

**Request for Proposals**

## **Youth Development and Culture Grant Program**

Federal Formula Title II Sub Awards

### **I. INTRODUCTION**

The State of Alaska, Department of Health and Social Services (DHSS), Division of Juvenile Justice (DJJ) Delinquency Prevention CFDA #16.540 is pending award funding to the Rural Alaska Community Action Program, Inc. (RurAL CAP award #609-237-19001) to issue sub-award grants to rural, Alaska Native communities with the purpose of reducing the disproportionate number of minority youth who come into contact with the juvenile justice system. RurAL CAP is requesting proposals from eligible applicants to provide Division of Juvenile Justice Formula Title II services for the State of Alaska. Program Services are authorized under AS 47.14.010(6) General Powers of Department over Juvenile Institutions; AS 47.05.010(7) Duties of Department; and 7 AAC 78 (Grant Programs). Access State of Alaska statutes and regulations at <http://www.law.state.ak.us/doclibrary/doclib.html>.

The purpose of the Youth Development and Culture Grant Program is to reduce the disproportionate number of minority youth who come into contact with the juvenile justice system. Alaska Natives make up approximately 15% of youth ages 12-17 in Alaska while making up approximately 30% of these youth referred to the Division of Juvenile Justice each year. The DJJ recognizes the need to collaborate and team with agencies that have the cultural knowledge, community connections and expertise to enhance and strengthen its work with Alaska Native youth, families and communities. The Youth Development and Culture Grant Program targets both a reduction in the disproportionate contact Alaska Native youth have with the juvenile justice system in Alaska, and an increase in the ability of the Alaska Native communities ultimately funded through this program to better develop and manage DHSS grant programs.

Proposals must demonstrate a thorough understanding of the grant program goals and outcomes; and proposed projects must meet or exceed anticipated minimums described in this RFP. Proposals must include a description of proposed activities that support the goals and outcomes to be employed in the project. The applicant must also include a timeline for the project.

RurAL CAP is soliciting proposals for community projects that are innovative and implement either **culture activities/camps or youth leadership development**.

## II. BASIC AWARD INFORMATION

RurAL CAP anticipates funding 4-6 projects of up to \$7,000. However, there will be adjustments in this amount, based on the applications received. Funding for this project is reimbursable process in which Tribes will be expected to spend up to \$7,000 total during the grant period and RurAL CAP will provide reimbursement to Tribes monthly as reported and financial documentation is provided.

Total amount to be awarded: To be announced.

Match requirement: No match required.

## III. TIMELINE

Request for Proposals released: **Wednesday, Oct 3, 2018**

Proposals are due: **Wednesday, October 31, 2018 at 5:00 pm**

Applicants deemed ineligible for funding consideration will be notified within 5 calendar days of the ineligibility determination.

Proposals will be reviewed by a selection committee: **October 29-Nov 2, 2018**

Awards will be announced: **Friday, November 9, 2018**

Unsuccessful applicants will be notified by **Friday, November 9, 2018**

Project period: **December 15, 2018 to April 30, 2019**

## IV. IMPORTANT DATES

Recipients will attend project orientation and administration training. Travel for 2 (Project Lead and Financial Administrator) must be figured into grantee budget: **Training Dates: December 12-14, 2018**

Monthly progress reports and financial reports will be due 10 days after the close of each month and a final report will be due **May 10th, 2019**. Reports may be submitted by mail, fax, or e-mail to the [tstiller@ruralcap.com](mailto:tstiller@ruralcap.com).

## V. ELIGIBLE APPLICANTS

- 1) Applicants must be a federally-recognized Indian Tribe, or public or private nonprofit institution in rural Alaska.
- 2) Applicant organizations proposing projects with significant impact on rural Alaska Native youth ages 12-17 may apply.
- 3) To ensure funding opportunities reach a wide variety of communities, applicants who have received 3 or more previous DJJ Youth Development and Culture Camp Grant Program awards are not eligible to apply.

Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

## VI. ELIGIBLE PROJECTS

All projects must address the goals stated above through one of the following ways:

1. Culture camps provide spiritual and cultural guidance for youth and stress community responsibility, not just individual rights. These camps teach sharing and hard work, respect for nature and for all people, celebration of language and heritage, the virtues of respect and cooperation, and reverence for Elders.

*And/or*

2. Leadership development to support youth in developing the knowledge and self-confidence to speak out and create change within themselves and to encourage youth to find the task of maintaining traditional Native values and practices, while thriving in the modern world.

There are many projects that could be implemented with this funding. In order to have a stronger impact on the youth that participate, consider applying for funding for a series of cultural and youth leadership activities. *Some* examples of eligible projects to be awarded through this competition include:

- A series of subsistence camping trips, including recruiting participants, gathering supplies, and designing activities such as taking the youth silver salmon fishing and inviting an Elder to help teach how to prepare them for subsistence. Other activities might include teaching basic camping skills, moose calling, tracking and fly fishing.
- A Spirit Camp focused on connecting youth to cultural activities and outdoor enjoyment. Activities could include canoe races, fishing, cooking, hiking, arts and crafts like beading, and games. Elders and adults can provide guidance, stories, and teachings.
- A cultural identity project to help youth work with the community and Elders. The youth can interview Elders and other community members, then write the stories and take pictures. Through this project, the youth will learn about their ancestors as well as basic life skills.
- Youth Leadership training that includes bringing a national or statewide trainer to your community to work with youth. Also, funds for youth can be used to develop leadership skills through conferences.

Successful project proposals should also include a commitment to documenting the project in a way that can be shared and replicated. Assistance in capturing the project will be available from the administrator.

Examples of how projects may be shared with other communities include producing brochures, videos, slide shows, hand-outs, web-based presentations, or other documentation of the changes that occurred, the steps that were taken, the lessons learned, and the resources and supplies needed to implement a similar project.

If you have any questions about whether a project is appropriate for this funding source, please contact the RurAL CAP staff person listed below.

## **VII. THRESHOLD ELIGIBILITY CRITERIA**

Only proposals from eligible entities (see ‘**Eligible Applicants**’ above) that meet all of these criteria will be evaluated against the ranking factors in ‘**Evaluation Criteria**’ of this announcement. Applicants deemed ineligible for funding consideration will be notified within 5 calendar days of the ineligibility determination.

- Proposals must be submitted via e-mail, fax or mail.
- Applicants must demonstrate in their application that the project they will manage will be performed in Alaska.
- Applicants submitted from entities on the Debarred or Suspended list will not be considered.

## **VIII. PROPOSAL SUBMISSION:**

Proposals must be submitted by **5 pm on October 31, 2018** to:

**Tara Stiller, Community Development Supervisor**

**By email:** [tstiller@ruralcap.com](mailto:tstiller@ruralcap.com)

**By fax:** **1(800)478-6343 or 907-278-2309**

Proposals received after the closing date and time will **not** be considered for funding.

## **IX. Application Materials**

The application package *must* include all of the following materials (each item is explained in further detail just below):

- Narrative Proposal (provided in application packet)
  - a. Project Summary
  - b. Project Approach – including: Key Personnel, Office Equipment, Project Replication
- Narrative Budget (please use Applicant Budget template provided in Attachment A)

- Evaluation Plan
- Attachments
  - a. Tribal Support
  - b. Letters of Support from partners
  - c. Board/Council Member List

**A. Narrative Proposal:** The Narrative Proposal, including sections the Project Summary, Project Approach, and Narrative Work Plan (below), must explicitly describe how the proposed project meets the guidelines established in this announcement and addresses each of the evaluation criteria set forth below.

The Narrative Proposal must include the following parts:

### **Project Summary**

The Project Summary shall contain a summary of how the applicant proposes to perform the activities described in this announcement, a description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task.

**The Project Summary should also contain the following:**

- Project Title
- Applicant Information. Include applicant (organization) name, DUNS #, Federal Tax ID #, address, contact person, phone number, fax and e-mail address.
- Funding Requested. Specify the amount you are requesting.
- Total Project Cost. Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.

