Request for Proposals
for the
Conceptual Planning, Design, Construction, or Repair & Renovation
of
Multi-Use Facilities

Multi-Use facilities can meet a variety of needs in Alaska. If properly conceived and designed; they can enhance the delivery of vital community services and serve as the keystone of a sustainable community. This Request for Proposals (RFP) is designed to encourage the consolidation of essential community services (current or planned), eliminate the duplication of services and increase the efficiency with which services are delivered. The intent of this RFP is to identify and rank projects eligible for funding under this Denali Commission program. The Division of Community Advocacy (DCA or the Division) manages the program for the Denali Commission. To receive consideration for Multi-Use Facility funding, the proposal must either be postmarked by **July 14, 2006** or received in the Anchorage office of the Division of Community Advocacy by **4:00 p.m. on July 14, 2006**. Early submissions are encouraged.

Fax and e-mail proposals will not be accepted. It is the responsibility of the applicant to ensure the Division receives the **original and four copies** of the proposal and the attachments. Only one copy of attachments such as Comprehensive Community Plan, Audits and Architectural Design Plan are required. If in doubt, contact the Program Manager.

Mail or deliver the **original and four copies** of the proposal to:

Athena J. Logan
Multi-Use Facility Program Manager
Division of Community Advocacy
Dept. of Commerce, Community & Economic Development
State of Alaska
550 W. 7th Avenue, Suite 1770
Anchorage, Alaska 99501

Additional contact information:
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DIRECTIONS

1. **Read this RFP thoroughly and carefully. It includes important information concerning eligible projects and funding requirements.**
2. **Visit the Multi-Use Facility Program website and download the appropriate proposal template for your project (http://www.commerce.state.ak.us/dca/multi_use.htm) If you do not have web access, contact the Program Manager and a copy can be faxed or mailed to you.**
3. **Draft a proposal that includes all the requirements listed.**
4. **Include all the required attachments.**
5. **Obtain the required resolution and signatures.**
6. **Mail or deliver to the appropriate address by the deadline.**

OVERVIEW

Funding Intent

The intent of this RFP is to identify and rank projects that meet the requirements for Multi-Use Facility funding. The Division of Community Advocacy is managing this program for the Denali Commission.

Community Eligibility

An eligible community is one that has a population of less than 2,500 or is on the most recent Denali Commission distressed list. To find out if your community is on the distressed list, go to http://www.denali.gov/ then click on "Resource Center" and then on "Denali Commission Distressed Community Criteria 2005."

Applicant Eligibility

An eligible applicant must be a municipal government, a federally recognized tribal government, a regional non-profit organization or a community-based non-profit organization. borough or regional non-profit organization can apply on behalf of an eligible community. **Communities must choose one eligible entity to submit a response to this proposal.**

The proposal must demonstrate that the applicant, through the Project Manager, is capable of managing all aspects of the project, including purchasing, cost tracking and reporting, and meeting schedules and budgets. The Applicant's Project Manager must be able to comply with Federal and State accounting and reporting requirements as well as keeping the project on schedule and completing the project as defined in the proposal and eventual grant agreement.

Project Eligibility

A Multi-Use Facility is a facility that provides two or more essential community uses. Facilities containing similar uses with multiple users are not considered multi-use facilities (for example, office space for multiple people or entities).

To be eligible for funding, the project must be designed to:

1. **Consolidate essential community services (current or planned),**
2. **Eliminate the duplication of services, and**
3. **Increase the efficiency with which services are delivered.**

A variety of uses may be consolidated into a single facility, but priority for funding under this RFP will go to uses associated with life, health and safety. Some examples of facilities normally associated with life, health and safety include:

- Health Clinics
- Fire department
- VPSO (Police)
- Washeteria
- Jail
- Assisted Care

Some examples of facilities **not normally associated** with life, health and safety include:

- Community halls
- Libraries
- Day Care Facilities
- Government Offices
- Store or other commercial facility
- Equipment storage facility

Evaluation Process and Schedule

Applicants are invited to submit a written proposal that includes all the information necessary to determine if the project meets the requirements of the program.

Threshold Review - The DCA Program Manager will review and evaluate the proposals against the Minimum Requirements listed for each type of funding. Proposals that do not meet these standards will be returned to the applicant with recommendations for corrections. Those corrections will be due back to the DCA Program Manager by August 31. The proposals will be reviewed again for compliance with the Minimum Requirements. Proposals that do not meet the standards at that time are not eligible and will not be forwarded to the Review Panel for evaluation. Proposals that meet the Minimum Requirements will be forwarded to the next step of the evaluation process.

