

**State of Alaska
Department of Health and Social Services
Office of Children's Services**



REQUEST FOR GRANT PROPOSALS

**Resource Family Training
FOR FY 2010 thru 2012**

Grants & Contracts Support Team
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Juneau, Alaska 99811-0650

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

William H. Hogan
Commissioner

Tammy Sandoval, Director
Office of Children's Services

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

SECTION A. GRANT PROGRAM INFORMATION – RESOURCE FAMILY TRAINING

Applicants should refer to this Section of the RFP for a description of requested services and instructions for program proposal requirements.

(1) PROGRAM DESCRIPTION, INTRODUCTION & HISTORY

Under the authority of AS 47.14.100, AS 47.14.115, AS 47.32.100, and Alaska Administrative codes 7AAC 50.250 and 7 AAC 78.100 the Department of Health and Social Services (DHSS), through the Office of Children’s Services (OCS), is requesting proposals from eligible applicants to provide Resource Family Training services for the State of Alaska in FY2010. Contingent upon funding appropriations from the 2009 legislature, the Department may fund one proposal for statewide services. Copies of the authorizing statutes and regulations cited above can be accessed through the State of Alaska’s Document Library and Legal Resources at <http://www.law.state.ak.us/doclibrary/doclib.html>, or through the contact person listed in Section B(5) of this RFP.

Introduction and History

OCS is seeking comprehensive training and continuous support services for all current and prospective resource families. Resource families include licensed foster families, and “kinship” or relative families who are responsible for the day-to day care of children who must reside outside of their parent’s home due to abuse or neglect. Resource families are required to provide safe, culturally sensitive care that meets the child’s identified special needs. Additionally, resource families must work as a part of the child’s team and will work with and support the child in reunification efforts with the child’s parents.

Children placed in foster care, or in the home of a kinship provider, have a host of moderate to significant special needs. Special needs can arise from varying causes, from sexual and physical abuse, to emotional, mental, behavioral or physical disabilities. Additionally, children who are members of sibling groups are often placed together with the same resource family. Thus, resource parents must often meet the needs of multiple children at any given time.

Licensed foster care providers are required by regulation, to complete 10 hours of training a year (for a single parent household) or 15 hours of training per year (for a two-parent household). Failure to complete the mandated training can result in the foster parent being out of compliance with the foster care licensing requirements, and can result in noncompliance with federal funding requirements and a loss in federal funding for the program. While kinship caregivers can be licensed foster care providers for the relative child, kinship caregivers may elect to not pursue foster care licensing. However, the challenges of raising a relative child are unique for relative caregivers, but are equally significant to the safety and success of the child’s placement with a relative and timeliness to reunification with the parents. For this reason, training and support services to relative caregivers is equally important.

Resource family training and support services provide education and support resource families in:

- a. Skills development and knowledge gains about the types of children who require out-of-home care;
- b. The demands of caring for children from abuse and neglect situations;
- c. Working with OCS as a part of the child's team;
- d. Understanding and meeting the special needs of the children they care for in a safe, culturally sensitive, and therapeutically appropriate manner; and
- e. Ways in which to access needed services and resources to meet the needs of the child and resource family alike.

Stressors often arise for resource families caring for children in state custody. These stressors include demands that the child's special needs may create for a resource family; responsibilities to assist the child with reunification efforts; adhering to the child's case plan; and insuring the child is safe at all times. At times, resource families may abuse or neglect the children entrusted to their care which can lead to the child experiencing additional trauma and placement moves.

Resource families who reside in rural Alaska face many challenges beyond the day-to-day care for the children. Rural Alaska, those communities that are not connected to the major Alaska road system and Southeast communities other than Juneau, Ketchikan and Sitka, faces economic hardships that impact all rural families. For resource families, whether or not they will consider caring for a child is directly related to whether or not they can afford the financial burden of another mouth to feed. When stressors impact a resource family it is often the child in care that is the first to leave the resource family's home. It can be difficult for resource families in rural areas to access training and support services. Resource families in rural areas will be provided with consistent training and support services through this grant program in order to better prepare, train, and support these families in keeping children safe, reducing stressors for the resource family, and preventing multiple placement moves for the children.

In state fiscal year (SFY) 2008, OCS substantiated 1,956 of the 11,553 Protective Services Reports (PSRs) received according to the OCS ORCA electronic case management data system. Additionally, as of December 31, 2008, there were 2,023 children in out-of-home placement. OCS consistently works with a high number of children requiring out-of-home placement and there will always be a need for OCS to recruit, train, and support resource families to care for children in OCS custody. In SFY 2008, 470 new resource families were trained.

In SFY 2008, OCS investigated 274 PSRs in which a resource parent was the alleged perpetrator of abuse or neglect against a child in care. Of these reports, 78 were substantiated for abuse or neglect. When PSRs against resource parents are substantiated, children are often placed with another foster parent and/or kinship caregiver. Each placement move that a child experiences can have detrimental effects to the child's ability to attach, to form or remain connected to familial or Tribal connections in the long term. Resource families need the opportunity to receive training; to develop skills and supports which will enhance their abilities to care for children in care with moderate to complex special needs; to support the child's reunification efforts; and to reduce the number of placement moves that children experience while in out-of-home care.

A federal Child and Family Services Review (CFSR) of the OCS service system was completed in September of 2008. Of the training and support services for resource families, federal reviewers noted that training materials and supports do not meet the culturally diverse needs of Alaska. Materials should

be available in multiple languages, and delivered through culturally appropriate methods that are consistent and similarly matched with the ethnic makeup of Alaska. Additionally, the equitable distribution of training and supports was recognized as an area that could be improved upon. OCS is actively responding to the CFSR through the development of a Performance Improvement Plan (PIP). The successful proposer will be required to work in partnership with OCS on improving resource family training and support outcomes for the PIP.

