:

- *Chronic Alcoholism with Psychosis*
- *Alzheimer's Disease or Related Disorders*
- *Developmental Disabilities*
- *Mental Illness*



A Joint Program of the
Alaska Department of Health and Social Services
and the
Alaska Mental Health Trust Authority

IMPORTANT NOTICE: This RFP and all appendices are available for download from the State's *Online Public Notice* website located at: <http://notes4.state.ak.us/pn>. Applicants are responsible for monitoring this website for any subsequent changes or amendments which may be issued regarding this solicitation.

Administered by:



Facilities Section
Finance and Management Services
Office of the Commissioner
Department of Health and Social Services
PO Box 110650
Juneau AK 99811-0650

The TRUST

The Alaska Mental Health Trust Authority

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ESSENTIAL PROGRAM EQUIPMENT CAPITAL GRANT PROGRAM

SECTION A. PROGRAM INFORMATION AND DESCRIPTION

1. Grant Program Description

Under the authority of AS 37.14.045, the Department of Health and Social Services, Finance and Management Services, Facilities Section, is requesting proposals from eligible applicants for 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. The Department will consider funding proposals from eligible applicants for program equipment needs including, but not limited to, therapeutic equipment, telepsychiatry equipment, computers, fax machines, copiers, general office equipment and furnishings, kitchen equipment, security systems and vehicles not qualifying for or denied funding under the Department of Transportation and Public Facilities (DOT/PF) Coordinated and Non-coordinated Transportation grant programs (please visit <http://www.dot.state.ak.us/stwdplng/transit/grants.shtml> in order to determine your eligibility for these programs). Funds are available for the purchase of eligible equipment and a one-time only installation charge, if applicable. Funds are not available for any activity which would normally be considered as construction or deferred maintenance.

This program is currently making \$265,732.95 in statewide funds from Fiscal Years 2006, 2008 and 2009 available for award. **The minimum amount for an award under this RFP will be \$5,000.00, and the maximum amount will be \$25,000.00.**

Agencies may submit more than one proposal for consideration. However, the cumulative amount awarded to a single agency's program will not exceed \$25,000. Emphasis will be on equipment purchases which will serve the greatest number of beneficiaries and have a positive, direct impact on the quality of life for Trust beneficiaries.

Funds for FY 2010's Essential Program Equipment Capital Grant Program RFP are from Trust authorized receipts and General Funds appropriated in:

- Chapter 5, SLA 05, Page 13, Line 23
- Chapter 29, SLA 07, Page 13, Line 30
- Chapter 28, SLA 08, Page 15, Line 10

A. Introduction and Program History

The State of Alaska's planning document, *Moving Forward: Comprehensive Integrated Mental Health Plan for FY06-FY11* (revised September 2006), looks at the status of Trust beneficiaries in four areas: health, safety, quality of life and economic security. The overall goal is a service system which quickly meets the needs of each individual, where highly qualified staff from State, Federal, tribal and private agencies have the resources necessary to work together to provide seamless care for the best outcome possible for each person. Another goal is to reduce the incidence of Trust beneficiaries' disabling conditions through prevention and early intervention, to the highest extent possible. This Essential Program Equipment grant program is intended to assist Trust beneficiaries by funding one-time equipment purchases to improve the

effectiveness and efficiency of agencies' service delivery system(s) to Trust beneficiaries throughout the State of Alaska.

B. Program Goals, Objectives & Desired Outcomes

The overall goal of this grant program is to provide for one-time equipment purchases which will directly improve the quality of programs, services and activities being provided for Trust beneficiaries. Service provider agencies have a great need for program equipment to improve the effectiveness and quality of their programs. Equipment needs involve all types, including, but not limited to, medical and therapeutic equipment, computers, furnishings and general office equipment.

C. Identified Need – Client/Target Population, Service Delivery Area, Communities to be Served

Funds are available statewide for eligible service providers who are delivering an integrated level of care to Trust beneficiaries. Integrated service delivery must be provided by eligible programs and in compliance with statutes, regulations and State policy. Beneficiaries include persons experiencing chronic alcoholism, Alzheimer's Disease or related dementia conditions, cognitive disabilities which inhibit daily functioning, such as a brain injury, developmental disabilities or mental illness, as well as individuals who are at risk of developing these conditions.

The Essential Program Equipment Program is a statewide program. All of the facilities to be furnished with equipment purchased utilizing these funds must be located within the State of Alaska. An eligible applicant who has several locations throughout the State in need of the services mentioned in this RFP may apply.

D. Program and Capital Project Evaluation Requirements

(1) Applicant Experience and Qualifications

Applicants must provide the following as documentation of the applicant's ability to successfully complete the proposed project:

- A brief narrative, incorporated as part of the 20 page grant application narrative, which includes:
 - a description of prior years demonstrated fiscal accountability
 - a description of the extent to which the applicant has demonstrated prior experience with capital projects of a similar nature
 - presentation of a plan to secure sufficient qualified staff capable of carrying out the proposed projects
- An appendix with a financial sheet listing all assets, liabilities and revenue sources which details the origin, amount and future availability of this revenue (a copy of the most recently audited financials may be substituted)
- An appendix with key staff, including resumes and job descriptions
- Although not a requirement, current evaluation criteria includes the applicant's use of matching funds by other State, Federal or Local sources. If you are able to obtain a match for these funds, please include a brief description of the source and amount in the 20 page narrative

- A description of your emergency response and recovery plan in the narrative which:
 - Provides for the safe evacuation of clients and staff
 - Addresses other potential safety concerns
- Please note: This type of plan is mandatory for grantees providing residential and/or critical care services (see Appendix B, DHSS Assurances)
- As part of the narrative, applicants should describe how access is provided to clients and how said access will enhance the success of the project(s)

Please note: Information provided in appendices is not considered part of the 20 page narrative.