Investment Policy Review - If a proposal meets the Minimum Requirements, the Denali Commission Program Manager will evaluate the proposal to ensure that it meets the Investment Policies of the Denali Commission. For information on the Investment Policy go to http://www.denali.gov/, click on Policies and then on Investment Policy. If a proposal meets the Investment Policies, it will be forwarded to the next step of the evaluation process.

Review Panel - The Multi-Use Facility Program Review Panel will measure each proposal against the Evaluation Criteria listed for each type of funding. The Review Panel will then make funding recommendations to the Denali Commission. Contingent upon availability of funds, proposals will be selected for funding from overall proposal scores in the order of highest score to lowest. The Review Panel may also recommend conditional funding or stipulations that must be met before funding may be released. In this case, the Review Panel will also recommend a date by which the conditions must be met.

2006 SCHEDULE	
May 10	RFP mailed. RFP, Proposal & Business Plan Guidebook posted on website.
May 31	The deadline for questions or challenges to conditions in RFP.
July 14	Postmark deadline for submission of proposals.
July 14 – July 31	Review proposals for Minimum Requirements and contact applicants.
August 31	The deadline for return of corrected proposals.
September 8	Proposals sent to Denali Commission for Investment Policy Review.
October 1	Proposals sent to the Review Panel.
October 20	Tentative Review Panel Meeting.

Types of Funding

Four types of funding are available through this program, Conceptual Planning, Design, Construction or Renovation and Repair. Proposals should request only one type of funding.

Conceptual planning projects should address early project development issues and questions. The expected outcome of a Conceptual Planning project is design readiness including a Business Plan and Site Plan Checklist. Funding of conceptual planning proposals does not commit the Commission to fund subsequent project phases.

Design projects are for the final design of a Multi-Use facility to at least 95% completion. The expected outcome of a Design project is construction or repair & renovation readiness.

Funding of design proposals does not commit the Commission to fund subsequent project phases.

Construction projects can occur after completing all the project elements identified in the Conceptual Planning and Design phases. The expected outcome is the construction of a Multi-Use Facility that consolidates or eliminates the duplication of services and increases the efficiency of delivering services.

Renovation and Repair projects can occur after completing all the project elements identified in the Conceptual Planning and Design phases. The expected outcome is the repair or renovation of a Multi-Use Facility.

Determine what type of project you are interested in applying for and click on the following links:

- Conceptual Planning
- Design
- Construction
- Renovation and Repair

SUCCESSFUL APPLICANT REQUIREMENTS

Successful applicants must comply with all state and federal requirements applicable to Multi-Use Facility funds, some of which are outlined below. All applicants should review these requirements to ensure they will be able to comply if selected for an award. The applicant must account for these requirements and the associated costs in the proposal. Awards to successful applicants who cannot meet these requirements within the time specified by the award letter will be revoked.

Competition is required for all professional service contracts. Organizations that secure professional services without competition before Commission funding is awarded will likely be required to provide opportunities for competition for the contract.

Expenditures. No award funds may be expended or costs incurred until after a grant agreement between the successful applicant and the Division of Community Advocacy is in place. The secured local cost share match identified by the applicant in its proposal must be spent before reimbursement of expenditures from an award. These grants are cost reimbursable, that is, the applicant will request reimbursement after the expenditures have been made and will not receive a lump sum up front.

Sovereign Immunity Waiver. Before the release of grant funds, tribal entities must submit a resolution that includes a waiver of Sovereign Immunity from legal prosecution by the State for claims that may arise from utilization of the award. The resolution is project specific and must include a brief description of the project and grant award amount. The required waiver is included in the proposal templates. Applicants are not at liberty to modify the language. The Department of Commerce, Community, and Economic Development is not authorized to enter into a grant agreement with tribal entities unless and until waiver is provided.

Reporting. Successful applicants will be required to submit reports to a Division grant administrator. Information requiring regular reporting includes, but is not limited to:

- Financial Reports
  - ✓ Total project funding

  - ✓ The total project expenditures for the project as of the end of the most recent quarter
- Progress Reports
  - ✓ The project schedule with milestone dates for design and construction
  - ✓ Narrative summary of the project status and accomplishments to date
- Labor Type, Residence, and Wage Reports (required for construction and renovation projects)
- Photo documentation (before, during, after) (required for construction and renovation projects)
- Copy of final Conceptual Planning or Design documents (required for Conceptual Plan and Design Projects.

Acknowledgement of Funding. The award recipient shall include an acknowledgement of the Government's support for any project produced with funds from the Denali Commission.

Planning and Design Projects: At a minimum, recipients shall include acknowledgement of Denali Commission funding support on the cover of any planning and design documents, including the Denali Commission logo.

