



# Municipality of Anchorage

Dave Bronson, Mayor  
Purchasing Department

December 9, 2022

REQUEST FOR PROPOSAL

**RFP 2022GP004**

## **Alcohol Tax Prevention Grant Recipients: Organizations with Annual Budgets Less than \$500,000.00**

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference: **2:00 P.M. Local Time, December 21, 2022**

Site Visit: **N/A**

Questions Due: **12:00 P.M. Local Time, December 26, 2022**

Proposals Due: **5:00 P.M. Local Time, January 13, 2023**

**TWO SIGNED ORIGINAL, single sided, unbound**, of your proposal must be submitted. In addition to the originals, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

**If applicable, the call-in phone number for Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in person; you may do so at 632 W. 6<sup>th</sup> Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR [wwpur@muni.org](mailto:wwpur@muni.org)**

**For further information contact Purchasing** at (907) 343-4590 or email [wwpur@muni.org](mailto:wwpur@muni.org). All correspondence should include the **RFP** number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

Nikki Martindale  
Deputy Purchasing Director

## Table of Contents

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1.0 General Information .....	3
1.1 Land Acknowledgement .....	3
1.2 Purpose .....	3
1.3 Period of Performance and Funding.....	3
1.4 Eligible Applicants.....	3
1.5 Priority Population.....	4
1.6 Background .....	5
1.7 Questions.....	6
1.8 Preparation Costs .....	7
1.9 Technical Assistance .....	7
2.0 Rules Governing Competition.....	7
2.1 Examination of Proposals .....	7
2.2 Proposal Acceptance Period .....	7
2.3 Confidentiality .....	7
2.4 Signature Requirements.....	8
2.5 Proposal Submission Requirements .....	8
2.6 News Releases .....	8
2.7 Disposition of Proposals .....	8
2.8 Oral Change or Interpretation .....	8
2.9 Modification or Withdrawal of Proposal .....	8
2.10 Late Submissions .....	9
2.11 Rejection of Proposals .....	9
2.12 Equal Employment Opportunity Contract Compliance .....	9
3.0 Scope of Work .....	9
3.1 Service Type.....	9
3.2 Evidence-based Frameworks .....	10
4.0 Proposal Submission Requirements .....	12
4.1 Title Page .....	12
4.2 Table of Contents.....	12
4.3 Letter of Transmittal .....	12

4.4 Qualifications and Experience (15 points) ..... 13

4.5 Scope of Work (40 points) ..... 13

4.6 Data Collection and Reporting (15 Points) ..... 13

4.7 Budget and Budget Narrative ..... 14

5.0 Evaluation Criteria and Process ..... 16

    5.1 Evaluation Criteria ..... 16

    5.2 Qualitative Rating Factors..... 16

    5.3 Evaluation Process ..... 17

6.0 Selection Process ..... 17

7.0 Sample Contract ..... 17

8.0 Attachments ..... 18

## 1.0 General Information

### *1.1 Land Acknowledgement*

Anchorage is situated on a broad plain in southcentral Alaska at the foot of the Chugach Mountains and at the head of Cook Inlet, the body of water known in the Dena'ina language as Tikahtnu.<sup>1</sup> This area has been inhabited by the Dena'ina Athabaskan people for thousands of years. The Dena'ina continue to hunt, fish, and live across the area. Explorers from Europe and Russia began to arrive in the 1700's and by the late 19th century, settlers from the United States migrated to the area. Today, Anchorage is a modern metropolitan city. We acknowledge with gratefulness and respect the Dena'ina Athabaskan peoples of the Upper Inlet and we recognize their contributions, innovations, and contemporary perspectives.

### *1.2 Purpose*

The Municipality of Anchorage (MOA) and the Anchorage Health Department (AHD) are soliciting proposals from qualified organizations to develop and sustainably operate services to prevent and promote healing from Adverse Childhood Experiences (ACEs) including child maltreatment, domestic violence, and sexual assault for residents of the Municipality of Anchorage. Funding for this Request for Grant Proposals (RFGP) is provided by the Municipal Alcohol Tax.

