



**Kitsap County Mental Health, Chemical
Dependency & Therapeutic Court Program
2022 New Grant Request for Proposal (RFP)
Mandatory Proposer Conference**

Presenters

**Gay Neal, Kitsap County Department of Human
Services**

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Proposal Summary

The Kitsap County Department of Human Services (KCDHS) is requesting New Grant Proposals for moneys collected under [RCW 82.14.460](#). [New Grant Proposals are proposals from organizations which have not been funded during the previous funding year \(2021\) using the TST.](#) 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 6, 2021 at 3:00 p.m.**

Eligibility Requirements: All New Grant Applicants must attend a Mandatory New 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 “New Grant Proposal Letter of Intent” will be made available to those in attendance.

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



Proposal Summary

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 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 the RFP to address changes at 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.

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 th – 28 th , 2021	2021 New Grant Request For Proposals Released upon Board of Commissioners approval
June 16, 2021	Mandatory New Grant Proposers Conference – 10:00 a.m. Via Zoom
June 21, 2021	Notes and Q&A from Proposers Conference Posted
June 28, 2021	Mandatory “New Grant Proposal Letter of Intent” Due by 3:00 p.m. Online submission only via Survey Monkey Apply.
August 6, 2021	New Grant Proposals Due by 3:00 P.M. Online submission only via Survey Monkey Apply
August 6 th – September 6 th , 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
September 27, 2021	Mandatory written responses to the CAC Questions Due at 3:00 p.m. Online submission only via Survey Monkey Apply.
September 27 th – October 12 th , 2021	CAC reviews written responses to Questions
October 12 th – 14 th , 2021	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.
October 18 th and 19 th , 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



Applicant Eligibility

Organization has not received TST funding during the previous funding year (2021).

Organization is a Government entity; public or private nonprofit organization 501(c)(3); private for profit; or faith-based organization.

The request is solely for the purpose of providing mental health, chemical dependency or therapeutic court programs and services.

Organization has a representative at the Mandatory New Grant Proposer Conference.

Organization meets requirements for providing behavioral health “treatment” services, sub-contracts with or provides non-treatment services.

Organization meets all county requirements for contracting including insurance requirements, audit and financial requirements.



Purpose & Scope of Project

Each funded project or program will be reviewed
for impact in the following areas

FUNDING LENS

**BEHAVIORAL
HEALTH
EQUITY**



**TRAUMA
INFORMED
CARE**



**PROGRAM
EVALUATION**



**COLLECTIVE
IMPACT**





Anticipated Scope of Work

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 of this Request for Proposal.

Prevention	Treatment	Diversion	Recidivism	Crisis	Housing
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	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.

Strategic Goal

Objectives

Goal #1: Improve the health status and wellbeing of Kitsap County residents.

- Decrease the impact of systemic racism on the mental health and well-being of Kitsap County's communities of color.
- Expand prevention and early intervention programs for youth.
- Increase Trauma Informed Care training, policies and practices.

Goal #2: Reduce the incidence and severity of chemical dependency and/or mental health disorders in adults and youth.

- Increase the variety and options of nontraditional behavioral health treatment programs and approaches.
- Address service gaps along the behavioral health Continuum of Care, especially targeting services for children, youth and the aging populations.
- Enhance Recovery Support Services.

Goal #3: Reduce the number of chemically dependent and mentally ill youth and adults from initial or further criminal justice system involvement.

- Enhance diversion approaches, practices and programs for individuals with behavioral health disorders.
- Expand police training in crisis intervention and de-escalation approaches, practices and policies.
- Increase specialized police responses in dealing with individuals with behavioral health disorders.

Strategic Goal

Goal #4: Reduce the number of people in Kitsap County who cycle through the criminal justice systems, including jails and prisons.

Objectives

- Improve availability and coordination of in-jail behavioral health services.
- Intensify transitional behavioral health services for individuals reentering the community from jail.
- Expand Therapeutic Court Programs to provide access to all eligible individuals in the community.

Goal #5: Reduce the number of people in Kitsap County who use costly interventions including hospitals, emergency rooms, and crisis services.

- Expand behavioral health treatment providers, approaches and options for high utilizers.
- Intensify services for family members experiencing a behavioral health crisis.
- Intensify supportive and/or treatment services for youth experiencing a behavioral health crisis.

Goal #6: Increase the number of stable housing options for chemically dependent and mentally ill residents of Kitsap County.

- Expand behavioral health services for the homeless who experience behavioral health disorders.
- Strengthen support for individuals with behavioral health disorders to establish and maintain housing long-term.
- Increase supportive housing options for individuals with behavioral health disorders.