### **Project Approach**

Describe your approach for performing the activities described in this announcement. Include a project timeline. Include specific activities to be accomplished each month, keeping in mind that the project must be completed by April 30th, 2019. Use the Evaluation Criteria as a guide for some of the details to include and explain.

### **Key Personnel**

Describe in this section who will be the dedicated Project Lead and who will be the Financial Lead for this project. Although the AmeriCorps member must be involved in this application, the implementation of the project and welcome to attend training in Anchorage, **AmeriCorps Members cannot serve as the Project or Financial Lead** (unless, no other staff is available and is approved by applicant organization).

Describe what 'level above support' or supervisor this project lead will have (this could be a supervisor, council administrator, or other type of position who oversees the project lead's activities). Who will track financial and programmatic reporting activities? For the project lead and any other key personnel, include a brief description of his/her capacity level (length of related project experience).

## **Office Equipment**

Describe what infrastructure is available for project administration, specifically show that there is support within the applicant's organization to have reliable access to standard office equipment including workspace, phone, fax, and internet with e-mail. Also describe how the administrator (RurAL CAP) of these Projects can contact the project lead during standard business hours and what sort of message retrieval system (email, voicemail, fax) will be available.

## **Project Replication/Sharing**

Include information in this section regarding how this project can be replicated and shared with others. Describe steps to for developing creative approaches, tools, or technologies that can be replicated by other tribes or serve as a model for other tribes with similar problems. Some examples of possible tools include; brochures, tip sheets, power point presentation on project steps, resource lists, video, or display.

## **Detailed Budget Narrative: (please use Attachment A-Applicant Budget Template)**

Describe not only the total cost of the project, but break costs into these line items and include a description of how each line item was calculated.

### **A. PERSONNEL**

Given that these are one-time, small projects, administrative activities should be minimal. Technical assistance will be available from the sub-award administrator.

### **B. FRINGE BENEFITS**

C. Travel (*travel for Project Lead and Financial Administrator to mandatory training in Anchorage Dec 12-14, 2018 must be included in your budget.* \*)

D. Equipment

E. Supplies

F. Contractual

G. Other - *Break down into other items such as: internet, printing, postage, shipping, rent, phone, etc.*

H. Indirect -*Include a copy of your negotiated indirect rate (if budgeted)*

J. Total Request

It is highly recommended that you research each line item, especially supplies and equipment to be purchased. Please be sure to estimate costs based on the expectation that prices for transport and other goods will likely to continue to rise in the near future.

\*Reasonable hotel rates can be reimbursed but, if hotel costs are budgeted, then per diem can only be for \$60 a day for meals and incidentals. Otherwise, RurAL CAP rates for Anchorage will apply, not federal rates. In December 2018, this would be \$185 a day.

### C. EVALUATION PLAN

RurAL CAP will work with communities to complete monthly grant reports based on their proposed projects. Applicants must include an evaluation plan that includes Goals, Output Measures and Objectives. Pass-through awardees will submit project evaluations to RurAL CAP monthly. All awardees will need to report on the following outputs:

#### EVALUATION PLAN

<b>Program Goals:</b> 1) a reduction in the disproportionate contact Alaska Native youth have with the juvenile justice system in Alaska and 2) an increase in the ability of the Alaska Native communities to better develop and manage grant programs.			
<b>Output Measure</b>	<b>Objective</b>	<b>Definition</b>	<b>Evaluation Tools</b>
Number of communities participating in the program	Improve program activities	The number of communities participating in the program.	Program records/ databases in each community
Number, names and date of birth (DOB) of program youth served	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period.	Program records/ databases in each community
Number of program materials developed during this reporting period	Improve program activities	The number of program materials that were developed during the reporting period.	Program records/ databases in each community. Sample program materials (program overviews, client workbooks, list of local service providers, etc.) will be included in all grant reports (not to include advertisements or administrative forms).
Number of program families satisfied with program (short term)	Determine if treated with respect and if would return if offered again	The number of program families satisfied with the program.	Surveys administered to program families quarterly (self-report data).
Number of program youth satisfied with program (short term)	Determine if treated with respect and if	The number of program youth satisfied with the program.	Surveys administered to program youth quarterly

	would return if offered again		(Self-report data).
Number of program youth	Demonstrating social competence	The number of youth experiencing more social competence	Surveys administered in first or early involvement and again in last or later involvement (Self-report data).