Program Description

OCS seeks training and support services in order to provide a readily accessible pool of safe, culturally diverse, trained and prepared resource families with which to safely place children in OCS custody. The program's successful proposer will provide training and support in urban and rural communities, with a specific emphasis on the distance delivery of training in a culturally appropriate manner to meet the challenges that rural Alaska presents.

The program is comprised of 4 components: resource family training, resource family support, initial screening/recruitment of prospective resource families, and evaluation. Applicant proposals must demonstrate a project which will provide training and support services to urban and rural resource families. The successful proposer will plan, develop, implement and evaluate resource family trainings on a consistent and routine basis, in urban and rural areas. Training will be provided through multiple media such as Web-based courses, self-study packets, video, audio, and telephonic conferencing. A strong emphasis on successful, culturally based training and support of rural resource families is an expectation. Training materials and resources should also be available to OCS staff members and parents as part of the case planning process and reunification efforts.

In collaboration with OCS and Tribes, the successful proposer will be expected to work on program modifications and improvements based on data-driven, evidence-based evaluation of program goals and outcomes. Applicant proposals will demonstrate the way in which community-based, Tribal and OCS partners will assist with meeting program goals and outcomes, and the way in which the utilization of such partnerships will be incorporated in the evaluation plan. Proposals should outline the ways in which community and Tribal partners will be utilized to assist with meeting the program goals and outcomes.

Finally, support services that enhance safety and care, and prevent unnecessary placement moves for children in care, are needed. Applicant proposals should demonstrate the way in which such support services would be consistently provided in both urban and rural areas of Alaska.

Resource families need the training and support in order to provide safe, stable, and culturally sensitive care to the children with whom they are entrusted to provide protection and care. The unique issues that children in care have as a result of their experiences with abuse or neglect are not easily changed, or lived with, just because children are in stable, loving homes.

Resource family training should consist of at least two components:

- 1) Basic training for new and returning resource families. This should be a multi-session training curricula which covers:
 - a) OCS expectations of resource families;
 - b) An introduction to OCS systems and the role of resource parents with OCS;

- c) Appropriate discipline for children in out-of-home care and consequences of failing to comply;
 - d) The impact child abuse and neglect can have on children in care;
 - e) Separation, grief and attachment issues of children in care;
 - f) Positive parenting techniques;
 - g) Birth family and cultural considerations, and ways in which resource parents are expected to support such connections for the child; and
 - h) Reunification and transition processes.
- 2) Specialized, ongoing trainings for current, continuing resource parents. Such trainings should be developed in consideration for the special needs of children in care. The trainings should include, but are not limited to, topics such as:
- a) Emotional and/or mental health issues such as attachment disorders; anxiety disorders; difficulty building trustful relationships; depression in children and teens; loss, grief, and separation issues; and those issues arising for children who have been victims of physical, sexual, emotional abuse and/or neglect;
 - b) Behavior issues such as truancy and other school-related issues; drug and/or alcohol abuse; multiple failures in significant social activities; self-abusive behaviors; destruction of property; sexual acting out; and management of aggressive or violent behaviors;
 - c) Child development issues such as emotional development in children, brain development, effects of alcohol on children, the impact of child abuse and neglect on children;
 - d) Medical, mental health and cognitive functioning issues;
 - e) Families parenting teens; the dynamics and rewards of parenting the age group of 14 through 18 and transitional needs of youth beyond age 18;
 - f) Impacts of family and cultural connections on a child's identity, placement stability, and the child's long-term knowledge of familial and cultural history and connections; and
 - g) Other training areas identified by the family, the grantee or OCS during the span of the program.

Proposers should outline a plan for developing, implementing, and maintaining training services to resource families statewide. Training will be provided in urban and rural locations through on-site trainings, Web-based courses, self-study packets, and video, audio and telephonic conferencing. Proposals must demonstrate the way in which urban and rural services will be equitably balanced and maintained. Any awarded project will accept referrals through OCS staff, through community providers, or resource family self-referrals. Project proposals should outline strategies planned for reaching and informing resource families about training opportunities and availability.

The training component requires tracking of all completed training hours for all resource families, with completed training hours to be reported to OCS as proof of the resource parents' compliance with the training requirements. Project proposals should outline the process for this tracking and reporting.

Applicant proposals must demonstrate a process for receiving, responding, and providing information to families, and the process for referral to orientations, trainings and the OCS licensing program. An awarded proposer in this program will be the first point of contact for families interested in becoming a resource family through foster care or adoption. The grantee is required to work in collaboration with OCS to

enhance or improve the process for informing, assisting, and referring prospective families for foster care licensing and adoption.

a. PROGRAM GOALS & ANTICIPATED OUTCOMES

Applicants must demonstrate a thorough understanding of the grant program goals and outcomes in the development and presentation of the project proposal. Utilizing the strategies listed in Section A1b of this RFP, applicant proposals must outline in detail the means by which program goals and outcomes will be met or exceeded. Program goals and outcomes must be clearly organized and detailed, with the proposed evaluation plan including data collection and analysis.

The Department's goals and outcomes for the Resource Family Training Program are outlined in the logic model on the following five pages. Applicant project proposals must demonstrate the ways in which program goals and outcomes will be developed, implemented, administered, maintained and evaluated for the duration of the grant.

Goal: Through training, new, returning, and continuing resource families will develop skills and gain knowledge in preparation for providing out-of-home care for children from abuse and neglect situations, children likely to have special needs and challenges.

