

Rural Alaska Community Action Program, Inc.
Request for Proposals & Application
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 #609-237-21001 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 \$6,000 to \$8,000. However, there will be adjustments in this amount, based on the applications received. **Funding for this project is a reimbursable process in which Tribes will be expected to spend up to \$6-8,000 total during the grant period and RurAL CAP will provide reimbursement to Tribes monthly as reported and as financial documentation is provided.**

Total amount to be awarded: To be announced.

Match requirement: No match required.

TIMELINE FOR PROPOSALS

Request for Proposals released:	Monday, October 5, 2020
Proposals are due:	Friday, October 30, 2020 at 5:00pm
Proposals will be reviewed:	November 2-6, 2020
Awards will be announced:	Monday, November 16, 2020

Project period:

Start date is dependent on completion of mandatory training (online) and Grant Agreement with grant period ending on **April 30, 2021**.

TRAINING DATES

Recipients will participate and complete a mandatory webinar project orientation and administration training. The Project Lead and Financial Administrator must complete the training. Other project staff are also welcome to attend. This training will be online and is estimated to complete in about 3-4 hours. It will be presented by RurAL CAP Staff.

DATES: TBA (estimated – November 30-December 9, 2020).

REPORTING

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 10, 2021. Reports may be submitted by mail, fax, or e-mail to amodig@ruralcap.org.

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 may 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.

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

ELIGIBLE PROJECTS

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

1. Culture camps providing spiritual and cultural guidance for youth ages 11 - 17, specifically emphasizing community responsibility. These camps teach sharing and hard work, respect for nature and for all people, celebration of language and heritage, respect, cooperation, and reverence for Elders.
2. Leadership development to support youth in developing the knowledge and self-confidence to speak out and create change and to encourage youth to find ways to maintain traditional culture, while thriving in the modern world.

3. Projects identified by rural communities as endeavors supporting the reduction of Alaska Native/American Indian youth contacts with the juvenile justice system through positive youth development activities and delinquency prevention services.

PROJECT DESCRIPTIONS

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 have included:

- A series of subsistence camping trips, including recruiting participants, gathering supplies, and implementing 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, fly fishing, or conducting a Spirit Camp focused on connecting youth to cultural activities and outdoor enjoyment; or even winter survival skills. 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. Other innovative projects were building smoke racks or doghouses, drying fish or gathering subsistence foods, including animals or greens.
- Youth Leadership training can include 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 within the state.

Successful project proposals should also include a commitment to document the project in a way that can be shared and replicated. Assistance in capturing the project will be available from RurAL CAP staff. 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 steps that were taken, the lessons learned, the resources and supplies needed to implement a similar project and the changes that occurred. If you have any questions about whether a project is appropriate for this funding source, please contact the RurAL CAP staff person listed below.

III. EVALUATION OF PROJECTS

Successful applicants will be required to evaluate projects based on the output measures and utilizing a survey tool provided by RurAL CAP.

IV. 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.

V. PROPOSAL SUBMISSION:

E-mail completed application to:

Amy Modig, Community Wellness Coordinator, Rural Alaska Community Action Program, Inc.
amodig@ruralcap.com 1(800)478-7227, ext. 7355

Or, Fax to 1-800-478-6343

Or, Mail to Rural Alaska Community Action Program, Inc.
731 E. 8th Avenue Anchorage, Alaska 99501

MUST be received by 5:00 pm, October 30, 2020

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

Rural Alaska Community Action Program, Inc.
YOUTH DEVELOPMENT AND CULTURE GRANTS
Applications Due: 5:00 pm, October 30, 2020
Project Timeline: April 30, 2021

The RurAL CAP Youth Development and Culture Grant Program provides grant funding to community-based organizations to engage Alaska Native youth through youth leadership development, culture camps or cultural identity projects. Tribal, public or non-profit organizations in rural Alaskan communities are eligible to apply.

1) Title of the Project: _____

2) Legal Name of Organization: _____

3) Address of Organization: _____

City: _____ State: **AK** Zip: _____

4) Federal Tax ID# _____ DUNS #: _____

5) Non-profit status:

IRS 501 (c) (3) – Attach copy of certification

Other (explain): _____

6) Head of Organization: _____ Title: _____

Phone Number: _____ Email address: _____

7) Project Lead (office): _____ Title: _____

Phone Number: _____ Cell: _____

Email address: _____

8) Financial Lead: _____ Title: _____

Phone number: _____ Email address: _____

9) Project Cost: Specify actual project costs. If total cost of the project is described, funding from other sources may be identified.