## D. ATTACHMENTS

- Letters or resolutions of Tribal support or for projects submitted by Alaska Tribal governments, the signature of an authorized elected Tribal Official.
- Letters of support from agencies, organizations, or other entities who will partner with this project

## PARTNERSHIPS

Applicants should demonstrate that any organization who will partner with them for this project is committed to the project. Submit a letter of support from the partner, signed by the leader of the organization/agency/or other entity.

## X. REVIEW AND SELECTION PROCESS

Each application will be given a ranking and will be rank-ordered by the Selection Committee members. Preliminary funding recommendations will be provided to the Review Team Lead based on this ranking. The Coordinator will act as a tie breaker, if needed.

## XI. NOTIFICATIONS

Notification to the *successful* applicant(s) will be made, via telephone and electronic mail by **November 9, 2018**. The notification will advise the applicant(s) that its application has been successfully evaluated and recommended for award. The notification will be sent to the contact listed as the ‘contact person’ in the Project Summary of the Narrative. This notification, which advises that the applicant’s project has been selected for award, is **not** an authorization to begin performance. The project start date will be until the agreement is signed by both parties and in hand at RurAL CAP by no later than **November 20, 2018**.

The administrator anticipates notification to *unsuccessful* applicant(s) will be made via electronic mail by November **9, 2018**. The notification will be sent to the contact listed as the ‘contact person’ in the Project Summary of the Narrative.

## XII. REPORTING REQUIREMENTS

Monthly progress reports will be required.



### **XIII. ACCEPTANCE OF TERMS**

By submitting a proposal, an applicant accepts all terms and conditions of this Request for Proposals (RFP) including all appendices and attachments and guidelines identified in this RFP, 7 AAC 78 and any other applicable statutes, regulations. Copies of these may be accessed through the website listed above.

If the grants are 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 RurAL CAP 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 RurAL CAP and may be returned only if RurAL CAP allows. Proposals are public documents and may be inspected or copied by anyone after grants have been awarded.

### **XIV. ADDITIONAL INFORMATION**

The proposal must adequately address necessary procedures to protect client confidentiality and meet State and Federal standards. In addition, the facilities proposed for services must be safe and appropriate to the purpose of the project; and provide adequate physical access for the proposed population.

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 for fixed width type. There may be no more than 15 pages (grant assurances not included in this total) and all pages must be numbered and single sided. Include a table of contents for more complex proposals.

### **TECHNICAL ASSISTANCE TO RECIPIENTS:**

RurAL CAP will provide technical training and technical assistance to all awarded projects, including information on: project administration; financial management; purchasing and shipping of supplies; and working with youth. There will be one training period at the beginning of the project award period in Anchorage, December 12-14, 2018. **This training is mandatory for a Project Lead and a Financial Administrator Lead from each community awarded.** Travel, lodging and per diem for the Project Lead and Financial Administrator to attend this training must be included in project budget. If your community has an AmeriCorps Member please see the following: The AmeriCorps Member in your community is welcome to attend training in Anchorage. Cost of AmeriCorps Member travel and per diem must be included in the project budget. **AmeriCorps Member attendance for training is not mandatory.**

**Note: If a Project Lead and Financial Administrator has been at a training before and met adequate reporting standards, they may opt not to attend trainings. However, funds may be reduced to allow more awards to be given.**

**XV. EVALUATION CRITERIA**

Applicants should directly and explicitly address these criteria as part of their application submittal. Each application will be rated under a points system, with a total of 100 points possible.