(2) Applicant Program Description

Projects must function as part of an overall operating program which provides services to Trust beneficiaries. Applicants must provide a clear, concise description of the program(s) or service(s) to be supported by the proposed capital project. Applicants must identify and define performance measures as they apply to this project, as well as how the measures will be monitored and evaluated. The following information is to be incorporated into the applicant's 20-page narrative:

- Program's mission, purpose and goals
- Program's history – when started, why, etc.
- Program's primary services or activities provided to your client base
- Program's service location(s) – where grant funds will be expended
- Number of people served by the program, the percentage of those served who are Trust beneficiaries and the percentage served from each group
- Program's operating plan for next three (3) years as it relates to this project as part of your agency's Strategic Plan
- Identification and definition of program performance measures as they apply to this project, along with monitoring and evaluation processes
- Relationship with other agencies providing similar services for Trust beneficiaries

(3) Applicant Program Description Documentation

Provide as an **attachment(s)** a copy of the last two (2) year's summaries from one (or more) of the following:

- Quality assurance review
- Site review
- Program evaluation or audit
- Other external review

In addition, the following documents must be included as attachments to the proposal:

- Board structure and membership
- Organizational Chart
- Current strategic plan
- Network organization or Cooperative Service Agreements or Memorandum of Agreements, if any
- Copy of an Agency Accessibility Plan which reflects ADA compliance

Additionally, copies of awards, letters of appreciation, letters of community support, etc., may be included as testament to the need for the services offered by your agency.

Note: In the event these documents are not yet available for your agency, please indicate so in a statement incorporated as part of the narrative portion of the proposal.

(4) Capital Project Description and Evaluation

Applicants must provide a summary of the project and description of the project goals and objectives in their 20-page narrative. Issues to address must include, but are not limited to:

- Description of the proposed project(s) acquisitions
- Timeline for completing the project(s) acquisitions
- Number of facilities expected to be involved
- Description of project staff and how the proposed project will be managed and operated
- Budget Form (Appendix C) is reasonable, complete, detailed and appropriate for the project(s)
- Processes taken to ensure inventory, quality and cost control procedures are adequate
- Project performance measures and expected outcomes from the proposed capital project
- Indicate the extent to which the proposal addresses how the project's goals and objectives are related to the operating program's goals and objectives
- Proposal must include a clear description of how the project will enhance the target population's quality of life and the quantity of services which will be received
- Assurances all materials and workmanship (if applicable) will comply with the best practices of the trade and with all applicable codes and regulations. It is the applicant's responsibility to determine which codes and regulations are applicable and to maintain compliance with those codes and regulations
- Describe the plan for ongoing regular and deferred maintenance of equipment purchased (if applicable)

(5) Capital Project Description Documentation

To adequately describe the proposed project(s), applicants may provide as attachments documentation which assures the project is viable and reasonable. Applicants must document the project's eligibility by submitting the following as attachments to their proposal:

- Cost back-up (documentation supporting the cost of the project including written estimates)
- Pictures and sketches if applicable
- Equipment specifications

(6) Project Need

Applicants must identify within the 20-page narrative the need for the capital project acquisition(s) and how the project acquisition(s) addresses the following:

- Describe how the project acquisition(s) will enhance the quality of care given to Trust beneficiaries and their overall quality of life

- Describe how this project acquisition(s) will address unmet needs within your community
- Describe how the proposed project acquisition(s) is related to a specific need identified in the appropriate board document, or the comprehensive integrated mental health plan document: *Moving Forward: Comprehensive Integrated Mental Health Plan, 2006-2011*
- Describe how this project acquisition(s) will assist Trust beneficiaries to move toward self-sufficiency
- Provide assurances this project acquisition(s) will continue to be utilized to facilitate the treatment of Trust beneficiaries

E. Project Funding

Funds for essential program equipment purchases are comprised of the following sources:

- \$25,515.15 of Trust authorized receipts appropriated in Chapter 5, SLA 05, Page 13, Line 23
- \$5,217.80 of Trust authorized receipts appropriated in Chapter 29, SLA 07, Page 13, Line 30
- \$235,000.00 of Trust authorized receipts appropriated in Chapter 28, SLA 08, Page 15, Line 10

F. Project Funding Criteria

Proposals submitted in response to this RFP are limited to \$25,000 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 \$25,000. Emphasis will be on 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. Eligible programs must serve at least one of the four Trust beneficiary groups. Applicants should be cognizant of the statewide need for these funds. Applicants are encouraged to seek additional funding sources, as well as contribute their own resources toward their proposed project(s).

If the program serves one of the four Trust Beneficiary groups, it must function as part of an overall operating program. The program or service related to the project must be included in the Comprehensive Integrated Mental Health Plan *Moving Forward, Comprehensive Integrated Mental Health Plan, 2006 – 2011*, available from: http://www.hss.state.ak.us/dph/healthplanning/movingforward/assets/CompPlan_2008.pdf, a beneficiary board budget document or in the appropriate beneficiary group plan described below:

For persons experiencing:

- **Chronic Alcoholism**—*Results within Our Reach*
- **Alzheimer's Disease or Related Disorders**—*The State Plan on Aging – Fiscal Year 2008-Fiscal Year 2011*
- **Developmental Disabilities**—*Governor's Council on Disabilities and Special Education, 2009, State Plan for Alaska*

- **Mental Illness**—*A Shared Vision II, The Strategic Plan for Mental Health Services in Alaska 2005*
- **Traumatic Head Injury Resulting in Permanent Brain Injury**—*Alaska Brain Injury Network, program priorities as outlined in the AMHTA Board's planning Documents*

All eligible programs must comply with State statutes, regulations and guidelines identified for program compliance.

G. Eligible Project Costs

Funds provided for Essential Program Equipment may be used for, but are not limited to:

- Therapeutic Equipment
- Computers
- Fax Machines
- Copiers
- General office equipment and furnishings
- Security systems
- Telepsychiatry Equipment
- A onetime ONLY installation charge for any eligible equipment
- Vehicles not qualifying for or denied funding under the Department of Transportation and Public Facilities (DOT/PF) Coordinated and Non-coordinated Transportation grant programs (please visit <http://www.dot.state.ak.us/stwdplng/transit/grants.shtml> for further details regarding eligibility determination). **If your request does not qualify for or has been denied funding under the Department of Transportation's programs and you have received a formal notification letter, please include a copy among your proposal's attachments.**

H. Limitations on Funds

Funds available through this RFP are for direct costs only. Indirect costs will not be allowed. Moreover, grant funds are not available for the following:

- Indirect costs on loans
- Fines, penalties, debt retirement
- Contingencies, except for installation contingencies
- Contributions or donations
- Entertainment
- Lobbying
- Fund Raising
- Organization dues based on amounts of grant award
- New development
- Salaries, wages, and related costs for staff whose primary responsibilities involve project administration assignments
- Administration services such as accounting services and audit services performed under third party contracts or agreements.
- Pre-award activities including, but not limited to, grant and/or proposal preparation

- Any activity which would normally be considered as construction or deferred maintenance

Note: Grantees may not charge rent, depreciation, or other user charges to the State or State supported programs for activities or portions thereof supported by these capital funds, if awarded, without prior written approval by the Grantor.