Inputs	Outputs		Outcomes		
	Activities	Participants	Short-term	Long-term	Impact
▶ Grantee project staff ▶ OCS state office management ▶ OCS licensing staff ▶ OCS regional staff ▶ OCS field staff ▶ Community-based partners ▶ Tribes	▶ Develop & implement a basic training curriculum for all urban and rural resource parents. ▶ Develop & implement specialized trainings, materials and curricula for all urban and rural resource families. ▶ Develop method for referral to training services for all urban and rural resource parents. ▶ Develop & actively utilize multiple media and methods in the delivery of training materials to resource families. ▶ Develop & implement a system for the availability of trainings to OCS staff for work with the child's parents. ▶ Develop method for reporting resource parent training compliance to OCS licensing. ▶ In collaboration with OCS, develop & implement a system to tie continuing trainings to a child's case plan and resource family training needs. ▶ Develop, implement, maintain training schedules for resource families throughout Alaska at times that are convenient for urban and rural resource families.	▶ New, returning, & continuing resource parents ▶ Grantee project staff ▶ OCS licensing staff ▶ OCS field staff ▶ OCS regional staff ▶ Community-based agencies ▶ Tribes	▶ All resource families will receive basic training prior to or at licensure, and/or at placement of a child. ▶ All resource families will gain greater understanding about the special needs of the children in care, OCS processes, and their roles as resource parents. ▶ Resource parents will be able to access and regularly utilize specialized training to gain knowledge. ▶ Improvement in the numbers of resource families in compliance with training requirements.	▶ Resource families will be prepared to meet the ongoing and evolving needs of children in care as the children reunify with their birth parents. ▶ Resource families will understand their role as a part of the child's team. ▶ Licensed foster parents will remain in compliance with regulatory training requirements. ▶ Child safety will increase as resource families are better prepared to meet the child's needs.	▶ Trainings are tied to the child's care plan. ▶ OCS protective services reports involving resource parents will be reduced. ▶ Children in care will experience fewer placement moves. ▶ Resource families are prepared to care for the children in their care. ▶ Retention of trained and experienced resource parents will increase.
Evaluation: Family evaluation → Collect Relevant Data → Analyze and Interpret Data → Report findings, program improvements					

Goal: Provide information and referral services, support groups and peer mentoring services. Resource families require responsive support services to mitigate family stressors in meeting the needs of the children in care. Support services enhance safety and care for children in care and also prevent unnecessary placement moves.

Inputs	Outputs		Outcomes		
	Activities	Participants	Short-term	Long-term	Impact
▶ Grantee project staff ▶ OCS State Office management staff ▶ OCS licensing staff ▶ OCS field staff ▶ OCS regional staff ▶ Community-based partners ▶ Tribes	▶ Develop & implement guided support groups for urban and rural resource parents. ▶ Develop & implement peer mentoring program, pairing a new resource parent with an experienced resource parent, ▶ Develop & implement a system of information and referral to services, such as Medicaid providers, counseling services, and child care resources. ▶ Establish a system of telephonic and email support in which contacts are responded to in a timely manner. ▶ Develop & implement methods to continuously inform resource parents of methods of support available in urban and rural Alaska. ▶ Develop a method to access and evaluate resource families use, and need for, support services	▶ Resource parents ▶ OCS staff ▶ Grantee project staff ▶ Community-based partners ▶ Tribes	▶ Resource families will be aware and informed of available support services. ▶ Resource families will readily access and utilize supports and services on a routine basis.	▶ Resource families will be involved in developing support services for resource families ▶ Placement moves for children will decrease as resource families are supported during times of stress.	▶ Retention of resource families will increase so that experienced and trained resource families will be available for children entering care. ▶ Children in care will experience fewer placement moves because resource families have necessary support resources available to them. ▶ Child safety in resource homes will increase through provision of support services.
Evaluation: Family evaluation of services/supports → Collect Relevant Data → Analyze & Interpret Data → Report findings/program improvements					

Goal: Evaluation of training and support services, based on data driven, evidence based analysis will provide accurate information and analysis of the means by which program goals and outcomes are met or exceeded. Evaluation processes should provide a feedback loop for project modifications and enhancements.

<i>Inputs</i>	<i>Outputs</i>		<i>Outcomes</i>		
	Activities	Participants	Short-term	Long-term	Impact
▶ OCS State Office management staff ▶ Grantee project staff ▶ OCS licensing staff ▶ OCS field staff ▶ OCS regional staff ▶ Data collection and analysis methods	▶ Within the first six months of grant award, analyze and establish data baselines in conjunction with OCS. ▶ Develop, establish, implement and administer processes for data collection and analysis. ▶ Develop, establish, implement and administer evaluation results which demonstrate levels of achievement of program goals and outcomes. ▶ Develop and implement a process for a feedback loop that determines modifications and enhancement to program goals and outcomes. ▶ Develop method to use timestudies as a part of evaluation process. ▶ Develop and implement a reporting mechanism to report evaluation results to the OCS State Office.	▶ Grantee project staff ▶ OCS State Office management staff ▶ OCS data staff ▶ Resource parents ▶ OCS licensing staff ▶ OCS field staff ▶ OCS regional staff	▶ Evaluation will assess relevant training and support mechanisms, and courses taken by resource families ▶ Evaluation process will identify resource family training and support needs as identified by OCS field/regional staff.	▶ Evaluate which training and support services are meeting the culturally relevant training needs of Alaska Native resource families. ▶ Continuous feedback loop from resource parents, OCS staff, community partners and Tribes will further enhance program goals and outcomes ▶ Evaluation results will be utilized by OCS in program development, maintenance and funding reporting.	▶ Program modifications and enhancements are created timely, responsive to the training and support needs of resource families. ▶ Evaluation results identify training and support trends and needs for resource parents as a part of program goals and outcome enhancements.
Evaluation: OCS evaluation of services → Collect Relevant Data → Analyze & Interpret Data → Report findings/program improvements					

Goal: Enhancement of training and support services through partnerships with OCS and other community-based and Tribal partners. It is recognized that other community-based and Tribal partners have training and support services that will assist resource families. These services will be accessible to families through a coordinated system of referral to partner agencies.