### *1.3 Period of Performance and Funding*

Grant agreements will be for an initial period of April 1, 2023 through December 31, 2023 with an option to renew for two additional one-year periods, upon mutual consent of both parties and lawful appropriation of funds. Individual awards are limited to a maximum of \$100,000 per year including indirect costs.

Funding availability is pursuant to Assembly appropriation.

### *1.4 Eligible Applicants*

Community-based non-profit organizations, private non-profit corporations, community organizations established under Municipal Charter or Ordinance, Tribal organizations, institutions of higher education, or a combination of these entities who meet the following criteria are eligible to apply for this RFGP:

- Organizations are limited to one proposal.
- Organizations must have an operating budget of **less than \$500,000** per year.
- Proposed services must be provided only to residents of the Municipality of Anchorage.
- Proposal budgets are limited to a maximum of \$100,000 per year including indirect rate.
- Proposed budgets must have no more than 10% of the total costs allocated to indirect costs. For example, a budget with total costs of \$100,000 can include no more than \$10,000 in indirect costs.
- Proposals must include a budget narrative to be considered responsive and reviewed for grant funding.
- The proposer must certify in their **letter of transmittal** that:
  - Their previous year's operating budget was less than \$500,000;

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<sup>1</sup> <http://qenaga.org/placenames.html>

- The services proposed for grant funding through this RFP are either new services that were not offered by the proposer in 2020, or, if they are existing services, that they were not funded by the Municipality of Anchorage in 2020;
- It has not within the last three years been indicted or convicted of a criminal offense or had a civil judgment rendered against it for commission of fraud 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;
- It has not within the last three years had one or more public transactions (Federal, State, or local) terminated for cause or default.
- Where the proposer is unable to certify to any of the statements in this certification, the proposer shall attach an explanation to this application.
- Proposals without these certifications will be rejected.

### *1.5 Priority Population*

The intended priority population for services funded through this RFP are residents of the Municipality of Anchorage who are more likely to have experienced inequities in social determinants of health and/or are at higher risk of experiencing ACEs than the general population. These funds can be used to support providers and caregivers who serve people in the priority population. The priority population includes individuals who are at higher risk for negative health outcomes related to ACEs and those already experiencing them.

Examples of the priority population include but are not limited to:

- Young children and their families who will benefit from increased access to quality early childhood supports and education.
- Parents of young children who need help with parenting challenges and/or behavioral health issues;
- Families who have interacted with the Office of Children’s Services (OCS), the homelessness response system, and/or juvenile justice or adult correctional systems;
- Community leaders and organizations with close interaction with children who could help prevent future ACEs and promote healing for those who have already experienced ACEs;
- Families and children who live in neighborhoods or communities within the MOA that have a higher proportion of households who:
  - are low-income and more likely to be housing and/or food insecure;
  - need assistance promoting safe, stable, and nurturing relationships and environments where children live, play, and learn;
  - experience higher rates of child maltreatment, sexual assault, domestic violence, suicide;
  - have historically experienced negative health outcomes resulting from inequities in social determinants of health.

## 1.6 Background

The Alcohol Tax, known as Proposition 13, was voted on and passed on April 7, 2020, by registered voters of the Municipality of Anchorage. This ballot measure authorized the Municipality to levy a five percent (5%) tax on all retail sales of alcohol beverages. One of the intended uses of the funding is to focus on combatting and addressing child abuse, sexual assault, and domestic violence, all of which are Adverse Childhood Experiences (or ACEs). For a full list, please read here:

<https://www.cdc.gov/violenceprevention/aces/index.html>.