SECTION B. GENERAL INFORMATION

1. Eligibility (Who May Apply)

Applicants must be eligible to apply under 7 AAC 78.030. Eligible entities include nonprofit organizations, municipalities and Regional Educational Attendance Areas or other political subdivisions of the State, other State agencies and Alaska Native Tribes. **Individuals are not eligible to apply for this funding opportunity.** 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 United States Internal Revenue Service's most recent register of tax-exempt organizations, or provide a copy of the organization's current State of Alaska Certificate of Incorporation clearly establishing nonprofit status. Nonprofit subsidiaries must also submit a letter from the parent organization confirming nonprofit status.

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 to suit using Appendix I. This form is designed to encompass a multi-year grant duration period. 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 title, contact information and terms of office. **Applicants must include proof of eligibility as appendices if currently not on file with the Department. Applicants may verify the Department has the necessary organizational documents at this web address:**

<https://myalaska.state.ak.us/egrants>. If you are a current DHSS grantee and all of the required documents are on file, please indicate so in your proposal cover letter. **Please note: you must be a current, active grantee of the Department of Health and Social Services to utilize this link. Applicants who are not current grantees will not be able to access this information.**

Only applicants serving Mental Health Trust beneficiaries may apply for this grant funding. Beneficiaries include persons experiencing chronic alcoholism with psychosis, Alzheimer's disease and related disorders, developmental disabilities or mental illness (AS 47.30.056).

2. Minimum Responsiveness

The Department of Health and Social Services, Division of Finance and Management Services, Facilities Section's staff will review all responses to this RFP to determine if the level of minimum responsiveness has been met. At a minimum, applicants must demonstrate the following:

- A. Requirements stated above, including submission of any documentation required in 7 AAC 78.030
- B. Proposals must be received on or before the deadline stated in Section B (4) at the address stated in Section B (5)
- C. Proposal serves Trust beneficiaries
- D. Proposed project functions as part of an overall operating program
- E. Proposed project meets the definition of eligible equipment with a minimum total cost of at least \$5,000 and not more than \$25,000 and a useful life of over one year

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

3. Acceptance of Terms

By submitting a proposal, an applicant accepts all terms and conditions of this RFP, including all appendices and attachments, Alaska Administrative Code Title 7 AAC 78 <http://old-www.legis.state.ak.us/cgi-bin/folioisa.dll/aac> 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).

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 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.

By submitting a proposal, the eligible applicant certifies neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

4. Deadline for Submittal

To be considered for funding, **proposals must be received on or before 4:00 pm February 12, 2010. Proposals delivered by fax or email will not be accepted.** A dated receipt from the U.S. Postal Service or a private courier service clearly establishing a guaranteed date of delivery will be accepted only for the purposes of establishing responsiveness to the deadline for submittal.

Except in the instance described above, or in response to the State's request as stated in Item (13) of this Section, 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 (1) original and **five (5) unbound** 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:

Jennifer Klein
Department of Health & Social Services
Finance and Management Services
Facilities Section
PO Box 110650
Juneau AK 99811-0650

PHYSICAL ADDRESS:

Jennifer Klein
Department of Health & Social Services
Finance and Management Services
Facilities Section
350 Main Street Room 125
Juneau AK 99801

PHONE: (907) 465-1872

EMAIL: jennifer.klein@alaska.gov

FAX: (907) 465-2607

Relay Alaska provides assisted communication services at the following numbers:

- From a TT Phone (800) 770-8973
- From a Voice Phone (800) 770-8255

Reasonable accommodations, including the use of email as a primary method of communication, will be provided upon request.

Organizations who intend to apply for this grant must complete and return the enclosed “Notice of Intent to Apply” form, Appendix E of this RFP, by 4:00 pm February 5, 2010, to be notified of changes or amendments to the RFP.

6. Proposal Length and Format

Proposals which exceed the required limits or do not meet the required format may be considered non-responsive. The original and all copies must be unbound. At a minimum, each page shall have top, bottom, right and left margins of 1 inch, and be single-spaced. 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 attachments, but inclusive of:**

- Grant application (Appendix A)
- Table of Contents
- Project budget (Appendix C)
- Narrative supporting sections (Section A, D {1}, {2}, {4} and {6})

shall not exceed twenty (20) pages in length.

Your **entire** proposal should be submitted in the following order:

- Grant application
- Table of Contents
- Budget
- Assurances
- Narrative
- Signed appendices
- Supporting documents
- Section C - scoresheet

Please note: Only the Grant Application (Appendix A), Table of Contents, Project Budget (Appendix C) and narrative are counted toward the 20 page limit. Everything else is considered as additional information or an attachment.

7. Inquiries and Protests

Applicants should immediately review this RFP for defects and questionable or confusing content. Questions about the RFP which can be answered by directing the applicant to a specific section in the RFP may be answered verbally by contacting the section at the phone number in Item B (5). Questions which cannot be answered by directing an applicant to a specific section of the RFP may be declared as being of a substantive nature by the section. The applicant will then 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), **at least ten days before the RFP deadline of 4:00 pm February 12, 2010 (by 4:00 p.m. February 2, 2010)**. 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 4:00 pm on February 2, 2010**.

Responses to these questions and any other amendments or clarifications of the RFP will be emailed or faxed, or mailed if no fax number or email address 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 RFP as Appendix E.

