



# **Kitsap County Mental Health, Chemical Dependency & Therapeutic Court Programs**

## **2022 Continuation Grant Request for Proposals (RFP) 2021-**

January 1, 2022 – December 31, 2022

**Deadline: August 5, 2021**

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**KITSAP COUNTY MENTAL HEALTH, CHEMICAL DEPENDENCY  
AND THERAPEUTIC COURT PROGRAMS  
2022 CONTINUATION GRANT REQUEST FOR PROPOSALS (RFP)**

**Treatment Sales Tax (TST)**

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**KITSAP COUNTY MENTAL HEALTH, CHEMICAL DEPENDENCY  
AND THERAPEUTIC COURT PROGRAMS  
2022 CONTINUATION GRANT REQUEST FOR PROPOSALS (RFP) SUMMARY**

**Treatment Sales Tax (TST)**

The Kitsap County Department of Human Services (KCDHS) is requesting Continuation Grant Proposals for moneys collected under RCW 82.14.460. Continuation Grant Proposals are proposals from current grantees whose projects were funded during the 2021 Grant Cycle to request one additional budget period of funding for a project period that would otherwise expire. Proposals **“must be used solely for the purpose of providing for the operation or delivery of chemical dependency or mental health treatment programs and services and for the operation or delivery of therapeutic court programs and services.** Programs and services includes, but is not limited to, **treatment services, case management, transportation, and housing that are a component of a coordinated chemical dependency or mental health treatment program or service.”**

Approximately \$7,000,000 will be awarded for projects or program services delivered between January 1, 2022 and December 31, 2022. **Proposal Deadline: August 5, 2021 at 3:00 p.m.**

**Eligibility Requirements:** All Continuation Grant Applicants must attend a Mandatory Continuation Grant Proposer’s Conference and submit a letter of intent online via Survey Monkey Apply to be eligible to apply for the 2022 TST funding. Access to the “Continuation Grant Proposal Letter of Intent” will be made available to those in attendance. The Mandatory Continuation Grant Proposers Conference will be a Zoom Webinar held on June 16, 2021, 1:00 p.m. – 3:00 p.m. Registration is required at:  
[https://us02web.zoom.us/webinar/register/WN\\_9f1LHrO4TLS6b7tFdRN2UQ](https://us02web.zoom.us/webinar/register/WN_9f1LHrO4TLS6b7tFdRN2UQ).

**The “Continuation Grant Proposal Letter of Intent” is due June 28, 2021 at 3:00 p.m.**

**Background:** In 2005, Washington State approved legislation allowing counties to raise their local sales tax by one-tenth of one percent to augment state funding of mental health and chemical dependency programs and services. In September 2013, the Kitsap County Board of Commissioners (BOCC) passed a resolution authorizing a sales and use tax for Mental Health, Chemical Dependency and Therapeutic Court Programs. This sales and use tax shall be known as “Treatment Sales Tax” or TST. The BOCC has the decision-making authority for funding decisions, the KCDHS serves as the fund manager, and the Citizens Advisory Committee (CAC) has the recommending authority.

**Scope of Work:** Proposals for TST funding must address the Goals, Objectives and Strategies prioritized in the 2021 Kitsap County Behavioral Health Strategic Plan. The Strategic Plan and Review can be found at  
<https://www.kitsapgov.com/hs/Documents/Final%202021%20Behavioral%20Health%20Strategic%20Plan.pdf>.

Access the RFP at <https://www.kitsapgov.com/das/Pages/Online-Bids.aspx> or by contacting Vicki martin at: Kitsap County Purchasing Department, 614 Division Street MS-7, Port Orchard, Washington 98366, Phone: 360.337.4788, Fax 360.337.4638, Email: [purchasing@co.kitsap.wa.us](mailto:purchasing@co.kitsap.wa.us). The Kitsap County Human Services Department reserves the right to make unilateral modifications to this RFP to address changes on the state and/or local level. Questions about the RFP and related issues should be directed to Vicki Martin at the address and phone number above.