ACEs are potentially traumatic events that occur in childhood (0-17) that can lead to immediate and long-term negative health and social outcomes over a lifespan. Exposure to ACEs can result in a multitude of negative outcomes such as chronic physical and mental health issues, mental illness, substance misuse, and even early death. There are also powerful protective factors that reduce these risks. The goal of this RFGP is to decrease risks and increase protective factors to strengthen children and families. Evidence-based programs ensure a strong start for children; promote social norms that protect against violence and adversity; and enhance skills to help parents and youth handle stress, manage emotions, and tackle everyday challenges while building resilience. To learn more about Alaska approaches to decreasing risks and promoting protective factors to strengthen children and families, please see <https://srpfalaska.org/>.

Population-level health data about Anchorage residents indicates that there are significant inequities in educational attainment, socioeconomic, and health outcomes. Some populations are disproportionately impacted by these negative outcomes, from involvement with Office of Children’s Services (OCS), to early pregnancy and parenthood, to involvement in the homeless response system or youth and adult corrections systems. Many of these same populations are historically under-resourced and experience inequitable barriers to accessing resources. Improving community-wide health outcomes requires focusing resources where these disparities and barriers exist and investing in closing the gaps.

The Anchorage Health Department (AHD) and MOA engaged with community stakeholders to determine a framework using the Theory of Change method to identify activities and interventions that will lead to long-term improvements in the safety and well-being of all citizens in the MOA. The Theory of Change that resulted from months of community research and discussion provides the following Vision: “Improved Safety and Wellbeing for All in Anchorage.” You can read more about the Theory of Change at <https://www.reimagineanchorage.org/theory-of-change>. The framework in the Theory of Change is key to AHD’s approach to the prevention and mitigation of ACEs and informed the strategic focus for this RFGP.

- The Theory of Change focuses on:
  - Dismantling Systemic Racism
  - Healthy Babies, Kids, and Families
  - Healthy Relationships
  - Affordable Housing
  - Education and Career Prep
  - Good Jobs
  - Behavioral Health Issues
  - Thriving Neighborhoods
- Which will help us address:

- Poverty
- Partner and Family Violence
- Homelessness
- Unemployment
- Mental Health Crisis
- Substance Misuse
- Perceptions of Safety
- Which will meaningfully reduce:
  - Domestic Violence, Sexual Assault
  - Child Maltreatment
  - Unsheltered Homelessness (camping)
  - Deaths of Despair (Suicide, overdose)
  - Frequent involvement with police or corrections

Funding will focus on projects with priority populations who disproportionately experience higher ACEs scores and that use the Strengthening Families framework, a research-informed approach to increase family strengths, enhance child development, and reduce the likelihood of child abuse and neglect. It is based on engaging families, programs, and communities in building five key Protective Factors.

- Parental resilience
- Social connections
- Knowledge of parenting and child development
- Concrete support in times of need
- Social and emotional competence of children

Applicants are encouraged to review the framework here: [What is Strengthening Families? - STRENGTHENING FAMILIES™ Alaska Training & Resources](#).

Applicants are also encouraged to use the Six Guiding Principles to a Trauma-informed Approach for all services.<sup>2</sup> Developed by the federal government, these guiding principles help organizations offer services that are more effective and collaborative, especially when working with individuals and communities who have experienced trauma. For a helpful resource on the six principles and how to use them refer to <https://www.familiesthrive.org/trauma-informed-guiding-principles>.

## *1.7 Questions*

Any questions regarding this Request for Proposal are to be submitted in writing to:

Municipality of Anchorage

Purchasing Department

[wwpur@muni.org](mailto:wwpur@muni.org)

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<sup>2</sup> <https://store.samhsa.gov/sites/default/files/d7/priv/sma17-5014.pdf>

For ease of identification please identify the RFGP number in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to noon; 1:00 p.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. All questions regarding the scope of work should be received prior to the deadline indicated on the RFGP cover letter.