8. Summary of Processes and Deadlines

Request for Proposals (RFP) Issuance Date:	November 12, 2009
Pre-Proposal Teleconference	1:30 pm December 10, 2009
Deadline for written inquiries or protests of the RFP:	4:00 pm February 2, 2010
Deadline for Notice of Intent to Apply Form:	4:00 pm February 5, 2010
Deadline for receipt of proposals:	4:00 pm February 12, 2010
Proposal Evaluation Committee (tentative):	9:00 am March 8, 2010

Note:

A pre-proposal teleconference will be held December 10, 2009, from 1:30 p.m. to 3:00 p.m., in Room 123 of the Alaska Office Building, 350 Main Street, Juneau, Alaska. The proposal teleconference call in number will be (800) 315-6338 utilizing the code 3477. Applicants interested

in participating in this teleconference should contact Jennifer Klein of the Facilities Section by December 7, 2009, at (907) 465-1872.

9. Proposal Costs

The Department of Health and Social Services will not be responsible for any expenses incurred by a potential 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. Third Party Relationships

Subsequent to the awarding of funds, a contract entered into by any grantee shall not create any contractual relationship between the State of Alaska and the third party. The grantee shall remain fully obligated under the provisions of the grant agreement notwithstanding its contracting to any third party the performance of all or any part of the work described therein.

In the event the grantee contracts for third party services, the subcontractor shall comply with all applicable statutes and regulations of the State of Alaska, including AS 08.18.011.

Subcontractors shall follow all federal and local government statutes and regulations by obtaining all permits and approvals required by those statutes and regulations in the repair, improvement and equipping of the project.

The grantee shall bind all third party contractors to each and every applicable grant agreement provision. Each contract with third parties for work to be performed under the grant agreement shall specifically include a provision indemnifying the State of Alaska against damages or claims for damages arising from the third party's performance or activities under its contract with the potential grantee. Regional native housing authorities will need to consult AS 18.55.996.

11. Americans with Disabilities Act (ADA) Standards for State Grants

If an alteration to an existing facility is planned, then all altered areas must be made accessible. It is discrimination to fail to make the alteration in such a manner which, to the maximum extent feasible, the altered portion of the facility is readily accessible to and usable by individuals with disabilities. Architects, contractors, developers, tenants, owners and other entities may all be responsible for any failure to make the alteration in a manner which complies with the ADA.

12. Duration of Grant

The project period of performance for capital projects may extend for three years. Under no circumstances will the award or the potential award of capital funds through this RFP guarantee an applicant any priority or assurance of State funds or approval to provide additional funds needed to operate and/or maintain the project for subsequent years.

13. Proposal Review

Following the deadline for receipt of proposals, program 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 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 applicable statutes, regulations and guidelines identified in this RFP. Proposals will be reviewed as follows:

- a. In accordance with 7 AAC 78.090, Department staff will evaluate each grant proposal for minimum responsiveness and eliminate non-responsive proposals from consideration. Staff will then conduct a written evaluation of each responsive proposal using the criteria set out in this RFP and 7 AAC 78.100, as well as other relevant documentation and information which is available to the Department. Recommendations for funding will include, but are not limited to, consideration of on-site program reviews, history of compliance with grant requirements, prior year audits and the appropriate allocation of resources.
- b. If the aggregate responsive proposal funding requests exceed the amount of available funds, or if supplementary expertise is deemed necessary for the review of requested services, the Department will appoint a Proposal Evaluation Committee (PEC) as an additional advisory body. Using the criteria set out in the RFP and 7 AAC 78.100, members of the PEC will independently evaluate proposals. As a committee, they will meet to further review proposals and develop recommendations.

Applicants who perceive incorrect information has been given at a PEC will have the opportunity to submit a statement indicating so. To be considered in the evaluation process, this statement must be received in writing by the contact named in this RFP within 24 hours of the close of the Proposal Evaluation Committee Meeting. The statement must contain the perceived incorrect information heard at the PEC, and must quote that portion of the proposal with which the perceived incorrect information is in conflict. The statement must also clearly point to the page number and location in their proposal containing the conflicting information. Information which amends or corrects the contents of the proposal, as written, will not be considered for evaluation.

- c. In their review, the PEC will include consideration of staff recommendations and discussion of each proposal's merits. Recommendations will include approval or disapproval for award, modifications to the project, special compliance conditions and ranking proposals in priority order. **Although this meeting is open to all interested persons, public testimony will not be taken.** All advisory recommendations, including staff recommendations and the recommendations of the Proposal Evaluation Committee, if applicable, and all other review materials will be submitted to the Assistant Commissioner for consideration.

14. Final Decision Authority

The Assistant Commissioner of the Department of Health and Social Services will make the final decision on grant awards, taking into consideration all advisory recommendations, priorities in related State health and social services plans, the requirements of applicable State and Federal statutes and regulations, relevant municipal ordinances or regulations, the distribution of services and the availability of funds. The Assistant Commissioner will decide to approve or disapprove each award, the award amount and whether modifications or special conditions are necessary.

15. Notification of Grant Award and Grant Agreement

Within fifteen (15) days after the Assistant Commissioner's final decision regarding grant awards, successful applicants will be notified of the grantor's intent to fund their program. Applicants who are not being funded will be provided a notice of rejection of the proposal. Following any necessary negotiations for revisions to the proposed budget and scope of services, successful applicants will be issued a grant agreement. This formal agreement will contain specific performance and reporting requirements consistent with Department policy and procedure, and grant regulations, as well as 7 AAC 78.

16. Appeals

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

- a final grant award decision under 7 AAC 78.090, 5{B} (i), or a decision eliminating an applicant from consideration under 7 AAC 78.090 5{B} (ii)
- a decision to withhold payment under 7 AAC 78.200
- a decision of a grant agency to require a refund of grant money under 7 AAC 78.230
- 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 must cite the law, regulation or terms of the grant program upon which the appeal is based. Requests for an appeal must be addressed **in writing** to the following address:

William Hogan, Commissioner
Department of Health & Social Services
PO Box 110601
Juneau AK 99811-0601

The Commissioner will review the request for appeal and, within fifteen (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 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 accepting the appeal.

Based on a hearing conducted in accordance with 7 AAC 78.310, or upon the hearing officer's review of the appellant's written appeal, the hearing officer will submit a written recommendation to the Commissioner. The Commissioner's decision on the appeal is the final administrative decision of the Department.