Inputs	Outputs		Outcomes		
	Activities	Participants	Short-term	Long-term	Impact
▶ Grantee project staff ▶ OCS State Office management staff ▶ OCS licensing staff ▶ OCS field staff ▶ OCS regional staff ▶ Community-based partners ▶ Tribes	▶ Identify community-based and Tribal partners throughout Alaska who could assist resource parents with training and support resources. ▶ Develop collaborative partnerships with community-based resources, Tribal partners, & OCS to further enhance training and support services for resource families. ▶ In collaboration with OCS, determine work groups and Support, Development & Recruitment group activities related to training and support. ▶ Include evaluation of collaborations and partnerships in evaluation plan.	▶ Grantee project staff ▶ OCS State Office management staff ▶ OCS licensing staff ▶ OCS field staff ▶ OCS regional staff ▶ Community-based partners ▶ Tribes	▶ Resource families will have greater access to training and support services within their home communities. ▶ Community-based and Tribal partners will be able to provide responsive training and support services to meet the cultural and special needs of the children.	▶ Resource families will become more knowledgeable of available training and support services in their home communities. ▶ Community –based and Tribal partners will gain knowledge of the needs of resource families in their communities.	▶ Better collaboration, partnership, and coordination of training and support resources for resource families throughout Alaska. ▶ Training and support for resource families are equitably provided. ▶ The number of available resource families for child placements will increase in all areas of Alaska.
Evaluation: Focus of Evaluation → Collect Relevant Data → Analyze & Interpret Data → Report of findings/program improvements					

Goal: Provide, for prospective resource families, a system of inquiry and contact while each pursues the process of becoming a resource family.

Inputs	Outputs		Outcomes		
	Activities	Participants	Short-term	Long-term	Impact
► Prospective resource families ► Grantee project staff ► OCS licensing staff ► OCS State Office management staff	► Determine what pertinent information prospective resource families request at inquiry. ► In partnership with OCS, develop a system of receiving inquiries from prospective resource families. ► Design responses, materials and informational packets based on information requested. ► Train grantee staff to appropriately respond to initial inquiries. ► Develop a method of follow-up with prospective resource families. ► Develop data collection methods to determine baseline data on prospective families. ► Develop a system to coordinate prospective resource family inquiries with OCS licensing staff.	► Prospective resource families ► OCS State Office management staff ► OCS licensing supervisors ► Grantee project staff	► Timely and effective response to prospective resource families that promptly address questions and concerns presented by prospective families.	► A seamless system is developed and implemented so new and returning resource family queries receive timely response at each stage through the licensing and initial placement process. ► Data collected will provide basic information about prospective resource families to assist with development of further recruitment tools.	► The number of new resource parents successfully completing the licensure process will increase.
Evaluation: Focus of Evaluation → Collect Relevant Data → Analyze & Interpret Data → Report of findings/program improvements					

b. STRATEGIES FOR SERVICE DELIVERY

Applicant proposals must demonstrate the ways in which the strategies identified below will be utilized to meet or exceed program goals and outcomes outlined in the logic model. The identified strategies will also be incorporated in the proposed project evaluation plan. In support of the description of proposed service strategies, applicants must include a timeline for implementation of those strategies as an appendix to the proposal.

All training and support services will be accessible regardless of race, ethnicity, language, or disabilities, and be designed to meet the needs of resource families living in urban and rural areas of Alaska. Strategies for service delivery are listed below.

Collaboration, Partnership and Networking A critical component of the program is the need to partner, network and interface with other community providers and available services in order to provide effective, responsive training and support services to resource families. Project proposals should demonstrate how the applicant would develop and maintain partnerships with OCS, resource families, community-based organizations and Tribes. Project proposals should provide a separate focus for rural resource family training and support systems by way of interagency collaboration with rural community agencies, Tribes, and other rurally available resources.

A successful proposer must be able and willing to participate in work groups, activities, and events as requested and led by OCS State Office management staff. In the Anchorage and Northern Regions, the awarded grantee will participate in the regional Support Development and Recruitment (SDR) groups. Additional funds may be available for this component but responses to the RFP should not be based on that availability.

Electronic Mail (Email) Services In order to maintain effective and adequate communication and dissemination of information, the project will provide a responsive system of email communications with resource families, OCS staff, Tribes, and other community resource agencies. Email services should be maximized to distribute information about program services and resources. Applicant proposals must demonstrate the way in which email services will be utilized to enhance services for resource family training and support, including response times to requests and an evaluation of email services/responses and accessibility. Additionally, the proposal must outline the means for communications about services and resources to families that do not have email.

Information and Referral The program will assist resource family accessibility to OCS and community-based services, making appropriate referrals to those agencies on behalf of the family. Applicant proposals should demonstrate a system for responding to information and referral requests, and providing follow-up to families and community-based agencies to assess contacts and outcomes.

Media Efforts The awarded project in the program will be responsible for the development and distribution of advertising and information about services available through the Resource Family Training Program. Brochures and newsletters are included. Advertising and information is to be updated regularly to reflect updated training and support services opportunities. Media costs will be the responsibility of the proposing agency. Applicant proposals must demonstrate the method, process and maintenance of continuous advertising, information and outreach to resource families, community-based organizations and Tribes.

Peer Mentoring New and returning resource families may benefit from a peer mentoring program in which an experienced resource family is paired with a new or returning resource family. Peer mentoring will offer guidance and support as the new or returning resource family navigates the out-of-home care system. Project proposals should outline the utilization of peer mentoring to meet support needs for resource families.