### *1.8 Preparation Costs*

The Municipality shall not be responsible for proposal preparation costs, including costs for language translation services unless otherwise noted, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

### *1.9 Technical Assistance*

The Anchorage Health Department is offering technical assistance to all organizations applying for this funding opportunity through a separate community organization. Technical assistance can help organizations determine if they are eligible for this funding and answer questions about the application process. Technical Assistance can also help applicants align their proposals with evaluation criteria to maximize likelihood of award. To register for technical assistance, organizations must fill out the form at <https://forms.gle/NnmSkscmkMgfBSe19> by *January 9, 2023*. All organizations submitting a proposal under this RFGP are encouraged to register. Registration only takes a few minutes.

Please submit any questions regarding Technical Assistance registration to [curtis@agnewbeck.com](mailto:curtis@agnewbeck.com).

## **2.0 Rules Governing Competition**

### *2.1 Examination of Proposals*

Proposers should carefully examine the entire RFGP and any addenda thereto and all related materials and data referenced in the RFGP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

Proposals are reviewed by a committee and recommendations for award are sent to the Municipality of Anchorage Assembly for final review and approval. Successful Proposers will enter into grants for the period of performance of April 1, 2023, through December 31, 2023.

### *2.2 Proposal Acceptance Period*

Award of this proposal is anticipated to be announced within 90 calendar days of the solicitation deadline, although all offers must be complete and irrevocable for 180 calendar days following the solicitation deadline.

### *2.3 Confidentiality*

The content of all proposals will be kept confidential until the selection of the Grantee(s) is publicly announced. At that time the selected proposal is open for review. After the award of the Grant(s), all proposals will then become public information.



## *2.4 Signature Requirements*

All proposals must be signed. A proposal shall be signed: by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. Signature on the “Letter of Transmittal” (See Section 4.0) will meet this requirement.

*Failure to sign the Proposal is grounds for rejection.* The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

## *2.5 Proposal Submission Requirements*

- **TWO ORIGINAL, single sided unbound copy** of the proposal must be received by the Municipality prior to the date and time specified in the cover letter.
- IN ADDITION to the copies required above, provide a flash drive containing a PDF copy of the complete proposal, including attachments.
- All copies of the proposals shall be submitted in a single sealed cover which shall be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.
- Proposals must be delivered or mailed to:  
Physical Address  
Municipality of Anchorage  
Purchasing Department  
632 W. Sixth Avenue, Suite 520  
Anchorage, AK 99501

## *2.6 News Releases*

News releases by or on the behalf of any Proposer pertaining to the award resulting from the RFGP shall not be made without prior written approval of the Municipal Purchasing Officer.

## *2.7 Disposition of Proposals*

All materials submitted in response to this RFGP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after award of the Grant.

## *2.8 Oral Change or Interpretation*

No oral change or interpretation of any provision contained in this RFGP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

## *2.9 Modification or Withdrawal of Proposal*

A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written

will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Municipality after the date of receipt and following oral presentations.

### *2.10 Late Submissions*

**PROPOSALS NOT RECEIVED BY THE DATE AND TIME AND AT THE LOCATION SPECIFIED IN THE RFGP COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.**

### *2.11 Rejection of Proposals*

The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality.

### *2.12 Equal Employment Opportunity Contract Compliance*

Every municipal contract shall include language substantially the same as the following: “The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code.”

Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

## 3.0 Scope of Work

Projects funded under this RFGP must offer services that prevent and promote healing from Adverse Childhood Experiences (ACEs) including child maltreatment, domestic violence, and sexual assault for residents of the Municipality of Anchorage. Services must benefit the priority populations of this RFGP, described in section 1.5.

### *3.1 Service Type*

All services funded by this RFGP must be either ‘Direct Services’ or ‘Workforce Training’, as described below:

#### 3.1.1 Direct Services

Direct services *directly serve the priority population* (see 1.5 for definition of “Priority Population”). Examples include but are not limited to:

- Programs for infants and families.
- Early childhood supports and early-intervention programs such home visits, assessments, mental health and specialized therapies, and wraparound services.
- Programs for new parents at risk of leaving high school prior to graduation.
- Early education and literacy programs for young children.
- Writing, STEM, and other learning programs for children and youth.