Criteria	Points
<p><b>I. Narrative Proposal:</b> Under this criterion, proposals will be evaluated based on the extent and quality to which the project approach demonstrates:</p> <ul style="list-style-type: none"> <li>• Proposed activities are well developed, reasonable and support program intent. <b>(10 points)</b></li> <li>• Plan for staffing and volunteers is reasonable. <b>(5 points)</b></li> <li>• Ability and descriptive plan to oversee and monitor the project for successful and timely completion. <b>(5 points)</b></li> <li>• Exhibit willingness, creativity, and dedication to partnering with available resources to complete the projects. For example, this could include partnering with other tribes or tribal consortia, local volunteers, community health aides, ICWA workers, etc. Project shows plan to network with other service providers. <b>(10 points)</b></li> <li>• A clearly articulated timeline for project tasks and a description of roles and responsibilities of the applicant in carrying out the project components/tasks. <b>(10 points)</b></li> <li>• The target population and service area are clearly identified and meet the intent of the RFP. <b>(10 points)</b></li> <li>• Applicants will also be evaluated based on the extent and quality to which they incorporate culturally-appropriate practices or ways of achieving goals <b>(10 points)</b></li> </ul> <p><b>Note:</b> The proposal description should also include the intent to attend December 13&amp;14 training in Anchorage, along with the name of the person who will be attending and his/her role in the proposed project.</p>	<b>60</b>
<p><b>2. Evaluation plan:</b> Applicant’s thorough understanding of grant program goals and desired outcomes. Proposed goals and anticipated outcomes are achievable and compatible with program goals:</p>	<b>15</b>

<p>a. Culture camps to provide spiritual and cultural guidance for youth and stress community responsibility, not just individual rights. These camps must teach sharing and hard work, respect for nature and for all people, celebration of language and heritage, the virtues of respect and cooperation, and reverence for Elders.</p> <p>And/or</p> <p>b. Leadership development to support youth in developing the knowledge and self-confidence to speak out and create change within themselves and to encourage youth to find the task of maintaining traditional Native values and practices, while thriving in the modern world. (15 points)</p>	
<p><b>3. Budget and Budget Narrative:</b> Proposals will be evaluated based on the extent and quality to which the proposed project demonstrates each of the following sub-criteria:</p> <ul style="list-style-type: none"> <li>Reasonableness of the budget and estimated funding amounts for each project component/task. Applicants will be evaluated based on the adequacy of the information provided in the detailed budget and whether the proposed costs are reasonable and allowable and if they describe the cost-effectiveness and reasonableness of all costs.</li> </ul>	<b>15</b>
<p><b>4. Tribal Government Support:</b> Under this criterion, applicants will be evaluated based on the extent to which they demonstrate that they have Tribal government support for their project. For proposals submitted by Alaska Tribal governments, the signature from an Authorized elected Tribal Official is sufficient. For example, acceptable means of demonstrating support can be demonstrated by signatures by an elected Tribal Official, Tribal Council resolutions specific to the project being proposed, or letters of support.</p>	<b>10</b>

RurAL CAP does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, and subcontractors. Program service recipients have the right to file a grievance if s(he) is not satisfied with the response to a complaint. RurAL CAP is committed to providing timely, meaningful access for eligible individuals to volunteer opportunities, services and activities. If you have questions or concerns, you may contact RurAL CAP's Community Development Division Reasonable Accommodation Coordinator. RurAL CAP intends to provide meaningful access to services to persons with Limited English Proficiency (LEP), within parameters that do not incur undue burden on RurAL CAP resources. If you have questions or concerns, you may contact RurAL CAP's Community Development Division LEP Language Access Coordinator.

**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 shall 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, the Health Information Technology for Economical and Clinical Health Act of 2009, and 45 C.F.R. 160 and 164, 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) Notify DHSS within 24 hours 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.
- (9) Provide state officials, or a third party contractor hired under 7 AAC 78.240, access to financial and program records of the grant project.