## 2022 CONTINUATION GRANT REQUEST FOR PROPOSALS (RFP) TIMELINE

Mental Health, Chemical Dependency and Therapeutic Court Programs

All Continuation Grant Applicants must attend a Mandatory Continuation Grant Proposer's Conference and submit a letter of intent online via Survey Monkey Apply to be eligible to apply for the 2022 Treatment Sales Tax funding. The "Continuation Grant Proposal Letter of Intent" will be made available at the Continuation Grant Proposer's Mandatory Conference. **The "Continuation Grant Proposal Letter of Intent" is due on Monday, June 28, 2021 at 3:00 p.m.**

**Continuation Grant Proposal Deadline: August 5, 2021 at 3:00 p.m.**

Date	Activity
May 2021	CAC presents RFP recommendations to the Board of Kitsap County Commissioners (BOCC) in Work Study Session
May 18, 2021	Citizens Advisory Committee (CAC) Meeting to Approve RFP and Timeline
May 24 <sup>th</sup> – 28 <sup>th</sup> , 2021	2021 Continuation Grant Request For Proposals Released upon Board of Commissioners approval
<b>June 16, 2021</b>	<b>Mandatory Continuation Grant Proposers Conference – 1:00 p.m. Via Zoom</b>
June 21, 2021	Notes and Q&A from Proposers Conference Posted
<b>June 28, 2021</b>	<b>Mandatory "Continuation Grant Proposal Letter of Intent" Due by 3:00 p.m. Online submission only via Survey Monkey Apply.</b>
<b>August 5, 2021</b>	<b>Continuation Grant Proposals Due by 3:00 P.M. Online submission only via Survey Monkey Apply</b>
August 5 <sup>th</sup> – September 6 <sup>th</sup> , 2021	CAC reviews Proposals and completes Rating Sheets
September 6, 2021	CAC Rating Sheets due to Department of Human Services at 12:00 p.m.
September 9, 2021	CAC convenes to discuss Proposals and develop questions for Proposers
September 13, 2021	Questions for Question and Answer (Q&A) Sessions emailed to Proposers
<b>September 27, 2021</b>	<b>Mandatory written responses to the CAC Questions Due at 3:00 p.m. Online submission only via Survey Monkey Apply.</b>
September 27 <sup>th</sup> – October 12 <sup>th</sup> , 2021	CAC reviews written responses to Questions
<b>October 12<sup>th</sup> – 14<sup>th</sup>, 2021</b>	<b>Mandatory Proposer Question and Answer Sessions. Organizations must make time available for their Question and Answer Session which will be scheduled during this time frame.</b>
October 18 <sup>th</sup> and 19 <sup>th</sup> , 2021	CAC Executive Committee Meetings to develop funding recommendations
October 19, 2021	CAC Regular Business Meeting to Approve Recommendations for BOCC
November 2021	Make funding recommendations to BOCC (Work Study)
November 2021	BOCC Acts on Funding Recommendations – Public Meeting
November – December 2021	Statements of Work, Expenditure Plans and Contracts completed
January 1, 2022	2022 Program Year Begins

## **I. BACKGROUND**

The Kitsap County Department of Human Services (KCDHS) is requesting Continuation Grant Proposals for moneys collected under RCW 82.14.460 which must be used solely for the purpose of providing for the operation or delivery of chemical dependency or mental health treatment programs and services and for the operation or delivery of therapeutic court programs and services. In 2005, Washington State approved legislation allowing counties to raise local sales tax by one-tenth of one percent to augment state funding of mental health and chemical dependency programs and services (including, but not limited to, treatment services, case management, and housing that are a component of a coordinated chemical dependency or mental health treatment program or service) and for the operation or delivery of therapeutic court programs or services. In September 2013, the Kitsap County Board of Commissioners (BOCC) passed a resolution authorizing a sales and use tax for Mental Health, Chemical Dependency and Therapeutic Court Programs. This sales and use tax shall be known as "Treatment Sales Tax" or TST. The BOCC has the decision-making authority for funding decisions, the KCDHS serves as the fund manager, and the Citizens Advisory Committee (CAC) has the recommending authority.