Construction, Repair, and Renovation Projects: Recipients shall display a sign that acknowledges Denali Commission support for the project. The Commission will provide an appropriate sign. The recipient must request an indoor and/or an outdoor sign from the Commission office.

Audits. A successful applicant must have a Federal Single Audit conducted yearly, if required, and submitted to OMB.

Federal Laws. All successful applicants must follow the OMB Circulars and CFRs listed, as they are applicable to your project. These requirements include compliance with the:

- **Federal Labor Standards** including payment of **Davis Bacon** wages for contracted labor;
- National Environmental Policy Act (**NEPA**) and National Historic Preservation Act (**NHPA**) prior to any expenditure of funds;
- **Insurance** and **bonding** requirements: Construction projects over $100,000 will require Bid, Payment, and Performance Bonds. Professional Liability Insurance will also be required for any contracts for professional services (such as design, feasibility studies, etc.) All applicants must be able to provide evidence of coverage before a grant agreement can be finalized;
- **Flood prone area** building requirements; and
- **Procurement** requirements.

OMB Circular A-87, Cost Principles for State and Local Governments and Indian Tribal Governments (http://www.whitehouse.gov/omb/circulars/a087/a087-all.html)

OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments (http://www.whitehouse.gov/omb/circulars/a102.html)

OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (http://www.whitehouse.gov/omb/circulars/a110/a110.html)

OMB Circular A-122, Cost Principles for Nonprofit Organizations (http://www.whitehouse.gov/omb/circulars/a122/a122.html)

OMB Circular A-133, Audits of States, Local Governments and Indian Tribal Governments (http://www.whitehouse.gov/omb/circulars/a133/a133.html)

DEADLINES & IMPORTANT INFORMATION

Deadline for Inquiries from Applicants. Questions, objections, or protests relating to defects, errors, omissions, or the general content of this RFP, must be made to the Division of Community Advocacy no later than 4:00 p.m. on May 31, 2006. Receipt of notice in writing before this deadline will permit the Division to publish and distribute any necessary addenda to interested applicants. The Division will respond to these questions and post the answers on our website as well as the Commission's website if necessary. If you cannot access the website, please call the numbers on the cover sheet of this RFP and request a written copy to be mailed, e-mailed and/or faxed to you.

RFP Clarification, Modification, and Rejection. The Division reserves the right to modify or otherwise alter any or all requirements in this proposal. In case of modification, all applicants will be given an equal opportunity to modify their proposals in the specific areas affected.

Submission Deadline. The proposal and all documentation must be postmarked by **July 14, 2006** or delivered to the Division's Anchorage office by **4 p.m. July 14, 2006.** Proposals postmarked or received after June 30, 2006 will not be considered for funding during this funding cycle.

Fax & Email. Fax and email proposals **will not be accepted.** It is the responsibility of the applicant to ensure the Division receives an original and four copies of the signed proposal and the attachments.

Preparation Costs. This RFP does not, in any way, commit the Division to reimburse applicants for any costs related to proposal preparation or submission of this RFP. All costs incurred by applicants in the course of proposal preparation shall be the sole responsibility of the applicant. Further, this RFP does not obligate the Division to accept or contract for any services, whether expressed or implied.

Additional Terms and Conditions. The Division reserves the right to request additional information from any applicant, as it deems appropriate. The Denali Commission also reserves the right to negotiate proposal changes with each successful applicant. If it chooses to do so, the Commission may rely on its professional judgment or that of the members of its selected Review Panel to present a counter proposal that, while consistent with the scope and conditions of the original RFP, would change the project originally proposed.

Addenda to the RFP. In the event it becomes necessary to revise this RFP, wholly or in part, addenda will be posted on the Division website (www.commerce.state.ak.us/dca/) and the Denali Commission website (http://www.denali.gov).

CONCEPTUAL PLANNING PROPOSALS

The Conceptual Planning process is designed to ensure a successful design and construction project and the long-term successful operation of the facility and the services offered in the facility. Conceptual Planning projects are intended to address early project development issues and questions. A proposal for Conceptual Planning should clearly explain how the funds will be used.

Following are examples of tasks that might be included in preparing a Conceptual Plan for a Multi-Use Facility.

- Identification of vital or essential community services that can be consolidated.
- Survey of existing facilities that could be expanded, repaired or renovated to meet the multi-use needs of the community
- Community dialogue resulting in agreement on types and location of services.
- Investigating alternative sites for environmental hazards, utility delivery questions, site control/ownership, etc.
- Preparing a Business Plan that addresses the services appropriate for the community or communities and ensures a sustainable project.
- Estimating project costs and cost share match.
- Plans for financing the project design and construction.
- Contracting with an architectural and engineering firm to determine square footage requirements and develop a conceptual floor plan based upon the services to be provided.