Resource Lending Library A resource lending library is a required strategy in services for resource family training and will provide resource families, in various media, with contemporary materials in multiple languages, including Alaska Native languages. All forms of materials in multiple languages must provide information on common issues and problems that impact resource families and the children they care for in both urban and rural communities. Materials will be loaned to, or duplicated for, resource families. Proposals must describe the way in which the applicant will develop, maintain and administer a resource lending library, including provision for identifying, locating and distributing materials in multiple languages. All postage and duplication costs shall be the responsibility of the awarded grantee.

Support Groups Guided support groups will assist resource families with identifying informal and formal support networks available in meeting the special needs of children in their care. Proposals must demonstrate a plan to develop and implement continuing and on-going guided resource family support groups statewide, including rural areas. Applicants must also demonstrate the means for providing urban and rural support group services in all OCS service regions, and the ways in which the support groups will be publicized.

Telephonic and Video Conferencing Telephonic and video conferences may be utilized to provide training and support group services to resource families in rural areas of Alaska. Proposals should outline any proposed use of conferencing in providing training and support services to resource families, and should outline the scheduling, publicity and staffing of conferencing. Such conferencing should be guided by project staff and regularly scheduled for the resource families' convenience. Telephonic and video conference schedules should be consistently maintained to ensure the integrity of this component and maximum use by resource families. All costs will be the responsibility of the awarded agency.

Toll Free Phone Number Initiate, staff, and manage a statewide toll-free telephone number and respond to callers about services for resource families as they are outlined in this grant program. The applicant proposals must describe staffing for the toll-free telephone number and targeted response times to callers.

Web Site The awarded proposer will be required to maintain an Internet Web page that outlines services and resources for the grant project's support and training of resource families. The applicant proposal must demonstrate a plan for Web site development, implementation and maintenance, and the way in which project training opportunities and support services and resources are published on the site. Additionally, applicants must outline and demonstrate a plan for development and implementation of an Internet Web page which will be utilized to meet the program goals and outcomes outlined in the logic model.

Training for Resource Families

The program will provide training in basic and specialized competencies to resource families. Project proposals should outline in detail the specific components and competencies of the basic and specialized training curricula as well as the number of training hours. Applicants should outline the way in which specialized training will be developed, implemented, maintained and administered. The development

and implementation of training service in rural areas should be given specific emphasis. All training materials shall be designed to meet the needs of resource families living throughout the state and be accessible regardless of race, ethnicity, language or disabilities. The applicant should outline the means by which training services will meet the culturally diverse needs of Alaska's resource families. Trainings will be geared to the community and culture of all resource families. This includes resource families:

- a) With limited English speaking and reading abilities;
- b) In urban as well as rural areas of Alaska;
- c) With limited economic and transportation resources; and
- d) With other special circumstances which may be a barrier to receiving resource family training and services.

The training schedule will be such that no waiting lists of families will be necessary in any of the OCS Regions. To the greatest extent possible, the basic training component should take place over multiple courses/sessions and provide for at least 8 training hours to families.

Applicant proposals should describe how prospective, new and returning resource families will be informed of training schedules and opportunities in the resource family's home community.

Training Credit and Documentation

1. The awarded grantee will develop and maintain a system to track delivery of training to each individual resource parent. At a minimum the following information will be maintained: when training was held; the type of training delivered, the way the training was delivered, and the number of training hours each individual resource parent received for completing the training.
2. Resource families may receive training credit through other types of training, such as those from other agencies, conferences, or Tribes. Resource families may request, through the grantee awarded in this program, that credit hours for alternative trainings be awarded toward meeting training requirements of licensing. Applicant proposals should outline the way in which training hours for alternative resource family trainings will be recorded and reported to OCS. Alternative trainings must relate to caring for children in the foster care system and children's special needs in order to earn credit.

c. TARGET POPULATION, SERVICE DELIVERY AREA, COMMUNITIES TO BE SERVED

Proposals will be evaluated for compatibility with the intended target population identified in this document. The target population includes all prospective, returning, and current resource families that provide care for children requiring out of home care.

For purposes of this program, all training and support services will be designed to meet the training and support needs of prospective, returning, and current resource families living in urban and rural areas throughout Alaska. Services will, in both urban and rural areas, be accessible to members of the target population regardless of race, ethnicity, language, or disabilities.

It is essential that applicant proposals demonstrate the ability to begin providing services to resource families on July 01, 2009 to ensure that continuing resource families remain in compliance with the OCS regulatory training requirements and to avoid interrupted services to families in training.

d. PROGRAM EVALUATION REQUIREMENTS

Each proposal must contain an evaluation plan with stated performance measures and process measures the applicant will use to evaluate the progress of the grant project in order to determine the progress of the project toward achieving the program goals and desired outcomes.

Applicant proposals must demonstrate an evaluation plan which includes methods for data collection and analysis that identifies trends in children's special needs; resource families' training and support needs; and how collected data from resource parents, OCS staff, community-based partners, and Tribes outlines trends in resource family training and support needs and OCS staff requests for trainings for resource parents.

The evaluation methods and process should focus on the way in which data collection and analysis will be used to demonstrate levels of achievement in meeting the performance-based program goals and outcomes as outlined in the logic model. Evaluation that merely states numbers of families attending trainings or locations of trainings does not satisfy the evaluation requirements. Applicants are encouraged to give careful consideration to the evaluation procedures they intend to utilize for this program. Applicant proposals should include a proposed format for the quarterly reporting of performance-based goals and outcomes through data evidence and evaluation; identify markers for determining whether program goals and outcomes are met/not met; and what program modifications may be necessary to achieve goal and outcome attainment. Evaluation methods should incorporate data from timestudies, described below under Program Funding.

The evaluation plan must include performance measures described as essential to this grant program, and may include additional applicant-proposed process and performance measures. The evaluation plan must also include confirmation that the applicant has the administrative capability to meet reporting requirements described in this RFP.

d. PROGRAM FUNDING

The funding anticipated for this program is \$669,885, comprised of \$463,561 in State General Funds and \$206,324 from the Title IV-E federal funding. The proportion of State to Federal funds for each grant award will vary based on the relevant State or Federal Program service priorities addressed by each proposed project. A single award will be issued for statewide delivery of services.