- After-school and outside-of-school-hours activities, including sports and theatre, for children and youth.
- Youth and teen programs that promote healthy behaviors such as mentoring, healthy relationships, behavioral health, and peer support.
- Programs that decrease the risk of and promote protection from interpersonal violence, sexual assault, and domestic violence.

### 3.1.2 Workforce Training

Workforce training programs target *individuals who are direct service providers for the priority population* (see 1.5 for definition of “Priority Population”). The goal of these services is to increase the skills and knowledge of those who serve children and families in Anchorage. This includes parents, providers, educators, coaches, and caregivers. Examples include but are not limited to:

- Education for credits or professional development opportunities focused on increasing knowledge of Strengthening Families and Six Guiding Principles frameworks.
- Training for parents/providers/caregivers that:
  1. Supports inclusion and decreases barriers by offering full tuition benefits, evening and/or online learning opportunities, classes in multiple languages, material supports (like laptops, cameras, etc.) for students—in-need, and tutoring support;
  2. Is culturally relevant, strengths-based, and focuses on parenting skills;
- Paid internships and learning opportunities that help to build a diverse and trauma-informed workforce.
- Training and Credentialing programs that address:
  1. Prevention staff (such as early childhood and childcare providers);
  2. Response staff (such as behavioral health providers).

## 3.2 Evidence-based Frameworks

As described in Section 1.6, ‘Background’, services funded by this RFGP should align with at least one of the following evidence-based frameworks: Strengthening Families and/or Six Guiding Principles of a Trauma-informed Approach.

### 3.2.1 Strengthening Families

Applicants are encouraged to review the Strengthening Families framework here: [What is Strengthening Families? - STRENGTHENING FAMILIES™ Alaska Training & Resources](#) .

The Strengthening Families framework builds on a child and family’s strengths and builds up Protective Factors to decrease risks for ACEs. There are five Protective Factors, pictured below. Services funded through this RFGP should increase at least one protective factor among the priority population.



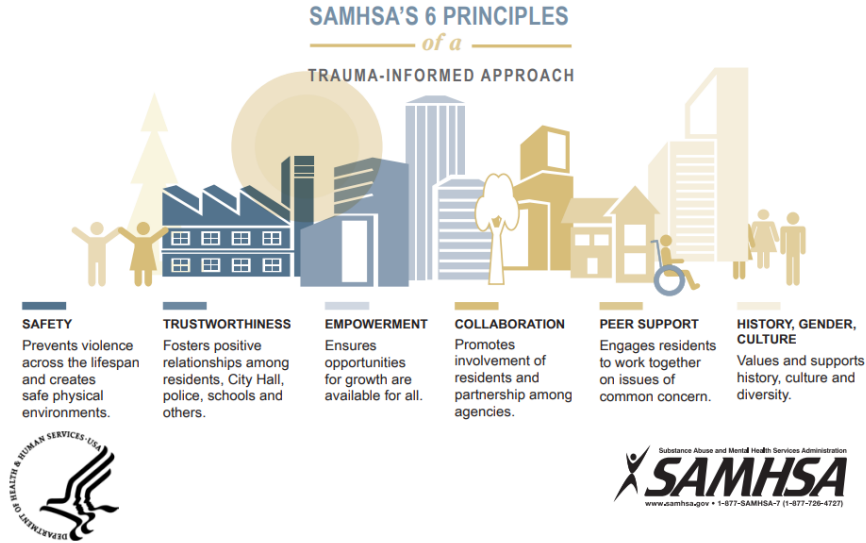
Figure 1 The Center for the Study of Social Policy 2021

- **Parental Resilience:** The ability to recover from difficult life experiences, and often to be strengthened by and even transformed by those experiences.
- **Social-Emotional Competence of Children:** Family and child interactions that help children develop the ability to communicate clearly, recognize and regulate their emotions and establish and maintain relationships.
- **Social Support:** Positive relationships that provide emotional, informational, instrumental and spiritual support.
- **Concrete Support:** Access to concrete support and services that address a family's needs and help minimize stress caused by challenges.
- **Understanding Child Development:** Understanding child development and parenting strategies that support physical, cognitive, language, social and emotional development.