## **II. APPLICANT ELIGIBILITY**

This RFP is seeking interested providers, both public and private, with applicable licensure, experience and infrastructure to provide Mental Health, Chemical Dependency and Therapeutic Court related services within Kitsap County.

### **1. Requirements for Continuation Grant Proposers:**

Continuation Grant funding is for projects which received TST funding during the 2021 Grant Cycle and are requesting one additional budget period of funding for a project period that would otherwise expire.

### **2. Requirements for Attendance at Mandatory Continuation Grant Proposers Conference and Submission of Letter of Intent:**

All Continuation Grant Applicants must attend a Mandatory Continuation Grant Proposer's Conference and submit a "Continuation Grant Proposal Letter of Intent" to be eligible to apply for the 2022 TST funding. The "Continuation Grant Proposal Letter of Intent" will be made available at the Continuation Grant Proposer's Mandatory Conference. The "Continuation Grant Proposal Letter of Intent" must be submitted online by June 28, 2021 at 3:00 p.m.

### **3. Requirements for providing behavioral health "treatment" services include:**

Organization is proposing to provide mental health, substance use disorder, co-occurring and/or problem and pathological gambling "treatment" services, and meets the requirements of chapter 388-877 WAC, applicable local and state rules, state and federal statutes, must be authorized, licensed and/or certified to

provide these services, and/or subcontract with organizations or individuals authorized, licensed and/or certified to provide these services.

Or

Organization is proposing to provide mental health, substance use disorder, co-occurring and/or problem and pathological gambling “**treatment**” services and subcontracts with an agency who meets the requirements of chapter 388-877 WAC, applicable local and state rules, state and federal statutes, must be authorized, licensed and/or certified to provide these services, and/or subcontract with organizations or individuals authorized, licensed and/or certified to provide these services.

Or

Organization is proposing to provide mental health, substance use disorder, co-occurring and/or problem and pathological gambling “**treatment**” services and subcontracts with an individual who is licensed through the Washington State Department of Health as an advanced social worker, a licensed independent clinical social worker, a licensed mental health counselor, or a licensed marriage and family therapist. The individual meets the requirements of 18.225 RCW and practices within their scope of work.

Or

Organization is proposing to provide behavioral health services on the continuum of care that do not require licensure or certification as a “**treatment**” service.

All licensed individuals and/or organizations must maintain their licensure through the duration of the project. Organization must meet all county requirements for contracting including insurance requirements, audit and financial requirements.

### **III. AVAILABLE FUNDING**

**Approximately \$7,000,000 for a 12-month period between January 1, 2021 through December 31, 2021 is to be allocated to projects addressing the Board of Commissioner’s Strategic Goals.** Programs must identify and select objectives and strategies prioritized in the 2021 Behavioral Health Strategic Plan developed to achieve the following policy goals:

- Improve the health status and wellbeing of Kitsap County residents.
- Reduce the incidence and severity of chemical dependency and/or mental health disorders in adults and youth.
- Reduce the number of chemically dependent and mentally ill youth and adults from initial or further criminal justice system involvement.
- Reduce the number of people in Kitsap County who cycle through the criminal justice systems, including jails and prisons.

- Reduce the number of people in Kitsap County who use costly interventions including hospitals, emergency rooms, and crisis services.
- Increase the number of stable housing options for chemically dependent and mentally ill residents of Kitsap County.

#### **IV. PERIOD OF PERFORMANCE**

Funding under this grant program is allocated for a 12-month period. The period of performance for services solicited under this RFP will begin January 1, 2022 and end December 31, 2022. All funds awarded must be used during this 12-month period.