- (10) 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.
- (11) 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.
- (12) 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.
- (13) Compliance with AS 47.05.300-390 and 7 AAC 10.900-990. Compliance includes ensuring that each individual associated with the grantee in a manner described under 7 AAC 10.900(b) has a valid criminal history check from the Department of Health and Social Services, Division of Public Health, Background Check Program (“BCP”) before employment or other service unless a provisional valid criminal history check has been granted under 7 AAC 10.920 or a variance has been granted under 7 AAC 10.935. For specific information about how to apply for and receive a valid criminal history check please visit <http://www.hss.state.ak.us/dhcs/CL/bgcheck/default.htm> or call (907) 334-4475 or (888) 362-4228 (intra-state toll free).
- (14) 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.
- (15) 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.
- (16) 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.
- (17) 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.
- (18) 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.
- (19) 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).
- (20) By submitting a proposal for this grant, an applicant certifies their ability to meet the administrative and reporting requirements of this grant program.
- (21) 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.
- (22) 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.

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Signature

Title

Date

**APPENDIX D**  
**AUDIT REQUIREMENTS**

A. 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 that 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  
P.O. Box 110204  
Juneau, AK 99811-0204  
Telephone: (907) 465-4666  
Fax: (907) 465-2169

B. DHSS PROGRAM AUDIT REQUIREMENTS

All DHSS grantees are subject to the requirements of 7 AAC 78.230, and if a audit under 7 AAC 45.010 has not been conducted and submitted to the State Single Audit Coordinator, the grant must ensure that a fiscal audit of the grantee's operations under the grant program is performed by an independent certified public accountant at least once every two years and submitted to:

State of Alaska

Department of Health & Social Services

Finance & Management Services

Audit Section

P.O. Box 110602

Juneau, AK 99811-0602

Telephone: (907



## APPENDIX E-I

### FEDERAL ASSURANCES & CERTIFICATIONS for SUBRECIPIENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest as a federal

<p><b>1. LOBBYING</b></p> <p>As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, (45 CFR Part 93), the applicant certifies that:</p> <p>(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal contract, grant, loan, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;</p> <p>(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;</p> <p>(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.</p> <hr/> <p><b>2. CONFLICT OF INTEREST</b></p> <p>It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.</p> <hr/> <p><b>3. ACCESS TO RECORDS</b></p> <p>It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.</p> <hr/> <p><b>4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)</b></p> <p>As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620.</p>	<p>A. The applicant certifies that it will or will continue to provide a drug-free workplace by:</p> <p>(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;</p> <p>(b) Establishing an on-going drug-free awareness program to inform employees about—</p> <ul style="list-style-type: none"><li>(1) The dangers of drug abuse in the workplace;</li><li>(2) The grantee's policy of maintaining a drug-free workplace;</li><li>(3) Any available drug counseling, rehabilitation, and employee assistance programs; and</li><li>(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;</li></ul> <p>(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);</p> <p>(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—</p> <ul style="list-style-type: none"><li>(1) Abide by the terms of the statement; and</li><li>(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;</li></ul> <p>(e) Notifying the granting agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to every grant officer or other designee on whose grant activity the convicted employee was working. Notice shall include the identification number(s) of each affected grant;</p> <p>(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—</p> <ul style="list-style-type: none"><li>(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or</li><li>(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;</li></ul>
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grant subrecipient; and review the instructions for certification included in the regulations before completing this form. The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars A-21 Cost Principles for Educational Institutions, A-87Cost Principles for State, Local, and Indian Tribal

Governments, A-102 Grants and Cooperative Agreements With State and Local Governments, A-110 Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations , A-122 Cost Principles for Nonprofit Organizations, A-133 Audits of States, Local Governments, and Non-Profit Organizations, Ex. Order 12372 (intergovernmental review of federal programs); and 28 CFR pts. 66 or 70 (administrative requirements for grants and cooperative agreements); as well as all lawful requirements imposed by the awarding agency. The applicant also specifically assures the following:

(g) Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code) \_\_\_\_\_

Check here \_\_\_ if there are workplaces on file that are not identified.