Amount Requested: _____ Total Project Costs: _____

10) Purpose for which funds are requested:

Youth Leadership Development

Culture Camp or Cultural Identity Projects

11) Signature of Authorized Official & Title: _____

Printed Name: _____ Date: _____

Budget Template

Detailed Budget Narrative

Describe the cost of the project and use the line items below. Include a description of how each line item was calculated. ABSOLUTELY no food can be reimbursed by this award. Personal Services mean wages and fringe benefits. Travel can include meal costs up to \$60 a day (no per diem).

Line Items	Budget Amount	Account Title	Narrative Description Please describe each item and cost
100	\$_____	Personal Services	
200	\$_____	Travel	
300	\$_____	Facility	
400	\$_____	Supplies	
500	\$_____	Equipment	
600	\$_____	Other	
700	\$_____	Indirect	
Total	\$_____		

NARRATIVE *Please complete the following with clarity and detail.*

A. PROJECT SUMMARY

The Project Summary shall describe 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.

-Which organizations will be involved and how will the organizations work together to achieve the desired outcomes?

B. 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 30, 2021. Use the Evaluation Criteria as a guide for some of the details to include and explain.

-Describe your project. What do you plan to do?

-The target population are youth ages 12-17 years old. How many youth will benefit from this project?

-Where will this project be implemented?

-How will you incorporate culturally appropriate practices to achieve program goals?

C. KEY PERSONNEL

Describe in this section who will be Project Lead and Financial Lead for this project. 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 (length of related project experience).

-Who will be implementing this project? Describe experience in implementing similar projects.

-List the name and contact information of the Project Lead and Financial Lead who will be completing the mandatory orientation & financial management training in December 2020.

D. OFFICE/EQUIPMENT/LOCATION OF ACTIVITIES

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 coordinator (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. Describe the location of the activities for youth. In addition, describe the facilities that will be used for the project and how the Project Lead will ensure they are safe and appropriate for the purpose of the project and provide adequate physical access for the proposed population.

E. EVALUATION

Describe the outcomes you want to achieve.

-How will you determine the participants and community were positively impacted by this project?

-How will you gather this information?

-How will you share your successes so that your project could be replicated by another agency or another community?

-How will the project be monitored for success?

-How will you protect confidentiality including the youth birth dates provided to RurAL CAP?

F . PROJECT REPLICATION/SHARING

Include information in this section regarding how this project can be replicated and shared with others. Describe steps 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, audio or posters.

FORMAT

1. 1 inch margins, 12-point font.
2. No more than 10 pages (appendices not included in page count), numbered and single-sided pages.
3. Label Narrative with Titles: A-F (*listed above*)

Include a table of contents for more complex proposals.

NOTIFICATIONS

Notification to the successful applicant(s) will be made, via telephone and electronic mail by November 16, 2020. The notification will advise the applicant(s) that its application has been successfully evaluated and recommended for award. 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 begin when the Grant Agreement is signed by both parties and in hand at RurAL CAP by no later than November 30, 2020. The administrator anticipates notification to unsuccessful applicant(s) will be made via electronic mail by November 17, 2020. All notifications will be sent to the authorized official, project lead or financial lead, as specified.

REPORTING REQUIREMENTS Monthly progress reports will be required. Reimbursement requests and corresponding documentation will be required before reimbursement for grant expenditures.

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. 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. 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 are appropriate to the purpose of the project; and provide adequate physical access for the proposed population. 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.

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.

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 online webinar training at the beginning of the project award period and the date and time will be determined and scheduled by each awardee and RurAL CAP. This training is mandatory for a Project Lead and a Financial Lead from each community awarded.

PROPOSAL 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

A. Narrative Proposal: Under this criterion, proposals will be evaluated based on the extent and quality to which the project approach demonstrates:

1. Proposed activities are well developed, reasonable and support program intent. **(10 points)**
2. Plan for staffing and volunteers is reasonable. **(5 points)**
3. Ability and descriptive plan to oversee and monitor the project for successful and timely completion. **(5 points)**
4. 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. **(10 points)**
5. A clearly articulated timeline for project tasks and a description of roles and responsibilities of the applicant in carrying out the project components/tasks. **(10 points)**
6. The target population and service area are clearly identified and meet the intent of the RFP. **(10 points)**
7. Applicants will also be evaluated based on the extent and quality to which they incorporate culturally-appropriate practices or ways of achieving goals. **(10 points)**
8. Applicant's thorough understanding of grant program goals and desired outcomes. Proposed goals and anticipated outcomes are achievable and compatible with program goals. The proposal description should also include the intent to complete the webinar training along with the name of the person who will be attending and his/her role in the proposed project. **(Total: 60 points)**

B. Budget and Budget Narrative

Proposals will be evaluated based on the extent and quality to which the proposed project demonstrates each of the following sub-criteria:

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. **(15 points)**

C. Tribal Government Support: 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. **(10 points)**

D. Evaluation Plan

Applicant's through understanding of grant program goals and desired outcomes. Proposed goals and anticipated outcomes are achievable and compatible with program goals **(15 Points):**

- 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 all people, celebration of language and heritage, the virtues of respect and cooperation and reverence for Elders.
- 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.