Minimum Requirements

Community Eligibility - The community must be eligible for the program *(see page 3.)*

Applicant Eligibility - The applicant must be eligible for the program *(see page 3.)*

Project Eligibility - The project must be eligible for the program *(see page 3.)*

Funding Limit - Requests for conceptual planning funds may not exceed **$20,000.**

Denali Commission Investment Policy - Projects must be consistent with the Denali Commission Investment Policy. Go to http://www.denali.gov/ then click on Policies and then on Investment Policy.

Evaluation Criteria

After meeting the Minimum Requirements, proposals will be evaluated according to the following criteria. Priority will be assigned to proposals utilizing these criteria:

Criteria	Maximum Points
Essential Community Facility – *The facility is for essential community uses that are not currently being adequately met by an existing facility or facilities, and cannot be fully financed as a business opportunity for the community. The facility will not compete with an existing service provider. The size and capacity of a new or renovated facility is consistent with the community's needs.*	10
Basic Life, Health, and Safety Needs – *Priority for funding under this RFP will go to uses associated with life, health and safety. (see page 3)*	10
Community and Regional Support – *Demonstrated financial or other support is committed to the proposal.*	10
Project Budget and Funding – *A detailed budget is included, which includes the completion of the elements identified in the proposal. All funding required for the conceptual planning project is secured.*	10
Local Contribution to the Conceptual Planning Project – *No match is required for Conceptual Planning Projects; however, applicants that provide a cash match will be awarded points in the evaluation process for local cash match that meets or exceeds 10% of the total project cost. Such a match must be secured and documented.*	5
Administrative Capabilities – *Measures the extent to which the organization is capable of managing all aspects of the project, including purchasing, cost tracking and reporting, and meeting schedules and budgets.*	10
Schedule and Timeline for Completion of the Conceptual Plan – *Should be appropriate to the tasks to be completed.*	10
Quality of the Proposal –*The quality of the overall proposal and the extent to which it exceeds minimum requirements*	10
Proposed Facility is part of a Comprehensive Community Plan –*The proposed facility and the services to be offered in the facility are part of a comprehensive community plan*	10
Earmarked Community – *Communities in the Bering Straits Region, Dillingham, Moose Pass, Sterling, Funny River, Eklutna, Anchor Point, and Girdwood will receive additional points since they were named in the original funding legislation.*	5

Conceptual Planning Deliverables

The following elements are required for a final conceptual plan. The proposal should address each of the topics.

Community dialogue resulting in agreement on types and location of services. All local governing organizations and other significant service providers in the community should meet and discuss the needs of the community and explore options to meet those needs. Interested

local and regional parties must reach a consensus on which organization will repair/renovate/construct, operate and maintain the facility.

The applicant must identify the services currently provided and the new (additional) services the organization can realistically provide in the facility. The applicant will consider how services will change, how service delivery and facility budgets will change, how personnel staffing will change, and how this project will address current community service deficiencies.

If a proposed facility includes health care services provided by a regional organization, the organization must be an involved stakeholder in developing the Conceptual Plan. Documentation of support from the organization(s) is required for plan approval.

Site Selection Process. Grant recipients are encouraged to consider alternative facility sites during the Conceptual Planning process. Proposed sites for the facility will be analyzed for suitability, including utility connections, on-site sanitation review, user access, room for growth, zoning, site separation distances and reasonable development costs, etc. The sites would also have been analyzed for environmental hazards such as erosion, avalanche danger, flooding, etc. At the end of the process, the choices will be narrowed to one preferred site.

Site Control. Site control or the process and timing for achieving site control of the preferred site will be identified. The following website provides some background information about site control issues: http://www.commerce.state.ak.us/dca/pub/WhatIsSiteControl2004.pdf.

Project Financial Plan. The Financial Plan should include an estimate of all costs to complete the project and include information on how the community will finance the project. This could include plans to apply for various grants, a plan for raising the local cash match, etc.

Business Plan for Operation and Management of the Facility. The Business Plan should address the services appropriate for the community/communities and ensure a sustainable project. A Business Plan should be drafted using the Division's Multi-Use Business Plan template as a guide. The plan will need to be approved by the Multi-Use Facility Review Panel. Successful applicants will work with a Division staff member to assure progress is being made towards a Business Plan that meets the requirements.

Return to review the Successful Applicant Requirements and the Deadlines and Other Important Information.

DESIGN PROPOSALS

Design funds may be used for obtaining the design plans and specifications for a Multi-Use Facility. The design process is intended to further the project development. The following are examples of tasks that might be included in preparing a design for a Multi-Use Facility.