**Carry over of unspent funds into the next program year is not allowed.** Initial funding is not an assurance or guarantee of ongoing operational funding. The CAC places a high value on maintaining availability of funding for meritorious proposals without regard to prior funding history. Proposers are cautioned not to assume a commitment to future funding based on the receipt of funds in prior years. The funding process is competitive and funding recommendations are made based on the relative merits of all proposals received in each yearly cycle.

#### **V. PURPOSE AND SCOPE OF PROJECT**

Kitsap County seeks to assure that citizens and policy makers spend the funds collected in an accountable and transparent manner, with community input and support, and with measures to determine the effectiveness of these publicly-funded investments. The County will require appropriate oversight, accountability, and status and progress reports for programs supported with the TST. **Each funded project or program will be reviewed for impact in the following areas:**

##### **1. Decrease the impact of systemic racism on the mental health and well-being of Kitsap County's communities of color.**

Behavioral health disparities result in differences in outcomes and access to services related to mental health and substance misuse which are experienced by groups based on their social, ethnic, and economic status. Racial/ethnic, gender, and sexual minorities often suffer from poor mental health outcomes due to multiple factors including inaccessibility of high-quality mental health care services, cultural stigma surrounding mental health care, discrimination, and overall lack of awareness about mental health.

To improve access to quality services for underserved populations, the proposer should ensure that its activities will be responsive to the cultural and linguistic needs of underserved populations. Examples of cultural and linguistic responsiveness include, but are not limited to, partnering with programs that serve these populations, ensuring community representation with regard to study protocol development and dissemination of materials, and when possible hiring bilingual/bicultural staff for the project to work directly with participants.

In addition, culturally responsive skills need to be developed to improve client engagement in services, therapeutic relationships between clients and providers, and treatment retention and outcomes. Cultural competence is an essential

ingredient in decreasing disparities in behavioral health. The development of cultural competence can have far-reaching effects not only for clients, but also for providers and communities. Cultural competence improves an organization's sustainability by reinforcing the value of diversity, flexibility, and responsiveness in addressing the current and changing needs of clients, communities, and the healthcare environment.

## **2. Increase Trauma Informed Care training, policies and practices.**

As awareness of trauma and its effects continue to permeate our organizations and community, we recognize the need to invest in strengthening a system of care that is trauma informed. Many individuals who seek treatment in behavioral health settings have histories of trauma, but they often don't recognize the significant effects of trauma in their lives; either they don't draw connections between their trauma histories and their presenting problems, or they avoid the topic altogether. Likewise, treatment providers may not ask questions that elicit a client's history of trauma, may feel unprepared to address trauma-related issues proactively, or may struggle to address traumatic stress effectively within the constraints of their treatment program, the program's clinical orientation, or their agency's directives. By recognizing that traumatic experiences and their emotional consequences tie closely into behavioral health problems, front-line professionals and community-based programs can begin to build a trauma informed environment.

Key steps include meeting client needs in a safe, collaborative, and compassionate manner; preventing treatment practices that retraumatize people with histories of trauma who are seeking help or receiving services; building on the strengths and resilience of clients in the context of their environments and communities; and endorsing trauma-informed principles in agencies through support, consultation, and supervision of staff. Additionally, procedures are in place to support staff with trauma histories and/or those experiencing significant secondary traumatic stress or vicarious trauma, resulting from exposure to working with individuals with complex trauma.

## **3. Program Evaluation**

Funded organizations must participate in the Evaluation Plan for TST Programs. Programs or services implemented under the TST are monitored by the Citizens Advisory Committee. Grantees will have an evaluation plan with performance measures developed for each funded proposal. This plan is developed in partnership with Kitsap Public Health District staff. The emphasis will be on capturing data at regular intervals that can be used to determine whether TST funded programs met expectations. Some common measures will be identified that programs will need to report. Evaluation efforts must include standardized data collection and reporting processes that produce the following types of information:

- Quantity of services (outputs) \*required\*
- Level of change occurring among participants (outcomes) \*required\*
- Return-on-investment or cost-benefit (system savings) \*strongly encouraged\*



- Adherence to the model (fidelity) \*required if applicable\*
- Common measures (to be identified by the Citizens Advisory Committee and Kitsap Public Health District staff that all programs must report) \*required if applicable\*

Promising, best, and innovative practices will be considered for funding, but must include a robust evaluation process. Preference will be given to evidence-based programs that demonstrate fidelity based on project data for fidelity measures.