17. Cancellation of the RFP/Termination of Award

The Commissioner of the Department of Health and Social Services may withdraw this RFP at any time and reserves the right to refrain from making an award when such action is deemed to

be in the best interest of the State. Funds awarded for a grant as a result of this RFP may be withheld and the grant terminated by written notice from the grantor at any time for the grantee's violation 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/CRITERIA for PROPOSAL REVIEW

(SCORESHEET) The following pages contain the criteria by which proposals will be evaluated and the maximum possible points for each. Applicants are cautioned to carefully review this section to determine what information will be considered in the evaluation.

IMPORTANT INSTRUCTIONS TO APPLICANTS:

1. Applicants are directed to enter the name of their agency and check the type of entity eligibility under which application is being made in the boxes below.
2. **Applicants must enter the page number of their proposal where the relevant information for criterion can be found, and follow the formatting directions as instructed in Section B(6). Applicants – please do not write in shaded areas. The shaded areas are to be completed by the reviewers.**
3. Applicants must also submit the completed Section C of the RFP with each copy of their proposal. Failure to follow these directions will affect the ability of staff and the PEC to evaluate a proposal, and may result in a proposal being found non responsive and/or in scoring less than the minimum points necessary to be found eligible for award.

Applicant Agency Name _____

Check Applicant Eligibility Type:

☐ Nonprofit or Subsidiary ☐ Alaska Native Entity (Tribe) ☐ Government

SHADED AREAS TO BE COMPLETED BY REVIEWER

Score _____ PEC Member _____ Date _____

Columns	A	B	C
1. Minimum Responsiveness Criteria	Yes/No	Requirement Met?	Page Number
Minimum Responsiveness Requirements – Proposals which fail to meet the minimum responsiveness requirements below will be eliminated from consideration per 7 AAC 78.090(b).			
a. Proposal contains the required documentation demonstrating eligibility status under 7 AAC 78.030; or documentation is on file with DHSS, Division Finance & Management 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		N/A
c. Proposal serves Trust beneficiaries.	Yes/No		
d. Proposed project functions as part of an overall operating program.	Yes/No		
e. The proposed project acquisition(s) meets the definition of an eligible equipment acquisition and has a minimum cost of \$5,000.00 with a maximum cost of \$25,000.00 and a useful life of over one year.	Yes/No		

Columns			
	A	B	C
2. Other Technical Requirements per 7 AAC 78.060, 78.100	Yes/No	Requirement Met?	Page Number
a. Grant Application, Appendix A, is complete, including the overall 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. Assurances form, Appendix B, is signed and dated by a person authorized to enter into legal agreements on behalf of the applicant.	Yes/No		
c. Proposal contains: - Current organizational documents or verification they are on file with Department (please check one) ☐ documents included ☐ documents on file - Agreement to comply with contracting policies 7 AAC 78.180	Yes/No		
d. Proposal contains Board or Tribal Authorization to apply for RFP monies (Appendices H and I). If a tribal entity is applying, they must have a Board Resolution as well as a Waiver of Sovereign Immunity.	Yes/No		
e. Length and format agrees with Section B(6).	Yes/No		N/A
[ADDITIONAL REVIEWER COMMENT]			

3. History of Compliance with Grant Requirements per 7 AC 78.100(2)(B)			
a. Prior year(s) reporting is complete, and timely (includes fiscal, narrative and data reporting).	Yes/No		
b. Required program audits or accreditation surveys have been submitted and if there are any prior exceptions, applicant is compliant and responsive to the plan of correction	Yes/No		
c. Program has a recent financial audit on file.	Yes/No		
d. Program historically maintains required policy and procedures including industry practice as it related to quality assurance reviews, licensing or certification standards, etc.	Yes/No		
[ADDITIONAL REVIEWER COMMENT]			

4. Applicant Experience and Qualifications – Personnel, Financial and Coordination of Services	Page Number
a. The extent to which the applicant has demonstrated and documented fiscal accountability in prior years and future availability of funds necessary to accomplish proposed project outcomes.	
b. The extent to which the applicant has provided a successful overview of previous history with similar capital projects.	
c. The extent to which the applicant has demonstrated and documented the expertise of key administrative staff.	
d. The extent to which the applicant demonstrates leveraging of other funding.	
e. The extent to which the applicant describes their agency’s emergency response and recovery plan.	
f. The extent to which the applicant describes how their project will provide an accessible, healthy, safe and ADA compliant environment for Trust beneficiaries.	
MAXIMUM APPLICANT QUALIFICATION POINTS	30
TOTAL PEC MEMBER SCORE	

[illegible]

5. Applicant Program Description & Documentation	Page Number
a. The extent to which the applicant has thoroughly explained and documented the program mission, purpose, plans, goals and history as it relates to the proposed project.	
b. The extent to which the applicant has thoroughly explained and documented the services provided and the geographic areas served.	
c. The extent to which the applicant has described the number of people served by the program, the percentage of those served who are Trust beneficiaries and the percentage served from each group.	
d. The extent to which the applicant describes this project as part of an agency's strategic plan for the next three years.	
e. The extent to which the applicant describes and defines their program's performance measures as they apply to this project, along with monitoring and evaluation processes.	
f. The extent to which the applicant has described and documented viability and sustainability of the operating program.	
g. All documents listed in Section A, D.3 are complete and submitted with proposal.	
h. The extent to which the applicant describes and documents community support for the project.	
MAXIMUM PROGRAM DESCRIPTION POINTS	30
TOTAL PEC MEMBER SCORE	

[illegible]

6. Capital Project Description & Documentation	Page Number
a. Proposal contains a clear and detailed description of proposed projects, complete with a timeline, project benchmarks and number of facilities expected to be involved.	
b. The extent to which the proposal addresses how the project will be managed and operated.	
c. Proposal includes a detailed budget using the Budget Form (Appendix C) for the project. Use criteria and restrictions noted in Section A (1)(E)	
d. Proposal includes a clear description and documentation of how project cost, inventory and quality controls are developed and implemented.	
e. Capital project performance measures and expected outcomes are described in detail.	
f. The extent to which the applicant's operating program's goals and objectives are related to the project's goals and objectives.	
g. Proposal includes a clear description of how the project enhances the target population's quality of life and quantity of services received.	
h. The extent to which the applicant has documented its assurances all materials and work will comply with best practices, codes and regulations.	
i. The extent to which the applicant has described their plan for ongoing regular and deferred maintenance of the proposed equipment purchase(s).	
j. Applicant has provided cost back up for the proposed equipment purchase(s), including written estimates, pictures and sketches (if applicable) and equipment specifications.	
TOTAL CAPITAL PROJECT DESCRIPTION & DOCUMENTATIONPOINTS	50
TOTAL PEC MEMBER SCORE	