- Developing building plans and specifications
- Securing the required permits
- Addressing construction management issues
- Completing site control
- Completing or updating the facility's Business Plan
- Refining project costs
- Outlining plans to finance the construction project

Minimum Requirements

Community Eligibility - The community must be eligible for the program *(see page 3.)*

Applicant Eligibility - The applicant must be eligible for the program *(see page 3.)*

Project Eligibility - The project must be eligible for the program *(see page 3.)*

Funding Limits - Requests for Design funds may not exceed **10%** of the total project estimate or **$100,000**, whichever is less.

Comprehensive Community Plan - Applicants must demonstrate that the proposed facility and the services to be offered in the facility are part of a comprehensive community plan.

Community Support - The proposal must have the documented community support from such entities as the Municipal government, the Tribal government and/or the Village Corporation.

Multi-Use Facility Business Plan - An applicant seeking Design funding must submit a Multi-Use Facility Business Plan, drafted using the Division's Multi-Use Facility Business Plan template or including **all** the elements of the template.

Coordination - If the proposal includes a Clinic, Washeteria, Elder Housing or any other activity that is to be separately funded by the Denali Commission, the applicant must have started a design process for that part of the total project with the Denali Commission. This will help ensure that the planning and design of the total facility is coordinated.

Sustainability - The applicant must commit to sustaining the Multi-Use facility, as evidenced by a resolution from the governing body and a complete and realistic business plan. The business plan must assure that proper service delivery, operation, and maintenance of the facility is possible. The Business Plan must also provide for long-term renewal and replacement of the facility. The governing body must agree to implement the business plan.

Site Control - The community must provide a site for the Multi-Use facility at no cost to the Denali Commission. The applicant must demonstrate ownership, a plan to secure ownership, or have a lease that is valid for at least thirty years.

Denali Commission Investment Policy - Projects must be consistent with the Denali Commission Investment Policy. Go to http://www.denali.gov/ then click on Policies and then on Investment Policy.

Evaluation Criteria

Priority will be assigned to proposals utilizing the following criteria:

Criteria	Maximum Points
Essential Community Facility - *The facility is for essential community uses that are not currently being adequately met by an existing facility or facilities, and cannot be fully financed as a business opportunity for the community. The facility will not compete with an existing service provider. The size and capacity of a new or renovated facility is consistent with the community's needs.*	**10**
Basic Life, Health, and Safety Needs – *Priority for funding under this RFP will go to uses associated with life, health and safety. (See page 3)*	**10**
Community and Regional Support – *Support of Municipal and Tribal governments and Village Corporations is required for Design Projects. However, during the review, points can be award based on the amount of support provided by the community.*	**10**
Project Budget and Funding – *A detailed budget is included, which includes the total project costs, including architectural or construction designs, specifications, project management, overhead, insurance, bonding, or anything related to completion of the elements identified in your proposal. In addition, all funding required for the design project is secured.*	**10**
Local Contribution to the Design Project – *No match is required for Design Projects; however, applicants that provide a cash match will be awarded points in the evaluation process for local cash match that meets or exceeds 10% of the total project cost. Such a match must be secured and documented.*	**10**
Administrative Capabilities – *The extent to which the organization is capable of managing all aspects of the project and the grant, including purchasing, cost tracking and reporting, and meeting schedules and budgets should be demonstrated.*	**10**
Schedule and Timeline for Completion of the Design – *Should be appropriate to the tasks to be completed.*	**10**
Multi-Use Facility Business Plan – *A minimum requirement is for a Business Plan to be included. During the evaluation process, points may be awarded for the Quality of the Business Plan.*	**5**
Sustainability - *Sound business planning is a key process in defining sustainability to ensure funded infrastructure projects will be operated and maintained and demonstrating how all costs, which are necessary to assure a sustainable project or level of service, will be covered.*	**10**
Quality of the Proposal –*The quality of the overall proposal and the extent to which it exceeds minimum requirements will be evaluated.*	**10**
Earmarked Community - *Communities in the Bering Straits Region, Dillingham, Moose Pass, Sterling, Funny River, Eklutna, Anchor Point, and Girdwood will receive additional points since they were named in the original funding legislation.*	**5**

Design Project Deliverables

The following elements are required for a final design plan. The proposal should address each of the topics.

Building plans and specifications, complete to 95% or more, including:

- Designs are stamped by the appropriate discipline,
- Designs are fully site adapted (utilities, foundation, road and parking lot issues are addressed).

Permit and Review, complete to 95% or more, including:

- Fire Marshall,
- For on-site water and sewer facilities – ADEC permit to construct (Class C or B well),
- Local/City/Borough planning and zoning issues addressed,
- COE for fill permits,
- NEPA/NHPA review,
- Flood Plain Consistency Review / Permit.