The Title IV-E federal funding for this program requires that the grantee will complete detailed timestudies to determine the percentages of federal reimbursements. Timestudies must document all activities related to this program in half-hour increments. All staff associated with the awarded project will be required to complete the necessary timestudies. Proposals must outline a methodology for the development and administration of the timestudies and required quarterly reporting. Additionally, timestudies should reflect the correlation of staffing patterns to program goals and outcomes. This staffing correlation should be included in the evaluation of the program in determining achievement of program goals and outcomes.

Applicants must provide verification of matching funds to equal no less than 15% of the proposed project. Verification is to be provided with the proposed budget detail and narrative in the funding source tables on the Summary page of Appendix C, Budget Detail & Narrative Form and Instructions.

To calculate the minimum required match, use the following formula:

$$\text{Total Proposed Grant Budget} \times 15\% = \text{Minimum Matching Funds Requirement}$$

Restrictions to allowable matching funds are as follows:

- Neither state nor federal grant funds may be used to match funds awarded in this grant program.
- Grant Income, Medicaid, and other third party receipts may be used as Match Funds.
- Local In-Kind Match may include in-kind contributions from volunteers, as well as donations of supplies, equipment, space, and other items of value for which the applicant does not incur a cost.
- Local Cash Match may include local tax receipts, municipal revenue sharing, cash donations, and other local sources of cash receipts.

Match proposed by an applicant and included in the budget may be used in the consideration of award, regardless of whether it exceeds the required match. Any proposed match considered as a factor in the recommendation to award will be included in the resulting grant agreement and the grantee will be expected to honor the match commitment as a condition of award. Any proposed match rate considered as a factor in the recommendation to award may be required in program years two and three if it is the Department's decision to continue program funding.

Proposals must contain both a detailed and narrative budget for the first fiscal year of the grant, including any required match, which is fully compliant with the limitations described in 7 AAC 78.160, and that supports program staffing and service delivery requirements stated in this RFP. Appendix C, Budget Detail & Narrative Form and Instructions, provides applicants a formatted Excel workbook with instructions for completing a project budget. More detailed instructions can be accessed in the DHSS Budget Guidelines available on line at

http://www.hss.state.ak.us/fa/grants/pdfs/dhss_budget_guidelines_for_grantees.pdf

In accordance with federal grant restrictions, proposed budgets must limit the total administrative costs to no more than 10% of the total grant award.

Applicants providing Medicaid reimbursable services must also have a Medicaid Provider Number, or apply to obtain one, and seek Medicaid reimbursement for all eligible services.

(2) APPLICANT QUALIFICATIONS

a. REQUIRED EXPERIENCE

Proposal scoring will favor applicants with demonstrated, documented experience in working with resource families and/or the provision of comprehensive training systems to resource families in similar or related programs. Documentation may include: agency brochures describing services provided; list of other grants awarded by the State of Alaska for programs providing services similar or related to those outlined in this RFP; and other documents that demonstrate actual service provision. Evaluation of proposals will also include consideration of the applicant's history of compliance with grant requirements. The history of compliance will include a summary of audits and successful resolution of any audit exceptions.

b. PROGRAM STAFFING REQUIREMENTS

Program directors/managers must have a minimum of a Bachelor's Degree in Social Work or closely related field, and four years of experience in child welfare including two years of administrative or program management experience. Documentation of these qualifications should include a copy of the degree and resume or vitae as appendices to the proposal.

Direct service and supervisory staff job descriptions must include minimum education and experience requirements and clearly outline position responsibilities. As appendices to the proposal, applicants must

provide job descriptions for each position funded through the grant program, as well as resumes for each of the key staff.

Proposers may subcontract for the delivery of training and support services. Proposed projects utilizing subcontracts should describe the ways in which project subcontractors would be selected, utilized and monitored.

c. ADMINISTRATIVE & MANAGEMENT REQUIREMENTS

By submitting a proposal for this grant, an applicant certifies its ability to meet the administrative and reporting requirements of this grant program.

d. FACILITY REQUIREMENTS

Facilities proposed for delivery of services must meet current fire code, safety and ADA standards, and be located where clients of the program services have reasonable and safe access. Applicants should describe client access and how that will enhance the success of the project. All applicants should have an emergency response and recovery plan for the safe evacuation of clients and staff, as well as providing for other potential safety concerns. This plan is mandatory for grantees providing residential and/or critical care services (see Appendix B, DHSS Assurances).

Project proposals should demonstrate agency ability to secure, staff, and maintain office locations in the four urban areas of Anchorage, Fairbanks, Juneau and Wasilla for the duration of the grant.

(3) SUPPORT/COORDINATION OF SERVICES

Applicants must coordinate, or propose to coordinate, with partners necessary to provide adequate training and support to the clients served through the proposed project. Tangible documentation of any in-place support from community-based and Tribal partners in each of the OCS service regions should be submitted as appendices to the proposal. Agreements must be current and specifically address the services to be provided.

(4) ADDITIONAL PROGRAM REQUIREMENTS

By submitting a proposal to provide these services, the applicant agrees to provide the services within the provisions of the DHSS Assurances attached as Appendix B; as well as AS 47.14; AS 47.32 and 7 AAC 50 and the FY2010 Resource Family Training conditions of Grant Award.

