



Kitsap County Mental Health, Chemical Dependency & Therapeutic Court Programs

2024 Grant Request for Proposals (RFP)

January 1, 2024 – December 31, 2024

Deadline: July 27, 2023

**KITSAP COUNTY MENTAL HEALTH, CHEMICAL DEPENDENCY
AND THERAPEUTIC COURT PROGRAMS
2024 GRANT REQUEST FOR PROPOSALS (RFP)**

Treatment Sales Tax (TST)

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**KITSAP COUNTY MENTAL HEALTH, CHEMICAL DEPENDENCY
AND THERAPEUTIC COURT PROGRAMS
2024 GRANT REQUEST FOR PROPOSALS (RFP) SUMMARY**

Treatment Sales Tax (TST)

The Kitsap County Department of Human Services (KCDHS) is requesting Grant Proposals for moneys collected under RCW 82.14.460. 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 include, but are 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 **\$7,200,000** will be awarded for projects or program services delivered between January 1, 2024, and December 31, 2024. **Proposal Deadline for all applicants is: July 27, 2023 at 12:00 p.m.**

Eligibility Requirements: All Applicants must submit a Preapplication form due between April 13, 2023 and March 26, 2023: <https://www.cognitofrms.com/KitsapCounty1/PreapplicationForm>

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 Community 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 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. 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 Hannah Shockley hshockle@kitsap.gov .

2024 GRANT REQUEST FOR PROPOSALS (RFP) TIMELINE

Mental Health, Chemical Dependency and Therapeutic Court Programs

All Grant Applicants must submit a preapplication form to be eligible to apply for the 2024 Treatment Sales Tax funding. The Preapplication form will be made available at between April 13, 2023, and May 26, 2023.

Grant Proposal Deadline for all applicants is: July 27, 2023 at 3:00 p.m.

Date	Activity
March 2023	RFP funding approved by the Board of Kitsap County Commissioners (BOCC) in Work Study Session
April 13 -May 26	Preapplication form submissions
June 1 - 28	Preapplication appointments and Continuation Grantee's Site Visit audits and reviews
June 26, 27	Technical Assistance for applications in Survey Monkey Recorded and available post TA days
June 29	2024 Applications open. Grant Request For Proposals Released upon Board of Commissioners approval
July 1-27	CAC reviews Mid-Year evaluation Forms
July 27	Grant Proposals Due by 12:00 P.M. Online submission only via Survey Monkey Apply
August 3- August 31	CAC reviews Proposals and completes Rating Sheets
August 31	CAC Rating Sheets due to Department of Human Services at 12:00 p.m.
September 4-15	Staff reviews questions submitted from CAC and sends them to Proposers
September 15	Mandatory written responses to the CAC Questions Due at 3:00 p.m. Online submission only via Survey Monkey Apply.
September 18-22	Question and Answer Sessions. Organizations must make time available for their Question-and-Answer Session which will be scheduled during this time frame.
September 25– September 29	CAC reviews written responses to Questions
October 10 and 11	CAC Executive Committee Meetings to develop funding recommendations. 3-7 pm
October 17	CAC Regular Business Meeting to Approve Recommendations for BOCC
October 18	Make funding recommendations to BOCC (Work Study) 30 min
October 23	BOCC Acts on Funding Recommendations – Public Meeting
November – December 2023	Evaluation meetings, Statements of Work, Expenditure Plans and Contracts completed
January 1, 2024	2024 Program Year Begins

I. BACKGROUND

The Kitsap County Department of Human Services (KCDHS) is requesting 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 licenser, experience, and infrastructure to provide Mental Health, Chemical Dependency, and Therapeutic Court related services within Kitsap County.

1. 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

2. 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

3. 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, including Washington State Department of Health Social Worker, 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

4. 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 \$7,200,000 for a 12-month period between January 1, 2024, through December 31, 2024 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, 2024, and end December 31, 2024. 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 reviewed by the Citizens Advisory Committee and monitored by the Human Services Department. 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, Human Services Department, 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 Grant Applicants must submit a Pre-Application form, Due May 26, 2023 online via Cognito.

Following the submission of the Pre-Application form, new prospective agencies and projects **may be** asked to attend a pre-application meeting to determine eligibility and funding opportunities. ****Note this will not be mandatory for all submissions.**

The Pre-Application form is required to move forward in the application process but does not obligate the applicant to apply for TST funding. The preapplication form must be submitted online via Cognito as soon as April 13, 2023, but no later than **May 26, 2023 at 3:00 p.m.**

Following submission of the Pre-Application form, Kitsap County Department of Human Services staff will review for Eligibility Criteria. If the organization meets eligibility requirements and completes the Pre-Application form, they will receive an invitation to apply and a link to the 2024 TST funding application.

The Application Summary form, Narrative and all Attachments will be completed online via Survey Monkey Apply. All proposals must be submitted electronically by **July 27, 2023 at 12:00 p.m.**

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

VIII. GRANT PROPOSALS

All 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 2022 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 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 year(s).

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 the actions taken to leverage federal, state, local or private funds, and in-kind resources or fundraisers during the last budget period. If applicable how did the program leverage 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 page 14 Attachment A for Definitions)

Attachments must be downloaded, completed and uploaded with the following required components. The Attachments will be available in Survey Monkey Apply.

- 1. Attachment D – 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 2022. Use projected budget figures for 2023-2024.
- 3. Attachment F – Grant Proposal Special Project Budget Form** Directions – In the 2023 Award column, include all funds you were awarded for year 2023, if awarded. If not, leave it blank. In the 2023 Expenditure Column, include your expenditures to date. The 2023 % column will automatically calculate the percentage of 2023 expenditures to date. In the 2024 Requested Funds column, include all the funds you are requesting in this grant proposal, indirect is limited to 5%. The 2024 Modifications column will automatically calculate the difference in your 2024 Request and 2023 Award, if applicable. The 2024 % column will automatically calculate the percentage difference in 2024 Request and 2023 Award.
- 4. Attachment G – Grant Proposal Sub-Contractor Special Project Budget Form**
Directions – Complete separate 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 – 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. Grant Proposals will be individually evaluated using Attachment I: Grant Proposal Evaluation and Scoring Form. The full Committee will evaluate past provider performance, if a returning grantee; 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 and develop a list of questions for each proposal, if directly pertinent to the proposal and further clarification is needed. **All Proposers who receive questions will be required to provide written responses to questions about their proposals.** Proposers will be notified of their questions through Survey Monkey Apply by September 4-8, 2023. **Written responses must be submitted online in Survey Monkey Apply by Friday, September 15, 2023.** The CAC will review the answers the week of September 18-22, 2023.

Based on the content of the proposals and the proposal question and answer responses, 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 - Grant Proposal Evaluation Worksheet

ATTACHMENT E - Total Agency Budget Form

ATTACHMENT F – Grant Proposal Special Project Budget Form

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

ATTACHMENT H – Grant Proposal Project Salary Summary

ATTACHMENT I – Grant Proposal Evaluation and Scoring Form

ATTACHMENT J – Contract General Terms and Conditions

ATTACHMENT K – Prevailing Wage Requirements