Site Control:

- For leased lands, the lease terms are provided along with the appropriate lot and block number to the proposed site as shown in the plan set.
- If site control is not in place, the process to obtain it is described in detail: lease terms or purchase terms, conveyance of 14(c)(3) lands, conditions placed on use of the land identified.
- 30-year lease minimum.
- Lot size is appropriate for building size and parking.

Return to review the Successful Applicant Requirements and the Deadlines and Other Important Information.

CONSTRUCTION PROPOSALS

A Construction proposal must ensure a successful construction project and the long-term successful operation of the facility and the services offered in the facility. This type of funding is only available to those applicants who have a construction ready project, including full site control. The proposal may include the completion of the design and permitting process from 95% to 100%, if necessary.

Minimum Requirements

Community Eligibility - The community must be eligible for the program *(see page 3.)*

Applicant Eligibility - The applicant must be eligible for the program *(see page 3.)*

Project Eligibility - The project must be eligible for the program *(see page 3.)*

Funding Limits - Requests for funding may not exceed **$1 million** of Multi-Use Facility funds of which up to $25,000 may be used for design/permit completion.

Local Cost Share Match - The local cost share match must be secured and documented. Economically distressed communities must provide a minimum of a 10% local match and non-distressed communities must provide a minimum of 25% local match. Distressed community listings are provided on the Denali Commission web page. Go to http://www.denali.gov/ then click on Resource Center and then on Denali Commission Distressed Community Criteria 2005. Federal funds cannot be used to match Denali Commission funds unless explicitly provided by law. Examples of funds that may be used as a cost share match are NAHSDA, ICDBG, and CDBG funds.

The local match **may include** cash, land donated, and the calculated cash value of the lease of the land to be used for the facility. If the site is being used as part of the local cost share match, a qualified appraisal, objective evaluation, including a comparative cost justification of the land's value or lease value must be provided.

The local match **may not include**

- equipment,
- furnishings, or
- in-kind services, labor or materials.

Furniture, Fixtures and Equipment - The applicant must demonstrate the means to acquire necessary equipment and furnishings necessary to make the finished facility fully functional. For the purposes of this RFP, the Multi-Use Facility awards can only fund:

(a) equipment that is fixed, built-in, or attached, and

(b) installed equipment normally included in the construction contract.

The Multi-Use Facility awards cannot fund equipment that qualifies as minor or major moveable equipment:

Minor moveable equipment includes items having a useful life of less than 5 years. These items are of relatively small cost and size and lend themselves to on-site storage for replacement of lost or worn out equipment. Examples include linens, blankets, medical instruments, kitchenware, and janitorial equipment.

Major moveable equipment includes items having a useful life of 5 years or more. Moveable equipment does not require attachment to the building or utility service, other than provided by an electrical plug or quick disconnect fitting. Examples include chairs, beds, bassinets, desks, computers and printers, network file servers, typewriters, system furniture, refrigerators, washers, dryers, and linen carts.

95-100% Completed Design Drawings and Permits - To be considered for funding, the 95-100% completed design drawings, specifications and permits **must be included** with the applicant's proposal. NOTE: Only one copy of the design drawings needs to be sent with the proposal.

Coordination - If the proposal includes a Clinic, Washeteria, Elder Housing or any other activity that is separately funded by the Denali Commission, the applicant must have **completed the design process** for that part of the total project. This will help ensure that the construction of the total facility is coordinated.

Comprehensive Community Plan - Applicants must demonstrate that the proposed facility and the services to be offered in the facility are part of a comprehensive community plan.

Community Support. The proposal must have the documented community support from such entities as the Municipal government, the Tribal government and/or the Village Corporation.

Construction Ready - The project must be "construction ready." For the purposes of this RFP "construction ready" means the project has site control, minimum cost share match, 95-100% design drawings and permits, documentation that the project is fully funded (with the addition of Commission funding), and documentation of sustainability through a business plan. Additionally, projects must have a construction start date no later than June 1, 2007.

Site Control - The community must provide a site for the Multi-Use facility at no cost to the Denali Commission. The applicant must demonstrate ownership or have a lease that is valid for at least thirty years. Ownership or lease documents must be included with the applicant's proposal as an attachment. Access to the site as well as access to utilities should be considered and incorporated to the total project cost and timeline.

Multi-Use Facility Business Plan - An applicant seeking Construction funding must submit a Multi-Use Facility Business Plan, drafted using the Division's Multi-Use Facility Business Plan template or including all the elements of the template.

Sustainability - The applicant must commit to sustaining the Multi-Use facility, as evidenced by a complete and realistic business plan. The applicant must have completed a business plan that will assure proper service delivery, operation, and maintenance of the facility and provide for renewal and replacement of equipment and facility. The applicant must agree to implement the business plan.