### 3.2.2. Six Guiding Principles of a Trauma-informed Approach

Applicants are also encouraged to use the Six Guiding Principles of a Trauma-informed Approach for all services.<sup>3</sup> Developed by the federal government, these guiding principles help organizations offer services that are more effective and collaborative, especially when working with individuals and communities who have experienced trauma. For a helpful resource on the six principles and how to use them refer to <https://www.familiesthrive.org/trauma-informed-guiding-principles>.

<sup>3</sup> <https://store.samhsa.gov/sites/default/files/d7/priv/sma17-5014.pdf>



## 4.0 Proposal Submission Requirements

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified below. Proposals shall not exceed 20 pages in length (excluding letter of transmittal, title page(s), index/table of contents, or attachments listed in Section 8.0). Excess pages and/or attachments will be removed prior to evaluation, which could result in incomplete responses and lower scores. One page shall be interpreted as one side of single-spaced, typed, size 12 font, 8 1/2" X 11", piece of paper.

All applications must include, in the order listed, the following components:

### 4.1 Title Page

List the RFGP number, program and project name, the name of your organization, address, telephone number(s), name of contact person, email of contact person, and date.

### 4.2 Table of Contents

Clearly identify the materials by section and page number.

### 4.3 Letter of Transmittal

Limited to two (2) pages. Must contain the following information:

1. Briefly describe your organization's proposed services to prevent and promote healing from Adverse Childhood Experiences (ACEs) including child maltreatment, domestic violence, and sexual assault.
2. Briefly state your organization's experience providing similar services and certify that your organization meets the eligibility requirements for this solicitation (see Section 1.4).
3. Provide the name(s) of the person(s) who is/are authorized to make representations for your organization, their title(s), address, and telephone number(s).
4. Provide the certifications required in Section 1.4, Paragraph 7.

5. Provide a statement that your organization is compliant with the requirements of the Equal Employment Opportunity Contract Compliance in Section 2.12.

**The transmittal letter must be signed by a corporate officer or other individual with authority to bind the organization.**

## *4.4 Evaluation Criteria*

### *4.4.1 Qualifications and Experience (15 points)*

- Briefly describe your organization’s experience implementing similar programs.
- Briefly describe the experience and qualifications of up to three key leaders for the proposed services.

### *4.4.2 Scope of Work (40 points)*

(See sections 3.0-3.2 for reference.) Please provide:

- A detailed description of the planned services and activities you will offer, including which of the two service types (direct service or workforce training) you will provide (see Section 3.1).
- A timeline of when the project activities will occur.
- A description of the priority population for the services. Please refer to the list in Section 1.5, ‘Priority Population’. If this program has been delivered before, include some historical data on how many program participants were served, if available.
- A description of the outreach and recruitment strategies and the selection process for participants.
- Describe how program participants will access services. If barriers exist for participants, describe the plan to eliminate or mitigate those barriers.
- Explain how services will meet the needs of the population served.
- A description of what it means to complete the program, or what the participants/clients will have experienced when they have completed it.
- A description of the staff positions who will deliver the activities, including training required (or previously received) for staff to deliver the activities.
- Explain which evidence-based framework you will use and how you will use the framework to develop and offer your services. See section 3.2.1 and 3.2.2 for a description of the frameworks.

### *4.4.3 Data Collection and Reporting (15 Points)*

AHD is in the process of identifying community-wide outcomes that address the social determinants of health and are aligned to prevention programming that increases Protective and Promotive Factors as a strategy to decrease the likelihood of occurrence and impact of ACEs on individuals and on a community.