SECTION B. GENERAL INFORMATION

(1) ELIGIBILITY

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

- a. **A Nonprofit Corporation or a Nonprofit Subsidiary of a Nonprofit Corporation** The agency must be listed on the 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 its application a legally binding resolution waiving the entity's sovereign immunity to suit, using Appendix G. This form is designed to encompass the multi-year grant duration period identified in Item B(10) To be eligible for consideration, the resolution must include authorization compliant with the tribe's constitution:
 1. Federally recognized tribes for which the tribal constitution grants authority to the tribal council to waive sovereign immunity and enter into a grant agreement on behalf of the tribe.
 2. Federally recognized tribes for which the tribal constitution requires a majority vote of the tribal membership to waive sovereign immunity and enter into a grant agreement.

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

(2) MINIMUM RESPONSIVENESS

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

- a. The applicant must meet the eligibility requirement stated above in Section B(1).
- 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 minimally responsive for purposes of evaluation under 7 AAC 78.090. If it fails to meet any one of the criteria, it will be rejected. Once determined to be responsive, the proposal will 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 RFP including all appendices, attachments and guidelines identified in this RFP; 7 AAC 78, and any other applicable statutes and regulations. Copies may be accessed through the contact person listed in Section B(5), or through the Web addresses identified in this RFP. If a grant is awarded, this RFP and the applicant's proposal become part of the grant agreement. The applicant will be bound by the provisions contained in

its 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 on or before **4:00 PM AST, Monday, May 04, 2009** at the Juneau Grants & Contracts Office. Mailing and physical addresses are provided below in B(5). A dated receipt from the US Postal Service or a private courier service that clearly establishes a guaranteed date of delivery within this deadline may be accepted in lieu of a proposal only for the purpose of establishing responsiveness to the deadline for submittal. **Proposals delivered by fax or email will not be accepted.**

Except in the instance described above, or in response to the State's request as stated in Section B(11) of the RFP, information received after the proposal deadline will not be considered which 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 and seven 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:

Amy O'Mara, Grants Administrator
Department of Health & Social Services
Grants & Contracts Support Team
PO Box 110650
Juneau, Alaska 99811-0650

PHYSICAL ADDRESS:

Amy O'Mara, Grants Administrator
Department of Health & Social Services
Grants & Contracts Support Team
State Office Building, Suite 760
333 Willoughby Avenue
Juneau, Alaska 99811

PHONE: (907) 465- 4709

FAX: (907) 465-8678

EMAIL: Amy.OMara@alaska.gov

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

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 providing page

references for each of the required proposal sections listed in Section C of this RFP, as well as for all attachments or appendices.

A proposal, exclusive of the proposal appendices but inclusive of items (3) through (6) listed in Section C, pages 23 through 26, shall not exceed 30 pages in length.

(7) INQUIRIES and PROTESTS

Applicants should immediately review this 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 the Contact Person in Section B(5). Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared to be of a substantive nature. The applicant will be directed to state the question **in writing**. Questions of a substantive nature must be **received, in writing**, at the address listed in Section B(5) of this RFP **no later than April 24, 2009**. This will allow publication of any necessary amendments to the State's Public Notices Web page.

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 April 24, 2009**.

Applicants are responsible for monitoring the State's *Online Public Notice* Web site located at: <http://notes4.state.ak.us/pn> for any clarifications or amendments that may be issued regarding this solicitation.

(8) SUMMARY OF PROCESSES and DEADLINES

Request for Proposals (RFP) Issuance Date	Friday, March 13, 2009
Preproposal Teleconference Dial in number: 1-800-315-6338; conference code 2145	April 02, 2009, 10:00 AM
Deadline for written inquiries or protests of the RFP	April 24, 2009
Deadline for receipt of proposals	4:00 PM AST, Monday, May 04, 2009
Proposal Evaluation Committee if needed	To Be Determined
Project Period Begins	July 01, 2009

(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 1-year period, FY 2010 (July 01, 2009, through June 30, 2010). At the discretion of the Department of Health and Social Services, a project funded under this RFP may be considered for continued funding in subsequent program years FY 2011, (July 1, 2010 through June 30, 2011) and FY 2012 (July 01, 2011 through June 30, 2012). The decision to continue funding for the subsequent years of the three year grant cycle is based on the following general conditions:

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

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

(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 as follows:

- a. In accordance with 7 AAC 78.090, Department staff will evaluate each grant proposal for minimum responsiveness and other technical requirements, and eliminate nonresponsive proposals from consideration. Using the criteria set out in this RFP and 7 AAC 78.100, other applicable statutes, regulations, and guidelines, staff will conduct a written evaluation of each responsive proposal based on the contents of the proposal as well as relevant documentation and information regarding the applicant that is available to the Department. Recommendations for funding will include consideration of on-site program reviews, histories of compliance with grant requirements, prior year audits and the appropriate allocation of resources.
- b. If there are multiple responsive proposals for which there is insufficient money to fully fund, or supplementary expertise is deemed necessary to the review of requested services, the Department may appoint a Proposal Evaluation Committee (PEC) as an additional advisory body. Using the criteria set out in the RFP and 7 AAC 78.100, members of the PEC will independently evaluate proposals. As a committee, they will meet to further review proposals and develop recommendations. The PEC will include in its review the consideration of staff recommendations and discussion of each proposal's merits. Recommendations will include approval or disapproval for award, modifications to the proposed project, special compliance conditions, and the ranking of proposals in priority order. **Although, this meeting is open to all interested persons, public testimony will not be taken.**
- c. All advisory recommendations, including staff recommendations and the recommendations of the Proposal Evaluation Committee, if applicable; and all other review materials will be submitted for consideration by the Director of the division, who will make recommendations to the Deputy Commissioner of the Department of Health and Social Services.