#### **4. Collective Impact**

The Kitsap County Board of Commissioners have recognized Collective Impact as a framework for making it possible for local behavioral health service providers to work together to help solve complex social problems, such as mental illness and chemical dependency. By working together with behavioral health partners from different sectors of the community, Kitsap County can transform a fragmented system of behavioral health programs into a coordinated system that is working towards improving the overall health of the community. An example of sectors working together for mutual benefits would include behavioral health treatment providers and housing programs. Housing advocates in Kitsap County have identified the lack of housing for individuals with behavioral health issues as one of their funding priorities. Behavioral health treatment providers have identified the lack of housing for individuals with behavioral health issues as a major gap in services. By working together these partners can develop and fund supportive housing programs that are mutually beneficial to both.

## **VI. ANTICIPATED SCOPE OF WORK**

Kitsap County Human Services Department is requesting proposals for TST programs addressing the Board of Commissioner's Strategic Goals. Projects must implement interventions and programs that address a minimum of one Goal, Objective and Strategy from the list prioritized in the 2021 Behavioral Health Strategic Plan and outlined in Attachment B (page 18) of this Request for Proposal.

## **VII. APPLICATION TECHNICAL REQUIREMENTS**

**All Continuation Grant Applicants must attend a Mandatory Continuation Grant Proposer's Conference and complete a "Continuation Grant Proposal Letter of Intent" online via Survey Monkey Apply to be eligible to apply for the 2022 TST funding. The Letter of Intent will be made available to those in attendance at the Continuation Grant Proposer's Conference. The "Continuation Grant Proposal Letter of Intent" is due June 28, 2021.** Continuation Grant Proposals should be submitted only by current grantees whose projects were funded during the 2021 Grant Cycle to request one additional budget period of funding for a project period that would otherwise expire.

Following the Mandatory Continuation Grant Proposer's Conference, those in attendance will receive a link to the Continuation Grant Proposal's Eligibility Criteria. If

the organization and project meet Eligibility Criteria the applicant will be forwarded to the “Continuation Grant Proposal Letter of Intent”. The letter of intent is required to move forward in the application process but does not obligate the applicant to apply for TST funding. The Letter of intent must be submitted online via Survey Monkey Apply by June 28, 2021 at 3:00 p.m.

Following submission of the “Continuation Grant Proposal Letter of Intent”, Kitsap County Department of Human Services staff will review both the Eligibility Criteria and Letter of Intent for completeness. If the organization meets eligibility requirements and completes the letter of intent, they will receive an invitation to apply and a link to the 2022 TST funding application.

The Continuation Application Summary Form, the Narrative and all Attachments will be completed online via Survey Monkey Apply. All proposals must be submitted electronically by August 5, 2021 at 3:00 p.m.

**Proposals not submitted by the Proposal deadline will not be considered for review.**

## **VIII. CONTINUATION GRANT PROPOSALS**

All Continuation grant proposals will be screened and rated based on the following Narrative information which must be submitted via Survey Monkey Apply.

### **1. Project Description 30 points**

#### **A. Project Design (500 words)**

Provide a brief summary of your current grant project. Which Policy Goal(s), Objectives and Strategies from the 2021 Kitsap County Behavioral Health Strategic Plan does your project address? (See Attachment B page 18)  
Describe how this proposal adds to or subtracts from the original proposal.

#### **B. Outreach (500 words)**

Describe your outreach/marketing plan to reach your target population and how it ensures that eligible persons from underserved communities learn about and have access to your program.

