

Request for Proposals for:

Bring The Kids Home:
Home and Community Based Capacity Enhancements
Group Home Development and
Therapeutic Foster Homes Improvements
Capital Grant Program

A Joint Program of the

Alaska Department of Health and Social Services

Alaska Mental Health Trust Authority

and the

Denali Commission

Administered by:

Department of Health and Social Services
Finance and Management Services
Facilities Section

Please note the following changes to this RFP:

1) Page 4, Section A (1) (g) PROGRAM FUNDING is amended to read:

Funds for the Bring The Kids Home Capital Program are from the Alaska Mental Health Trust Authority (AMHTA) Authorized Receipts appropriated FY06 for \$564,000.00 and approximately \$110,000 in Federal Funding provided by the Denali Commission. Grantees receiving funding from the Denali Commission may have additional reporting requirements in addition to those required by the Department.

Agencies submitting funding requests in excess of \$100,000 will also be required to submit a business plan, following the Denali Commission's Behavioral Health Service Delivery Model and Business Plan Template. The template can be found at the following link:

http://www.denali.gov/Program_Documents.cfm?Section=Health%20Care

If technical assistance is required completing this document, please contact Denali Daniels, Deputy Program Manager, Denali Commission
ddaniels@denali.gov
phone: 907-271-1414

Grant awards under this RFP will be conditional, pending approval of their business plan by the Denali Commission.

Submittal deadline for the business plan will be no later than 30 days after receipt of conditional award notification.

Program operation costs are **not** eligible through this grant program. Capital projects are defined as projects with a total cost of at least \$25,000.00 and with a useful life of over one year.

1. Funds provided for Bring The Kids Back Home Group Home Development Capital Pilot Project may be used for, but are not limited to, the following:
 - Land acquisition with the intent to develop facilities that will provide a residential construct for treatment for children and youth with SED within six months of acquisition;
 - New construction;
 - Moderate or substantial rehabilitation;
 - Acquisition of facilities, with a useful life of more than ten years, including real property acquisition, site improvements, design, conversion, demolition, contractual construction management services, and other related expenses, including major appliances and fixed equipment; and/or
 - Hard and soft construction costs
2. Funds provided for Bring The Kids Back Therapeutic Foster Homes Housing Improvements Capital Pilot Project may be used for, but are not limited to, the following:
 - Retrofits and signaling devices such as strobe lights and fire detectors;
 - Changes required to meet Office of Children's Services (OCS) licensing requirements;
 - Changes required to meet special needs of the population of children to be served in the home (security devices such as alarms, intercoms, etc.)
 - Repairs to damage created by previous use of the home for therapeutic resource care and 'treatment proofing' of the home (window replacement, installation of unbreakable glass, etc.)
 - Amplification devices;
 - Modifications to restrooms and kitchens to make them more accessible;
 - Adaptations to improve mobility within interior living space.

These funds may be utilized to fund improvements to existing Therapeutic Foster Homes owned or operated by agencies or, agencies may sub-grant funds to individuals acting as resource parents to SED foster children or youth.

In no case will more than 5% of the awarded grant be used for the following allowable administrative costs:

- 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.

Indirect costs will not be allowed. Moreover, grant funds are not available for the following:

- Interest costs on loans
- Fines, penalties, debt retirement
- Contingencies, except for construction contingencies
- Contributions or donations
- Entertainment
- Lobbying
- Fund raising
- Organization dues based on amounts of grant award

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

2) Page 7, Section B Number (2) MINIMUM RESPONSIVENESS is amended to read:

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

- a) Applicant must meet the eligibility requirement stated above, including proof of eligibility status.
- b) All projects must directly support the group home development pilot project or therapeutic foster home pilot project funded under the BTKH Community Based Enhancement operating grant.
- c) Proposals must be received on or before the deadline stated in Section B (4) at the address stated in Section B (5).

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

3) Page 8, Section B Number (4) DEADLINE FOR SUBMITTAL is amended to read:

To be considered for funding, proposals must be received at the physical address provided below in B (5), on or before February 13, 2006 5:00 pm. **Proposals delivered by Telefax or email will not be accepted.** A dated receipt from the U.S. Postal Service or a private courier service, that clearly establishes a guaranteed date of delivery, will be accepted in lieu of a proposal only for 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 (12) of this Section of the RFP, 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.

4) Page 9, Section B Number (8) Summary of Processes and Deadlines is amended to read:

Request for Proposals (RFP) Issuance Date:	December 15, 2005
Preproposal Teleconference	January 12, 2006 @10:00a.m.
Deadline for written inquiries or protests of the RFP:	January 27, 2006
Deadline for Notice of Intent to Apply Form:	January 20, 2006
Deadline for receipt of proposals:	February 13, 2006 @ 5:00p.m.
Proposal Evaluation Committee:	February 27 & 28, 2006

Section C. Submission Requirements and Criteria for Proposal Review has been Amended and is attached.

SECTION C. Amendment One SUBMISSION REQUIREMENTS and CRITERIA for PROPOSAL REVIEW (SCORESHEET)

[APPLICANT INFORMATION -COMPLETE THE THREE ITEMS BELOW.]

NOTE: Complete the “Applicant Information” requested below, and provide page numbers indicating where specific information can be found in the proposal by completing column “C” on the following pages. Applicants must submit this entire section of the RFP with each copy of their proposal. Section C serves as the score sheet for the evaluation of their proposal. Failure to submit this section with each copy of the proposal may result in a proposal being declared nonresponsive.

Applicant Agency Name _____

City _____

Amount Requested _____

[SHADED AREAS TO BE COMPLETED BY REVIEWER]

Score _____	PEC Member _____	DATE _____	
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	A	B	C
Columns			
1. Minimum Responsiveness	Yes/No	Requirement Met?	Page #s
Minimum Responsiveness Requirements – Proposals that fail to meet the minimum responsiveness requirements below will be eliminated from consideration per 7 AAC 78.090(b).			
a. Applicant must meet the eligibility requirement stated as detailed in Section B1. Applicant has included verification that they are receiving operating grant funds through the Bring The Kids Home : Home and Community Based Enhancements grant program.	Yes/No		
b. All projects directly support the group home development pilot project or therapeutic foster home pilot project funded under the BTKH Community Based Enhancement operating grant.	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		
2. Other Technical Requirements per 7 AAC 78.060, 78.100			
a. Grant Application, form 06-5437, Appendix A is complete, including the overall agency 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 by a person authorized to enter into legal agreements on behalf of the applicant and dated.	Yes/No		
c. Proposal contains current organizational documents, or verification that it is on file with department: Governing or Advisory Board of Directors, Insurance policies applicable to services proposed. .	Yes/No		
d. Proposal contains board, or Tribal authorization to apply for RFP monies.	Yes/No		

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

6. Budget and Narrative	SCORE	Page Number
a. The budget is clearly described and all sources of funding are identified;		
b. The costs outlined in the budget are appropriate and allowed under this RFP (see section A1g)		
c. The budget is reasonable and appears to be complete including contingency funds.		
<i>MAXIMUM PROJECT DESCRIPTION POINTS</i>	25	
TOTAL PEC MEMBER SCORE		

PEC Member Comments

TOTALS

<i>MAXIMUM TOTAL POINTS AVAILABLE</i>	100
TOTAL POINTS AWARDED by PEC MEMBER	