[illegible]

7. Capital Project Need	Page Number
a. The extent to which the proposal clearly describes how the Trust beneficiaries will directly benefit from the proposed project.	
b. The degree to which the project addresses an unmet need in the community.	
c. The degree to which the proposal relates to a specific need identified in the appropriate board document, or the comprehensive mental health plan document <u>Moving Forward: Comprehensive Integrated Mental Health Plan, 2006-2011</u> .	
d. The extent to which the applicant has described how this project acquisition(s) will assist Trust beneficiaries to move toward self-sufficiency.	
e. Applicant has provided a detailed description of how the equipment will continue to be utilized to benefit Trust beneficiaries.	
TOTAL PROJECT NEED POINTS	30
TOTAL PEC MEMBER SCORE	

[illegible]

TOTALS

MAXIMUM TOTAL POINTS AVAILABLE	140
TOTAL POINTS AWARDED by PEC MEMBER	

Submission Requirements Checklist

The attached checklist is provided for the applicant's benefit and is used to assist staff at the Department of Health and Social Services to verify the information being submitted is in accordance with the requirements of the RFP. DO NOT SUBMIT AS PART OF PROPOSAL.

PROPOSAL CHECKLIST

- | | |
|---|---|
| ☐ Grant Application form | ☐ Correct format |
| ☐ Original and 5 copies of proposal | ☐ 20 pages (max) in length |
| ☐ Table of Contents | ☐ Serves Trust population |
| ☐ Project Budget Form | ☐ Pages numbered/attachments labeled |
| ☐ Capital project funds only
(no operating funds) | |

ATTACHMENT CHECKLIST

- | | |
|--|---|
| ☐ Assurances | ☐ Organizational Chart |
| ☐ Articles of Incorporation | ☐ Corporate By-laws |
| ☐ Alaska Business License | ☐ IRS 501(c)(3) designation |
| ☐ Governing/Advisory Board of Directors | ☐ Licenses/certifications of key staff |
| ☐ Job descriptions/resumes/training plans | ☐ Cost back-up |
| ☐ Audited financials | ☐ MOAs relevant to proposal |
| ☐ Copies of award/support letters | |
| ☐ Program audits, Quality Assurance Review, Site Review, or other external program reviews. | |
| ☐ Board/Council resolution agreeing with application for funding | |

APPLICANT USE ONLY - DO NOT SUBMIT THIS PAGE AS PART OF PROPOSAL

APPENDICES

- A. DHSS Grant Application Form
- B. DHSS Assurances Form
- C. Capital Budget Form
- D. DHSS Grant Regulations
- E. Notice of Intent to Apply
- F. Acknowledgement of Receipt
- G. Audit Requirements
- H. Sample Board Resolution
- I. Waiver of Sovereign Immunity

APPENDIX A
DEPARTMENT OF HEALTH & SOCIAL SERVICES
GRANT APPLICATION

Form #06-5437 Page 1 of 2

1. Name of Program on the Request for Proposals for which this application is submitted:	
2. Name of Applicant Organization:	
3. Street Address of Applicant Agency:	4. Phone:
6. Mailing Address of Applicant Agency:	5. Fax:
8. Applicant's Project Name:	7. Agency Website Address:
9. Project Location/Service Delivery Area:	
10. Service Facility Name & Address (if different than agency name & mailing address):	11. Project Contact Phone:
13. Project Contact (if different from Project Director in item 22 below):	12. Project Contact Fax:
15. Applicant Agency Budget Period (for audit information): N/A	16. Amount of State Funds Requested: \$ _____ \$ _____ Match (if applicable)
17. Type of Application: N/A	18. Type of Organization: [check eligibility type] Non-Profit: _____ (include proof of nonprofit status)
19. Employer Identification Number (EIN):	AK Native Tribe: _____ (include Waiver of Sovereign Immunity) Government: _____

CONTACT INDIVIDUALS

20. Authorizing Person, Name and Title:	Phone:
	Fax:
	Email:
21. Financial Manager, Name and Title:	Phone:
	Fax:
	Email:
22. Project Director, Name and Title:	Phone:
	Fax:
	Email:

The undersigned (authorized official signing for the applicant organization) certifies the statements made in this application document and attached proposal are true, complete, and accurate to the best of his or her knowledge.

Authorized Signature: _____ **Date:** _____

23. List all other State or Federal grants received or applied for during proposed budget years:

Form #06-5437 Page 2 of 2

Identify Granting Agency:	Grant Program/Project (Program Name & Project Name):	Enter "YES" If grant award has been confirmed.	Grant Period:	Award Amount:

APPENDIX B
ALASKA DEPARTMENT OF HEALTH & SOCIAL SERVICES
GRANT ASSURANCES

By submitting a proposal, an applicant accepts all terms and conditions of the Request for Proposals (RFP) and other grant solicitation documents, including all appendices, attachments and guidelines identified therein; 7 AAC 78, and any other applicable statutes or regulations, State or Federal; as well as the terms and conditions of any grant awarded by the Department of Health and Social Services (DHSS). If a grant is awarded, the afore-mentioned documents, including these assurances, and the applicant's proposal become the provisions of the grant agreement by which the applicant will be bound. The Applicant will comply with the following:

- (1) Applicant declares and represents that it is a non-profit organization, and/or is otherwise eligible to receive a grant under 7 AAC 78.030.
- (2) An applicant awarded a grant shall maintain sufficient insurance to hold the State harmless and agrees to: the provision of workers' compensation insurance, for which the policy must waive subrogation against the State; the provision of comprehensive general liability insurance; the provision of liability insurance if automobiles are used for the purpose of this grant program; and the provision of professional liability insurance when applicable to the services performed under the grant.
- (3) Compliance with 7 AAC 78.130(a) which includes the requirements of: the Civil Rights Act of 1964 (42 U.S.C. 2000d); the Drug Free Workplace Act of 1988 (41 U.S.C. 701-707; and the Americans with Disabilities Act of 1990 (41 U.S.C.12101-12213); and with all other applicable state or federal laws preventing discrimination.
- (4) Compliance with the requirements of 7 AAC 78.130(b) for establishment and adherence to procedures for processing complaints alleging discrimination.
- (5) Compliance with OSHA regulations requiring protection of employees from blood borne pathogens and that the Department of Labor must be contacted directly with any questions.
- (6) Compliance with AS 18.80.220 and 7 AAC 78.120 and other federal and state laws and regulations preventing discriminatory employment practices.
- (7) Compliance with the Health Insurance Portability & Accountability Act of 1996, if applicable, and other federal and state requirements for safeguarding information, preserving confidentiality and for the secure transmission of all records, whether electronic or not, to DHSS. Any information about DHSS clients that is obtained or developed under grant funds is confidential. Client information cannot be released without the written authorization of DHSS, except as permitted by other state or federal law.
- (8) Agrees to use appropriate administrative, technical and physical safeguards to prevent the unauthorized use or disclosure of client information and to maintain the confidentiality, privacy and security of any information transmitted to DHSS until such information is received by DHSS.
- (9) Promptly notify DHSS of any suspected or actual breach of security, intrusion or unauthorized access, use or disclosure of DHSS client information. Take prompt corrective action to cure any deficiencies that result from breaches of security, intrusion or unauthorized access, use or disclosure of DHSS client information.
- (10) Provide state officials, or a third party contractor hired under 7 AAC 78.240, access to financial and program records of the grant project.
- (11) Maintenance of financial and program records for audit; and compliance with 7 AAC 78.230, or the State Single Audit regulations per 2 AAC 45 and applicable federal audit requirements.
- (12) Ensure that grant funds will not be used for lobbying or fund raising; or any other costs prohibited by law or by the terms of the grant agreement.
- (13) According to the terms of the Grant Agreement, and upon request of the DHSS, timely submission of complete and correct project fiscal reports, progress narratives, data and other grant project reports and updates.
- (14) Require criminal screening of both paid and volunteer employees having supervisory or disciplinary power over children or dependent adults, to be completed and submitted within 45 days of hire, under the authority of 7 AAC 78.170 and AS 12.62.160(b)(9).
- (15) Compliance with AS 47.17, Child Protection, and AS 47.24.010, Reports of Harm, including notification to employees of their responsibilities under those sections to report harm to children and vulnerable adults.

Essential Program Equipment Capital Grant Program RFP

- (16) Any publications, printed materials, or electronic media developed under the grant will give credit to the appropriate Division of the Alaska Department of Health and Social Services; and that any materials and media developed or property purchased with grant funds are the property of the State of Alaska, unless otherwise agreed to by both parties in the terms of the grant agreement.
- (17) Applicants providing Medicaid reimbursable services will have a Medicaid Provider Number, or apply to obtain one, and will seek Medicaid reimbursement for all eligible services.
- (18) Facilities proposed for delivery of services meet current fire code, safety and ADA standards and are located where clients of the program services have reasonable and safe access. Grantees providing residential and/or critical care services to clients of DHSS shall have an emergency response and recovery plan, approved by the agency's board of directors; that provides for safe evacuation, housing and continuing services in the event of flood, fire, earthquake, severe weather, prolonged loss of utilities, or other emergency that presents a threat to the health, life or safety of clients in their care.
- (19) Grantee shall have established purchasing practices and procedures for the use of grant funds that are compliant with 7 AAC 78.270; and agrees to the provisions of 7 AAC 78.280 in the management of property acquired with money received from the grant.
- (20) Grantee will comply with 7 AAC 78.160(h) and (i) for travel when utilizing Department grant money (as defined in 7 AAC 78.950).
- (21) By submitting a proposal for this grant, an applicant certifies their ability to meet the administrative and reporting requirements of this grant program.
- (22) By submitting a proposal, an applicant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department or agency.
- (23) By submitting a proposal, an applicant agrees that it will register health and social services programs provided by the applicant agency with United Way 2-1-1- Get Connected, Get Answers at <http://www.alaska211.org/>.

I, _____, _____
Name of Authorized Official Title of Authorized Official

having the authority to negotiate, execute and administer any and all documents and contracts required for granting funds to the _____,
Name of Applicant Organization

and managing funds on behalf of this organization, including any subsequent amendments to the grant agreement, hereby assure the Department of Health and Social Services that, should my organization receive funding for the _____ grant program,

it will comply with all assurances given herein and that documentation to verify these assurances will be made available to DHSS upon request..

Signature Title Date

APPENDIX C
DHSS Capital Budget Form

	A Grant Funds	B Other Funds
1. General Construction	\$	\$
2. Fixed Equipment	\$	\$
3. Major Movable Equipment	\$	\$
4. Other Costs (includes breakout below).....	\$	\$
a. Administration Expense		
b. Architects and Engineering Fees		
c. Building permits.....		
d. Additional Project Inspection Fees		
e. Consultation Fees		
f. Project Contingency Fund		
g. Insurance (Required During Construction Period)		
5. Total Project Cost:	\$	
(Sum of Items 1–4, Columns A & B)		
6. Grant Amount Requested.....	\$	
7. Difference between line 5 and line 6 (resources to be used, e.g. available cash, investments, other grant funds, etc.)	\$	

APPENDIX D
DHSS Grant Regulations

The Department of Health and Social Services Grant Regulations can be found at following web address:

<http://old-www.legis.state.ak.us/cgi-bin/folioisa.dll/aac>

If you do not have access to this site, you may contact Jennifer Klein at (907) 465-1872 to have a hard copy mailed to you.

STATE OF ALASKA

SEAN PARNELL, GOVERNOR

DEPT. of HEALTH and SOCIAL SERVICES
Finance and Management Services

P.O. BOX 110650
JUNEAU, AK 99811-0650
PHONE: (907) 465-3037
FAX: 465-2607

APPENDIX E
NOTICE OF INTENT TO APPLY

Under 7 AAC 78.040 and 7 AAC 78.060, the following organization gives notice of its intent to submit a proposal in response to the Request for Proposals – Essential Program Equipment Capital Grant Program.

If your organization intends to submit a proposal, please complete and return this form by mail or fax by **February 5, 2010, at 4:00 p.m.** Applicants should also call the contact person below to verify the receipt of this form.