Checklist for Submission of Application:

- 1) Application Title and Program Information
- 2) Budget and Budget Narrative
- 3) Narrative & Timeline
- 4) Appendix A: Alaska Department of Health & Social Services Grant Assurances (review and sign)
- 5) Appendix B: State & Federal Single Audit Requirements 6.
- 6) Appendix C: Federal Assurances & Certifications for Sub-recipients
- 7) Appendix D: EEOP Certification Form
- 8) Attachment by Applicant: 501 (c) (3) or tribal organization documentation attached
- 9) Attachment by Applicant: Indirect Rate Agreement (only needed if using indirect)
- 10) Attachment by Applicant: Letters or resolutions of tribal support for projects submitted, signature of an authorized elected Tribal Official.

Appendix A

Alaska Department of Health & Social Services Grant Assurances

Please review and complete the document. This is a two page document that requires a signature from your organization's authorized official.

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 aforementioned 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 (9) access, use or disclosure of DHSS client information. Take prompt corrective action to cure any deficiencies that result from breaches of security, intrusion or unauthorized access, use or disclosure of DHSS client information.
- (10) Provide state officials, or a third party contractor hired under 7 AAC 78.240, access to financial and Program records of the grant project.
- (11) Maintenance of financial and program records for audit; and compliance with 7 AAC 78.230, or the State Single Audit regulations per 2 AAC 45 and applicable federal audit requirements.
- (12) Ensure that grant funds will not be used for lobbying or fund raising; or any other costs prohibited by law or by the terms of the grant agreement.
- (13) According to the terms of the Grant Agreement, and upon request of the DHSS, timely submission of
- (14) complete and correct project fiscal reports, progress narratives, data and other grant project reports and updates.
- (15) 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).

(16) 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.

(17) 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.

(18) 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.

(19) 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.

(20) 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.

(21) 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).

(22) By submitting a proposal for this grant, an applicant certifies their ability to meet the administrative And reporting requirements of this grant program.

(23)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.

(24)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 & 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 _____ (*name of project*), it will comply with all assurances given herein and that documentation to verify these assurances will be made available to DHSS upon request.

Signature _____ Title _____
Name Printed _____ Date _____

APPENDIX B: AUDIT REQUIREMENTS

Please read and retain a copy for your records.

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

DHSS PROGRAM AUDIT REQUIREMENTS

All DHSS grantees are subject to the requirements of 7 AAC 78.230, and if a audit under 7 AAC45.010 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

APPENDIX C
FEDERAL ASSURANCES & CERTIFICATIONS for SUBRECIPIENTS

Please sign and retain a copy for your records.

1. LOBBYING

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:

- (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;
- (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;
- (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.

2. CONFLICT OF INTEREST

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.

3. ACCESS TO RECORDS

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.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN 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. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (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;
- (b) Establishing an on-going drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (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);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (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;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;

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—

- (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
- (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;

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest as a federal 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-87 Cost 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 drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f). 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. Continued. 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.

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.

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 EEO 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 proper- ties), 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
- c. activities of State or local government employees whose principal employment is 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 judgement 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. Project Name: _____

3. Grantee IRS/Vendor Number: _____

4. Printed Name and Title of Authorized Representative: _____

5. Signature: _____ **Date:** _____

APPENDIX D - EEOP CERTIFICATION FORM

Recipient Name: _____

Address: _____

Grant Title: _____

Grant Number: _____

Award Amount: \$ _____

Contact Person Name & Title: _____

Phone Number: () _____

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 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202) 307-0690 or TTY (202) 307-2027.

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

- Recipient has less than 50 employees,
- Recipient is a non-profit organization,
- Recipient is a medical institution,
- Recipient is an Indian tribe,
- Recipient is an educational institution, or
- 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 & Title: _____

Signature: _____ Date: _____

Section B - Declaration Claiming Exemption from the EEOC Submission Requirement and certifying that an EEOC 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 EEOC to OJP for review as long as it certifies the following (42 C.F.R §42.305):

I, _____ (responsible official), certify that _____ (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 EEOC in accordance with 28 C.F.R §42.301, et seq., subpart E. I further certify that the EEOC has been formulated and signed into effect within the past two years by the proper authority and that it is available for review.

The EEOC 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 & Title: _____

Signature: _____ Date: _____