- Describe how you will collect the following data elements, which, if any, you will be unable to collect, and any additional elements you will collect.
- Describe the method you will use to collect data (sign-in sheets, surveys, focus groups, eligibility criteria, etc.)
- Include a timeline for data collection, how often, and when it will occur.

- List the staff positions responsible for collecting and reporting on data elements.
- List the portion/percentage of clients from whom you will collect data.

Requested data elements include:

- Demographic data elements including, but not limited to:
  - Race
  - Ethnicity
  - Gender identity
  - Age
  - Zip code
- Quantitative data:
  - Number of program participants
  - Number and percent of program participants/clients who complete the program
  - Define what “program completion” means for program participants.
    - Quantify duration of programming, i.e., number of classes, interactions, total hours, etc.
- Qualitative data:
  - Include at least one generic evaluation from program participants/clients of the program, e.g., was this program useful; was this program meaningful; did you find it effective; what would you improve, etc.
  - At least two and up to four “success stories” from the program

The MOA understands that these actions take staff time and effort and therefore expects to see the cost of these activities demonstrated in the budget and budget narratives.

Please see Attachment C, “Narrative and Data Reporting” for more details on data-collection requirements throughout the period of performance.

#### ***4.4.4 Budget and Budget Narrative (30 Points)***

##### **4.4.4.A Budget**

The budget must be reasonable, practical, and account for all expenditures intended during the period of performance. Enter the proposed project costs for each category listed, as applicable.

The Indirect rate should be no more than 10% of your total grant budget. If you have an “Other” category, please be very detailed in your budget and narrative to identify what types of costs these are. The more detail provided, the more confidence evaluators can have in the program design and delivery.

**Use the attached form (Attachment A) to complete your budget. Enter the proposed project costs for each category listed, as applicable.**

- Indicate the percentage of the program these funds will be supporting.
- Explain any other grant funds that are also supporting the proposed program.

- Include the activities described in Section 4.5, 'Scope of Work'.
- Budget costs must be related to activities described in the proposal. Do not enter costs that are not described.
- The costs must be clearly defined and detailed.
- The Proposer must demonstrate that costs are reasonable and necessary to carry out the program/project.

#### 4.4.4.B Budget Narrative

**The budget narrative in Attachment A is required and must be attached to your proposal. The budget narrative must clearly explain the intended use of the funding for each line item.**

Use this section as a guide to complete the budget narrative. Budget items that are neither described nor supported by the budget narrative information may either be evaluated with a lower score or treated as ineligible costs.

##### **Personnel**

These costs are wages or salaries of individuals employed by your organization performing work under this project.

Wages and salaries are defined as a regular fixed amount of payment an employee earns for performing work on behalf of the employer. Amounts are based upon the amount normally paid to the individual and the portion of the time that will be spent working on the project. For salaried individuals, the calculation is the monthly salary amount times the percent of time in a month the individual will work on the project, times the number of months the project will last. For hourly wage individuals, the calculation should be the hourly wage amount times the number of hours worked on the project in a month times the number of months of the project.

##### **Fringe Benefits**

Fringe benefits are defined as the cost of benefits paid to the employee under the grant, including the cost of employer's share of FICA, health insurance, workers' compensation, and vacation. Fringe benefit amounts are usually calculated as a percentage of the amount of salary or wage amount.

##### **Outreach and Marketing**

Examples of Outreach and Marketing include recruitment, program outreach, advertising, social media, tv, radio, etc.

##### **Contractual**

The cost of any contracted services between the Proposer and another organization (i.e., vendor). Examples include consultants, trainers not employed by your organization, maintenance, transportation, or other service contracts.

##### **Supplies**

Supplies refer to consumable materials and goods such as paper, writing implements, materials needed to conduct training, etc.



**Equipment**

Equipment refers to non-consumable personal property that has a useful life of more than one year. To be allowable, equipment must be necessary for the activities of the grant.