Denali Commission Investment Policy - Applicant projects must be consistent with the Denali Commission Investment Policy provided on their web page. Go to http://www.denali.gov/, click on Policies and then on Investment Policy.

Evaluation Criteria

Priority will be assigned to proposals utilizing the following criteria:

Criteria	Maximum Points
Essential Community Facility – *The facility is for essential community uses that are not currently being adequately met by an existing facility or facilities, and cannot be fully financed as a business opportunity for the community. The facility will not compete with an existing service provider. The size and capacity of a new or renovated facility is consistent with the community's needs.*	**10**
Basic Life, Health, and Safety Needs – *Priority for funding under this RFP will go to uses associated with life, health and safety. (see page 3)*	**10**
Community and Regional Support – *Support of Municipal and Tribal governments and Village Corporations is required for Construction Projects. However, during the review, points can be award based on the amount of support provided by the community.*	**10**
Project Budget and Funding – *A detailed budget is included, which includes the total project costs, including architectural or construction designs, specifications, project management, overhead, insurance, bonding or anything related to completion of the elements identified in your proposal. In addition, all funding required for the design project is secured.*	**10**
Local Contribution to the Project – *During the evaluation process, points may be awarded for Local Cash Match above the minimum requirements.*	**10**
Administrative Capabilities – *The extent to which the organization is capable of managing all aspects of the project and the grant, including purchasing, cost tracking and reporting, and meeting schedules and budgets should be demonstrated.*	**10**
Schedule and Timeline for Completion of the Project – *Should be appropriate to the tasks to be completed.*	**10**
Multi-Use Facility Business Plan – *A minimum requirement is for a Business Plan to be included. During the evaluation process, points may be awarded for the Quality of the Business Plan.*	**5**
Sustainability - *Sound business planning as a key process in defining sustainability to ensure funded infrastructure projects will be operated and maintained and demonstrating how all costs, which are necessary to assure a sustainable project or level of service, will be covered.*	**10**
Quality of the Proposal – *The quality of the overall proposal and the extent to which it exceeds minimum requirements will be evaluated.*	**10**
Earmarked Community – *Communities in the Bering Straits Region, Dillingham, Moose Pass, Sterling, Funny River, Eklutna, Anchor Point, and Girdwood will receive additional points since they were named in the original funding legislation.*	**5**

Return to review the Successful Applicant Requirements and the Deadlines and Other Important Information.

REPAIR & RENOVATION PROPOSALS

A Renovation and Repair proposal must ensure the continued long-term successful operation of the multi-use facility and the services offered in the facility. This type of funding is only available to those applicants who have a construction ready project, including full site control. The proposal may include the completion of the design and permitting process from 95% to 100%, if necessary.

Minimum Requirements

Community Eligibility - The community must be eligible for the program *(see page 3.)*

Applicant Eligibility - The applicant must be eligible for the program *(see page 3.)*

Project Eligibility - The project must be eligible for the program *(see page 3.)*

Funding Limits. Requests for Renovation and Repair projects may not exceed **$100,000** of Multi-Use Facility funds.

Renovation Rationale - The proposal must **clearly demonstrate that the need for renovation is** not a result of abuse of the facility or neglect. In cases where renovation is requested for a facility less than ten years old, the Denali Commission requires exceptional evidence that the project is not due to abuse or neglect.

Local Cost Share Match. For renovation of Multi-Use Facilities, the 10% local cost share match of a distressed community must be in cash and at least 10% of the 25% local match from a non-distressed community must be in cash. An existing facility and land on which it sits cannot be part of the cost share match for renovation projects unless renovation requires additional land parcels. Federal funds cannot be used to match Denali Commission funds unless explicitly provided by law. Examples of funds that may be used as a cost share match are NAHSDA, ICDBG, and CDBG funds.

The local match **may include** cash, land donated, and the calculated cash value of the lease of the land to be used for the facility. If the site is being used as part of the local cost share match, a qualified appraisal, objective evaluation, including a comparative cost justification of the land's value or lease value must be provided.

The local match **may not include**

- equipment,
- furnishings, or
- in-kind services, labor or materials.

Furniture, Fixtures and Equipment - The applicant must demonstrate the means to acquire necessary equipment and furnishings necessary to make the finished facility fully functional. For the purposes of this RFP, the Multi-Use Facility awards can only fund:

(a) equipment that is fixed, built-in, or attached, and

(b) installed equipment normally included in the construction contract.