#### **C. Culturally Competent Care (300 words)**

How will you deliver culturally appropriate and competent services that meet the needs of both clients and staff? (See Attachment A page 14 for Definitions)

#### **D. Trauma Informed Care (300 words)**

Describe how you will incorporate trauma informed care principles and practices into your services for clients and support for staff? (See Attachment

A page 14 for Definitions)

**2. Accomplishments to Date 40 points**

**A. Evaluation (750 words)**

Provide a brief summary of the evaluation plan you outlined in Evaluation Worksheet. What are your primary goals and expected outcomes for those you will serve? What progress has been made towards meeting your approved project goals in your original grant proposal? Include and describe your evaluation results from previous years.

**B. Barriers to Implementation (300 words)**

Describe any difficulties/problems encountered in achieving planned goals and objectives, including barriers to accomplishment, and actions taken to overcome difficulties.

**C. Key Accomplishments (500 words)**

Which evaluation outcome(s) and accomplishment(s) are you most proud of?

**3. Budget Narrative 20 points**

**A. Funding Request (500 words)**

Briefly summarize the funding need for one additional budget year as shown in your Special Project Budget form(s) and Project Salary Summary form. Indirect expenses are limited to 5%.

**B. Past Expenditures and Budget Modifications (500 words)**

Report actual budget expenditures for the previous budget year. Provide an explanation if you did not expend funds at the expected rate during the reporting period. Describe any significant changes to the proposed budget the next budget year resulting from modification of project activities.

**4. Sustainability 10 points**

**A. Sustainability Plan (250)**

Describe how the project attempted to leverage federal, state, local or private funds and/or in-kind resources during the last budget period, especially Federal Medicaid funds. Describe a preliminary plan for how the project will continue after the next funding period (i.e., sustainability).

**B. Behavioral Health Equity (250 words)**

What policies, practices or procedures are being implemented to proactively seek to eliminate racial inequities and advance equity in service delivery? (See Attachment A page 14 for Definitions)

Continuation Grant Proposals must download, complete and upload the following required components. The Attachments will be available in Survey Monkey Apply.

**1. Attachment D – Continuation Grant Proposal Evaluation Worksheet**

Directions – Evaluation is the collection of information about a program in a systematic and defined manner to demonstrate success, identify areas for improvement and lessons learned. Every program has at least one end goal and might have several – one or more activities are required to make progress toward meeting the goal. Progress is measured with one or more objectives that might cover an output (number of something) or outcome (change over time) due to the program. The type of outcome (column D) and expected timeframe for change (column E) should be defined. Objectives must follow the “SMART” guideline: specific, measurable, attainable, realistic, and time-bound (column C). Each objective should include an expected target result and completion date (“time-bound” part of column C).

**2. Attachment E – Total Agency Budget Form**

Directions – The purpose of the Total Agency Budget Form is to assess the financial capacity of the parent organization. Complete this form for the entire agency budget. For extremely large or complex organizations, the Proposer may substitute an operational unit or department budget, provided that the organization can demonstrate the financial stability required. Include actual revenue and expenses for year 2020. Use projected budget figures for 2021 - 2022.

**3. Attachment F – Continuation Grant Proposal Special Project Budget Form**

Directions – In the 2021 Award column, include all funds you were awarded for year 2021. In the 2021 Expenditure Column, include your expenditures to date. The 2021 % column will automatically calculate the percentage of 2021 expenditures to date. In the 2022 Requested Funds column, include all the funds you are requesting in this grant proposal, indirect is limited to 5%. The 2022 Modifications column will automatically calculate the difference in your 2022 Request and 2021 Award. The 2022 % column will automatically calculate the percentage difference in 2022 Request and 2021 Award.

**4. Attachment G – Continuation Grant Proposal Sub-Contractor Special Project Budget Form**

Directions – Complete separate Continuation Grant Proposal Sub-Contractor Special Project Budget Forms for each organization you are planning to subcontract services. Only include the funds within each sub-contract. Indirect will be limited to 5%.