(12) FINAL DECISION AUTHORITY

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

(13) NOTIFICATION OF GRANT AWARD and GRANT AGREEMENT

Within fifteen (15) days after the Deputy Commissioner's final decision regarding grant awards, each applicant will be notified of the Department's intent to fund its proposed project or provided a notice of rejection of the proposal. Following any necessary negotiations for revisions to the proposed budget and scope of services, the successful applicant 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

Per 7 AAC 78.305, an applicant or grantee may appeal a final grant award decision under 7 AAC 78.093, or a decision eliminating an applicant from consideration under 7 AAC 78.090(b)(2). Written requests for hearing must be addressed to the Commissioner and received at the address below within 15 days after the applicant receives notification of the decision. The request must contain the reasons for the appeal and must cite the law, regulation, or terms of the grant upon which the appeal is based.

William H. Hogan, Commissioner
Department of Health & Social Services
PO 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 find that the appeal has merit and remedy the problem by whatever means within the Commissioner's authority; or will appoint a hearing officer to hear the appeal under 7 AAC 78.310.

Based on a hearing conducted in accordance with 7 AAC 78.310 or upon review of the appellant's appeal on the basis of the written submission of the appellant and the grant agency, 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.

(15) 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 DHSS 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/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 INSTRUCTION TO APPLICANTS:

1. Enter agency name and mark the type of entity eligibility under which application is being made in the boxes below.
2. Complete column C, Page Number, by entering the proposal page number where the relevant information for that criterion can be found; and follow the formatting directions as instructed in Section B(6). Do not write in shaded areas.
3. Submit the completed Section C of the RFP with each copy of the agency proposal.

Failure to follow these directions may result in a proposal being found non responsive or in scoring fewer than the minimum points necessary to be found eligible for award.

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

APPLICANT COMPLETES COLUMN C SHADED AREAS TO BE COMPLETED BY REVIEWERS

Columns	A	B	C
1. Minimum Responsiveness Criteria	Yes/No	Requirement Met?	Page Number
Minimum Responsiveness Requirements – Proposals that fail to meet the minimum responsiveness requirements below will be eliminated from consideration per 7 AAC 78.090(b)(2).			
a. Applicant is eligible per 7 AAC 78.030. If an Alaska Native Tribe, a legally binding resolution waiving immunity to suit on Appendix G, specific to this program, is included with application.	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		

Total Score _____ ☐ Staff Reviewer ☐ PEC Member
Reviewer's Name _____ Date _____

Columns	A	B	C
2. Other Technical Requirements per 7 AAC 78.060, 78.090(b) and 78.100	Yes/No	Requirement Met?	Page Number
Application & Organizational Documentation			
a. Grant Application is complete, including the other agency grant funding information, and is signed and dated by a person authorized to enter into legal agreements on behalf of the applicant.	Yes/No		
b. The format and length of the proposal complies with the requirements of Section B(6).	Yes/No		
c. Appendix B, DHSS Assurances Rev 01/09 is completed, signed and dated by a person authorized to enter into legal agreements on behalf of the applicant.	Yes/No		
d. The Federal Assurances & Certification form, Appendix E1, is completed, signed and dated by a person authorized to enter into legal agreements on behalf of the applicant.	Yes/No		
e. The proposal includes a roster of the current Governing Board, including contact information, or current roster is on file with DHSS.	Yes/No		
REVIEWER COMMENT			

3. History of Compliance with Grant Requirements per 7 AAC 78.100(2)(B)	Yes/No	Requirement Met?	Page Number
a. Prior year(s) fiscal, narrative and/or data reporting is complete, and timely	Yes/No		
b. Required audits have been submitted and prior year audit exceptions, if any, are resolved.	Yes/No		
c. Prior year(s) activities meet proposed outcomes, and demonstrate effective delivery of services	Yes/No		
d. Program historically maintains required standards as demonstrated in quality assurance reviews, licensing or certification standards, etc.	Yes/No		
REVIEWER COMMENT			

Columns			
	A	B	C
4. Project Description 7 AAC 78.100(1) Criteria related to program policy, goals, outcomes, strategies and budgets	Points Possible	Points Awarded	Page Number
a. Proposal demonstrates a thorough understanding of grant program goals and desired outcomes.	10		
b. Proposed goals and anticipated outcomes are achievable and compatible with program goals and planning documents.	10		
c. Proposed strategies are well developed, reasonable & support program intent.	10		
d. Proposal contains a timeline for project implementation that is both reasonable & compliant with grant program timelines.	10		
e. The target population, and service area are clearly identified and meet the intent of the RFP.	5		
f. Proposal contains an evaluation plan with performance and process measures that are compliant with program goals and outcome requirements as outlined in the logic model.	15		
g. Applicants proposed reporting meets program data needs.	15		
h. Proposed budget is supportive of program intent, costs are reasonable and budgeting restrictions are observed.	10		
i. Budget Detail & Narrative included as instructed, are internally consistent, achievable with demonstrated resources, compliant with program cost restrictions and support any necessary allocation of resources among target populations, or service locations.	15		
j. Mandatory match requirement is met & fully supported by tangible evidence. If applicable, a project funded by multiple sources has listed overall resources on the completed application (Appendix A).	5		
k. Proposal demonstrates the ability to begin providing services to resource families on July 01, 2009.	10		
l. Proposed training strategies and curricula are well-developed and reasonable and meet the program intent.	15		
m. Proposal outlines support strategies that are well-developed and reasonable and meet the program intent.	15		
n. Proposal outlines equitable distribution of training and support services on a statewide basis, including rural Alaska.	15		
o. Proposal outlines a reasonable and well-developed plan for tracking, recording and reporting resource parents' training hours to the OCS on a routine basis.	10		
REVIEWER COMMENT			

[SHADED AREAS TO BE COMPLETED BY REVIEWERS -- APPLICANT COMPLETES COLUMN C]

Columns

A

B

C

[illegible]

SHADED AREAS TO BE COMPLETED BY REVIEWERS -- APPLICANT COMPLETES COLUMN C

Columns

A

B

C

[illegible]