The Multi-Use Facility awards cannot fund equipment that qualifies as minor or major moveable equipment:

Minor moveable equipment includes items having a useful life of less than 5 years. These items are of relatively small cost and size and lend themselves to on-site

storage for replacement of lost or worn out equipment. Examples include linens, blankets, medical instruments, kitchenware, and janitorial equipment.

Major moveable equipment includes items having a useful life of 5 years or more. Moveable equipment does not require attachment to the building or utility service, other than provided by an electrical plug or quick disconnect fitting. Examples include chairs, beds, bassinets, desks, computers and printers, network file servers, typewriters, system furniture, refrigerators, washers, dryers, and linen carts.

95-100% Completed Design Drawings and Permits. To be considered for funding, the 95-100% completed design drawings and permits **must be included** with the applicant's proposal. NOTE: Only one copy of the design drawings needs to be sent with the proposal.

Coordination - If the proposal includes a Clinic, Washeteria, Elder Housing or any other activity that is separately funded by the Denali Commission, the applicant must have **completed the design process** for that part of the total project. This will help ensure that the construction of the total facility is coordinated.

Comprehensive Community Plan - Applicants must demonstrate that the proposed facility and the services to be offered in the facility are part of a comprehensive community plan.

Community Support. The proposal must have the documented community support from such entities as the Municipal government, the Tribal government and/or the Village Corporation.

Construction Ready - The project must be "construction ready." For the purposes of this RFP "construction ready" means the project has site control, minimum cost share match, 95-100% design drawings and permits, documentation that the project is fully funded (with the addition of Commission funding), and documentation of sustainability through a business plan. Additionally, projects must have a construction start date no later than June 1, 2007.

Site Control - The community must provide a site for the Multi-Use facility at no cost to the Denali Commission. The applicant must demonstrate ownership or have a lease that is valid for at least thirty years. Ownership or lease documents must be included with the applicant's proposal as an attachment. Access to the site as well as access to utilities should be considered and incorporated to the total project cost and timeline.

Multi-Use Facility Business Plan - An applicant seeking Construction funding must submit a Multi-Use Facility Business Plan, drafted using the Division's Multi-Use Facility Business Plan template or including all the elements of the template.

Sustainability - The applicant must commit to sustaining the Multi-Use facility, as evidenced by a complete and realistic business plan. The applicant must have completed a business plan that will assure proper service delivery, operation, and maintenance of the facility and provide for renewal and replacement of equipment and facility. The applicant must agree to implement the business plan.

Denali Commission Investment Policy - Applicant projects must be consistent with the Denali Commission Investment Policy provided on their web page. Go to http://www.denali.gov/ then click on Policies and then on Investment Policy.

Evaluation Criteria

Priority will be assigned to proposals utilizing the following criteria:

Criteria	Maximum Points
Essential Community Facility - *The facility is for essential community uses that are not currently being adequately met by an existing facility or facilities, and cannot be fully financed as a business opportunity for the community. The facility will not compete with an existing service provider. The size and capacity of a new or renovated facility is consistent with the community's needs.*	**10**
Basic Life, Health, and Safety Needs – *Priority for funding under this RFP will go to uses associated with life, health and safety. (See page 3)*	**10**
Community and Regional Support – *Support of Municipal and Tribal governments and Village Corporations is required for Renovation and Repair Projects. However, during the review, points can be award based on the amount of support provided by the community.*	**10**
Project Budget and Funding – *A detailed budget is included, which includes the total project costs, architectural or construction designs, specifications, project management, overhead, or anything related to completion of the elements identified in your proposal. In addition, all funding required for the design project is secured.*	**10**
Local Contribution to the Project – *Minimum percentage is secured and documented. During the evaluation process, points may be awarded for Local Cash Match above the minimum.*	**10**
Administrative Capabilities – *The extent to which the organization is capable of managing all aspects of the project and the grant, including purchasing, cost tracking and reporting, and meeting schedules and budgets should be demonstrated.*	**10**
Schedule and Timeline for Completion of the Design – *Should be appropriate to the tasks to be completed.*	**10**
Multi-Use Facility Business Plan – *A minimum requirement is for a Business Plan to be included. During the evaluation process, points may be awarded for the Quality of the Business Plan.*	**5**
Sustainability - *Sound business planning as a key process in defining sustainability to ensure funded infrastructure projects will be operated and maintained and demonstrating how all costs, which are necessary to assure a sustainable project or level of service, will be covered.*	**10**
Quality of the Proposal –*The quality of the overall proposal and the extent to which it exceeds minimum requirements will be evaluated.*	**10**
Earmarked Community - *Communities in the Bering Straits Region, Dillingham, Moose Pass, Sterling, Funny River, Eklutna, Anchor Point, and Girdwood will receive additional points since they were named in the original funding legislation.*	**5**

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