#### 4. Cntd. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620--

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to the granting agency.

#### 5. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994(ACT), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or imposition of administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

#### 6. NONDISCRIMINATION

The Applicant assures and certifies that:

It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789D); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); The Civil Rights Act of 1964, (42 U.S.C. § 2000d); The Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07; and Ex Order 13279 (equal protection of the laws for faith-based and community organizations); 28 C.F.R. pt. 38 (U.S. Department of Justice Equal Treatment for Faith-Based Organizations), 45 C.F.R. § 87.1 (Department of Health and Human Services Equal Treatment for Faith-Based Organizations); and will provide meaningful access to its programs and activities by persons with Limited English Proficiency in accordance with Title VI and the Safe Streets Act.

In accordance with federal civil rights laws, the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward copies of the finding to the Grants Administrator identified as the contact in the Alaska Department of Health and Social Services grant to which this document is appended, and to the Office for Civil Rights, Office of Justice Programs.

It will provide an Equal Opportunity Program if required to maintain one. For grantee agencies receiving less than \$25,000; or grantee agencies with less than 50 employees, regardless of the amount of award, no EEOP is required. Information on civil rights obligations of grantees can be found at <http://www.ojp.usdoj.gov/ocr/>.

#### 7. NATIONAL HISTORIC PRESERVATION

It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469a-1et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).

8. If a governmental entity –

- a. it will comply with requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4604 et seq.), and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is

The applicant organization agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.

in connection with an activity financed in whole or in part by federal assistance.

9. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The applicant certifies that it has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

10. CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)

The undersigned (authorized official signing for the applicant organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees to comply with all the terms and conditions of award if a grant is awarded as a result of this application.

1. Grantee Name and Address:

2. Application Number and/ or Project Name

4. Grantee IRS/Vendor Number

3. Typed Name and Title of Authorized Representative

5. Signature

6. Date

## APPENDIX E<sup>2</sup> - EEOP CERTIFICATION FORM

Recipient Name and Address: \_\_\_\_\_

Grant Title: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Award Amount: \$ \_\_\_\_\_

Contact Person Name and Title: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_

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Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R §§ 42.301-308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete Section A below. Recipients that claim the limited exemption from the submission requirement, must complete Section B below. A recipient should complete either Section A or Section B, not both. If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to **the Alaska Department of Health and Social Services, Grants and Contracts Support Team, P.O. Box 110650, Juneau, Alaska 99811-0650; with a copy to** the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7<sup>th</sup> Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202) 307-0690 or TTY (202) 307-2027.

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Section A - Declaration Claiming Complete Exemption from the EEOP Requirement. *Please check all the boxes that apply*

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| <input type="checkbox"/> Recipient has less than 50 employees,   | <input type="checkbox"/> Recipient is an Indian tribe,                      |
| <input type="checkbox"/> Recipient is a non-profit organization, | <input type="checkbox"/> Recipient is an educational institution, or        |
| <input type="checkbox"/> Recipient is a medical institution,     | <input type="checkbox"/> Recipient is receiving an award less than \$25,000 |

I, \_\_\_\_\_ {responsible official}, certify that \_\_\_\_\_ {grant recipient organization} is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R §42.302. I further certify that the

\_\_\_\_\_ {grant recipient organization} will comply with applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

### **Certification**

\_\_\_\_\_  
Print or type Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Section B - Declaration Claiming Exemption from the EEOP Submission Requirement and certifying that an EEOP is on file for review.

*If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to OJP for review as long as it certifies the following (42 C.F.R §42.305):*

I, \_\_\_\_\_ {responsible official}, certify that the \_\_\_\_\_ {grant recipient organization}, which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 C.F.R §42.301, et seq., subpart E. I further certify that the EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of: \_\_\_\_\_ {grant recipient organization}, at

\_\_\_\_\_ {grant recipient address}, for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations.

**Certification**

\_\_\_\_\_  
Print or type Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date