**5. Attachment H – Continuation Grant Proposal Project Salary Summary**

Directions - This is for the proposed project only, not the entire agency. Provide Number of FTE's, salary and benefit information for the entire project including sub-contracts.

## 6. Letter of Resource Commitment (Optional)

Directions – Include Letters of Resource Commitment to document contributions. Resource Commitment letters from organizations participating in your project must state what resources are being committed to the project and a statement of how Collective Impact will be achieved. Resources include cash donation or ongoing financial contribution; donation of supplies, equipment, or other goods; use of facilities or services; staff time devoted to the project. **Please only include letters that specifically describe the provision of resources.**

## IX. REVIEW AND SELECTION CRITERIA

The Kitsap County Citizens Advisory Committee (CAC) will individually review and score each proposal, as well as convene as a group to evaluate and prioritize eligible proposals and make recommendations to the Kitsap County Board of Commissioners. The CAC consists of persons who do not have a conflict of interest and are in alignment with the Bylaws and Mission Statement of the CAC. Continuation Grant Proposals will be individually evaluated using Attachment I: Continuation Grant Proposal Evaluation and Scoring Form. The full Committee will evaluate past provider performance; expected client and system impact; and fulfillment of the strategic plan. In addition, proposals will be evaluated for cost/price reasonableness.

### 1. Request for Proposal Evaluation Process

The CAC members will individually evaluate and rate each proposal after which they will convene as a group and develop a list of questions for each proposal. **All Proposers will be required to provide written responses to questions about their proposals and attend Question and Answer Sessions.** The CAC will convene to develop written questions they have regarding each proposal the week of September 6, 2021. Proposers will be notified of their questions through Survey Monkey Apply by September 13, 2021. **Written responses must be submitted online in Survey Monkey Apply by Friday, September 27, 2021.**

**Proposers will be scheduled for Mandatory Question and Answer Sessions the week of October 12 – 14, 2021.** During this two-way conversation, proposers will have 20 minutes to address their written responses to the questions from the CAC and share additional information about their proposal they feel needs clarification. The sessions are used to further the evaluation process and clarify questions raised by the written proposals. Be prepared for an open discussion on topics related to project design, community collaboration and the budget. We request attendance of a maximum 1 - 3 persons within the organization who can provide a response to these questions.

Following applicant question and answer sessions, the CAC will discuss the proposals and perform any necessary review or verification of their content. Based on the content of the proposals and the proposal question and answer sessions, the CAC will give final rankings to the proposals and present recommendations to the Kitsap County Board of Commissioners. County staff

will provide support for the committee work but will not participate in the selection of proposals.

## **2. Unacceptable Proposals**

The CAC will also determine which proposals are not responsive to the RFP and therefore will be deemed unacceptable and will not be reviewed by the CAC for funding. Some examples of what would constitute an unacceptable proposal are those which meet at least one of the following criteria:

- A. Is not in compliance with RCW 82.14.460.
- B. Does not address the essential requirements as part of the *Project Narrative Questions* in the RFP.
- C. Does not address the essential requirements of the particular project.
- D. Demonstrates that the applicant does not understand the requirements of the RFP or the project.
- E. Contains inappropriate or unreasonable costs.

All applicants will be notified in writing of the acceptance or rejection of their proposals. If a proposal is not selected for funding, the organization may resubmit an updated proposal at the next grant cycle.

## **X. ATTACHMENTS**

ATTACHMENT A – Definitions

ATTACHMENT B - Anticipated Scope of Work (Strategic Plan Goals, Objectives and Strategies)

ATTACHMENT C - Proposal General Terms and Conditions

ATTACHMENT D - Continuation Grant Proposal Evaluation Worksheet

ATTACHMENT E - Total Agency Budget Form

ATTACHMENT F – Continuation Grant Proposal Special Project Budget Form

ATTACHMENT G – Continuation Grant Proposal Sub-Contractor Special Project Budget Form

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