Name of Organization

Name & Title of Contact Person

Address

City

Phone Number

Email address

Send to:

Jennifer Klein, Facilities Manager
Finance and Management Services
Department of Health and Social Services
PO Box 110650
Juneau AK 99811-0650

Phone: (907) 465-1872
Fax: (907) 465-2607

**APPENDIX F
ACKNOWLEDGEMENT OF RECEIPT**

Essential Program Equipment Capital Grant Program

Applicant Organization: _____

Address: _____

Signature of Applicant's Representative: _____

(To be completed by DHSS staff only)

Proposal documentation was received by:

Facilities Section
Finance and Management Services
Department of Health and Social Services
PO Box 110650
350 Main Street Room 125
Juneau AK 99811-0650

Affix Date Stamp Here

Date and Time Proposal was Received: _____

Following the required evaluation period, you will receive notification of the granting agency's acceptance or denial of your request.

Thank you for submitting a proposal in response to the Essential Program Equipment Capital Grant Program Request for Proposals.

Signature of person receiving proposal

Printed name of person receiving proposal

APPENDIX G STATE & FEDERAL SINGLE AUDIT REQUIREMENTS

FEDERAL REQUIREMENTS

For fiscal years ending after December 31, 2003, if you expend \$500,000 or more total Federal Financial Assistance in your fiscal year, you 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 defined in OMB Circular A-133.

STATE REQUIREMENTS -- CHAPTER 045 GRANT ADMINISTRATION

On March 31, 2008, changes to the State Single Audit Act became effective. For audit periods which begin or continue on after March 31, 2008, if you expend \$500,000 or more total State Financial Assistance in your agency's fiscal year, you are required to comply with the conditions of Alaska Administrative Code, 2 AAC 45.010-090. The current regulations may be viewed at the State of Alaska, Department of Law website, <http://www.law.state.ak.us/doclibrary/doclib.html>, or copies may be obtained from the State agency issuing the solicitation to which this statement is attached.

Information on compliance with the State and Federal Single Audit Acts may be obtained from, and audits completed in compliance with the Acts must be submitted to:

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

**APPENDIX H
SAMPLE BOARD RESOLUTION**

BOARD OF DIRECTORS

Grantee Name: _____

Grantee Address: _____

BOARD RESOLUTION # _____

The Board of Directors for _____ hereby agrees to
(enter grantee name)

apply for a grant through the FY 2010 Essential Program Equipment Capital Grant Program Requests for Proposals. If funds are awarded by the State of Alaska, the Board agrees to accept these funds and secure the State's interest via the means mentioned in the grant agreement. FURTHER, this Board agrees to use the funds in accordance with the grant agreement. The Board also acknowledges I am authorized to enter into this agreement and sign this resolution on their behalf.

PASSED AND APPROVED by the Board of Directors on this _____ day of _____, _____.

Name

Date:

Title

Appendix I
RESOLUTION FOR TRIBAL ENTITIES
RESOLUTION NO. _____

WHEREAS, the _____ (Name of Grant Recipient Entity), a federally recognized tribe (the Tribe) wishes to waive its sovereign immunity, and to enter into a Grant Agreement to receive grant funds under the Department of Health & Social Services' Essential Program Equipment Program; in State Fiscal Year 2010 and such additional periods as may be indicated in the applicable Request for Proposals, but in no event longer than five (5) years; and

WHEREAS, the State of Alaska, Department of Health & Social Services requires under 7 AAC 78.030 (e), a resolution approved by the entity's governing body which waives the entity's sovereign immunity from suit with respect to claims by the State arising out of the activities related to the grant; and

THEREFORE, BE IT RESOLVED, in the event a Essential Program Equipment Grant is awarded in State Fiscal Year 2010 and such additional periods as may be indicated in the applicable Request for Proposals, the Tribe hereby waives its sovereign immunity and consents to suit in Alaska State Courts or in a State administrative agency proceeding for any cause of action (including any allowable interest, costs and attorneys fees) or claim filed by the State arising out of or related to the grant, to enforcement of any court or agency order entered in such action or agency proceeding and to levy and execution of any judgment entered in any such lawsuit or agency proceeding against all property and funds of the Tribe, however held and wherever located.

BE IT FURTHER RESOLVED, _____ (Chief Administrative Officer, Chief, President) is hereby authorized to negotiate, execute and administer any and all documents and contracts required for granting funds to the Tribe and managing funds on behalf of this entity, including any subsequent amendments to said agreement, and including such additional periods as may be indicated in the Request for Proposals.

BE IT FURTHER RESOLVED, this waiver shall remain in effect so long as the Grant Agreement, and any extension periods thereof not to exceed five years, remains in effect, plus the longest records retention period applicable to the grant as set forth in the grant or State regulations, plus the expiration of the statute of limitations on any cause of action or claim arising out of or related to the Grant Agreement. The statute of limitations on any cause of action or claims shall begin to run from the end of the records retention period. This waiver includes, but is not limited to, any cause of action or claim related to a demand for reimbursement of funds following an audit.

For Tribes for which the Tribal Council is authorized to approve Waivers of Sovereign Immunity

This resolution was adopted at a duly convened meeting of the _____

_____ (Name of Grant Recipient Entity) on _____, 20____ and complies with all current requirements necessary for the _____ (Name of Grant Recipient Entity) to validly waive its sovereign immunity.

IN WITNESS THERETO:

By: _____
Signature Council or Board Principal Administrative Officer Title

Attest: _____
Signature Clerk or Secretary of Organization Title

**For Tribes Requiring Approval of Waivers of Sovereign Immunity
by Affirmative Vote of the Membership of the Tribe**

This resolution was adopted at a duly convened meeting of the _____
_____ (Name of Alaska Native Entity) on _____
_____, 20____ after this waiver of sovereign immunity was approved by an affirmative vote of the majority of the entire adult membership of the tribe as required under the tribe's constitution. The membership vote was held on _____ (date) and the vote was _____ in favor and _____ opposed. This resolution and waiver complies with all current specific constitutional requirements and constitutional limitations of the tribe and any other tribal ordinances or customs required for the _____ (Name of Alaska Native Entity) to validly waive its sovereign immunity.

IN WITNESS THERETO:

By: _____
Signature Council or Board Principal Administrative Officer Title

Attest: _____
Signature Clerk or Secretary of Organization Title