**Travel**

Costs incurred for official business such as traveling to meet with families. Note that there are limitations and approvals required for some types of travel. See Section 5.I and 5.J of the Grant Agreement Sample (Attachment D) for guidance.

**Administration/Indirect**

The costs of administration are those portions of reasonable, necessary, and allowable costs associated with overall program management and administration that are not directly related to the provision of services to participants or otherwise allocable to the program cost objectives or categories. This category cannot exceed 10% of the aggregate amount of other funds requested.

**Other**

If the proposed project costs do not fit into the categories above, enter the costs in this section.

## 5.0 Evaluation Criteria and Process

### 5.1 Evaluation Criteria Weighting

Evaluation Criteria	See RFGP Section(s)	Possible Points
Qualifications and Experience	4.4.1	15
Scope of Work	4.4.2	40
Data Collection and Reporting	4.4.3	15
Budget and Budget Narrative	4.4.4	30
<b>Total Points Possible</b>		<b>100</b>

### 5.2 Qualitative Rating Factors

Organizations will be ranked using the following qualitative rating factors for each RFGP criterion:

- 1 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0 Unsatisfactory

The rating factor will be multiplied against the points available to determine the total points for that category. EXAMPLE: For a criterion with a maximum of 15 points, if the evaluator feels the response as provided was "Good" they would assign a qualitative rating factor of .6 for that criterion. The final score for that criterion would be determined by multiplying the qualitative rating factor of .6 by the maximum points available (15) and the resulting score of 9 would be assigned to the criterion. This process would be repeated for each criterion.

### 5.3 Evaluation Process

A committee of individuals representing the Municipality of Anchorage will perform an evaluation of the proposals. No person with a real or perceived personal or organizational conflict of interest shall participate in the scoring. The Municipality of Anchorage reserves the right to award a grant solely on the written proposal.

The Municipality also reserves the right to request oral interviews with the highest ranked organizations (short list). The purpose of the interviews with the highest ranked organizations is to allow expansion upon the written responses. If interviews are conducted, a maximum of three organizations will be short-listed. A second score sheet will be used to score these interviews. The final selection will be based on the total of all evaluators' scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first.

Once the MOA selects applicants, grants will be drafted to formalize the agreement. The grants will then require approval by the Anchorage Assembly, which can decide whether to hold a public hearing on the matter to solicit public opinion prior to voting on the grants.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, gender identity, sexual orientation, age, marital status, pregnancy, parenthood, disability, or political affiliation of the Proposer.

## 6.0 Selection Process

The Proposers with the highest total evaluation points may be invited to enter grant negotiations with the Municipality of Anchorage. If an agreement cannot be reached, the second highest Proposers may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality reserves the right to terminate negotiations with any Proposer should it be in the Municipality's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

## 7.0 Sample Contract

All Proposers must carefully read and review the attached Sample Grant Agreement (ATTACHMENT D). The final Grant Agreement with the Municipality of Anchorage will be substantially similar. Please review Part 1, Section 7, related to reporting and Part 1, Section 9, related to Insurance. A Certificate of Insurance that meets all listed requirements must be submitted prior to execution of a grant agreement.

If a Proposer wishes to make changes to the Sample Grant Agreement, the proposed changes must be submitted with the proposal. All desired changes must be submitted in a separate document, and must be clear, legible, and conspicuous. The Proposer must also provide the rationale for all proposed changes. No changes will be considered until after the highest scored proposal(s) has been determined.

IF NO CHANGES ARE SUBMITTED WITH THE PROPOSAL, IT IS UNDERSTOOD THAT THE TERMS AND CONDITIONS OF THE SAMPLE GRANT AGREEMENT HAVE BEEN ACCEPTED.

## 8.0 Attachments

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Attachment A: Budget Worksheet

Attachment B: Invoice Reporting Forms

Attachment C: Narrative and Data Reporting Forms

Attachment D: Sample Grant Agreement

Attachment E: Glossary of Terms