2022 Anticipated Scope of Work

Projects must implement interventions and programs that address a minimum of one Goal, Objective and Strategy from the following list prioritized in the 2021 Behavioral Health Strategic Plan.

Goal #1: Improve the health status and wellbeing of Kitsap County residents.

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

Strategies include:

- Examine funding priorities and decision-making process from an equity lens.
- Examine policy and procedures with an equity lens, including evaluating common practices.
- Involve communities of color in shaping funding decisions, performance outcomes and evaluation.

Objective #2: Expand prevention and early intervention programs for youth.

Strategies include:

- Increase capacity of programs that provide evidence-based prevention and early intervention programs.
- Promote proactive support for student well-being in schools starting at elementary.
- Deliver culturally relevant materials, education and outreach.

Objective #3: Increase Trauma Informed Care training, policies and practices.

Strategies include:

- Provide education on equity, inclusion, diversity and historical trauma to the behavioral health workforce.
- Provide targeted funding for organizations to invest in trauma-informed care.
- Require workforce policy and procedures be developed through a trauma informed lens.



Minimal Technical Requirements

All New Grant Applicants must attend a Mandatory New Grant Proposer's Conference and complete a "New 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 New Grant Proposer's Conference. The "New Grant Proposal Letter of Intent" is due June 28, 2021. New Grant Proposals are proposals from organizations which have not been funded during the previous funding year (2021) using the TST.

Following the Mandatory New Grant Proposer's Conference, those in attendance will receive a link to the New Grant Proposal's Eligibility Criteria. If the organization and project meet Eligibility Criteria the applicant will be forwarded to the "New 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.



Minimal Technical Requirements

Following submission of the “New 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 New Application Summary Form, the Narrative and all Attachments will be completed online via Survey Monkey Apply. All proposals must be submitted electronically by August 6, 2021 at 3:00 p.m.

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



New Grant Proposals

1. Project Description 35 Points

A. Project Design (300 words)

Describe your project. Who do you intend to serve? Include what services you will provide, when you will provide them and where services will be delivered including specific locations if applicable.

B. Evidence-Based, Promising, Best, or Innovative Practices (300 words)

What evidence-based, promising, best or innovative practice(s) will you use to serve your target population?

Please describe:

- Practice's target population demographics: age, sex, race/ethnicity, and disorder type
- Practice's demonstrated, measurable outcomes;
- Research support for the practice;
- Links to online documents or web pages that provide details.



New Grant Proposals

C. Outreach (300 words)

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

D. 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 15 for Definitions)

E. 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 15 for Definitions)



New Grant Proposals

2. Community Needs and Benefit 25 Points

A. Policy Goal, Objectives and Strategies (300 words)

Which Policy Goal(s), Objective(s) and Strategy(s) from the 2021 Kitsap County Behavioral Health Strategic Plan does your project address? (See Attachment B page 19)

B. Needs Assessment and Target Population (300 words)

Referring to the strategies you identified in 2.A. above, how many people in Kitsap County are in need of the service(s) you propose? What method did you use to estimate that number? How many will you screen for services each year? How many will you serve in the program?

C. Evaluation (300 Words)

Provide a brief summary of the evaluation plan you outlined in your Evaluation Worksheet. What are your primary program goals and expected outcomes for those you will serve?

D. Community Collaboration, Integration and Collective Impact (300 words)

Describe any other organizations or sub-contractors that will participate in this project and their roles and responsibilities. Describe how this project will achieve collective impact by integrating with other programs in the community.



New Grant Proposals

3. Organizational Capacity 30 Points

A. **Organizational Governance (250 words)**

Provide an organization chart and a brief description of your internal governance and leadership structure.

B. **Organizational Finances (250 words)**

Provide a description of your basic managerial and fiscal structure including program management, accounting and internal controls. Summarize the results of your Agency's (or your unit of financial independence) last audit and/or administrative inspection. Include description of any disallowed costs, questioned costs and administrative findings.

C. **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 15 for Definitions)



New Grant Proposals

D. Staffing Qualifications (250 words)

Provide a complete list of staff positions dedicated to this project, including the role of each and their Fulltime Equivalent (FTE) designation. What are the professional certifications/licenses required for each position? Does your staff have the professional certifications/licenses required for billing private insurance or Medicaid?

E. Organization Licenses and Certifications (250 words)

Is your **organization** *itself* licensed to provide behavioral health services through the Washington State Department of Social and Health Services, Department of Health and/or Health Care Authority? If so, What services is the organization certified to provide? Clearly state if there is no licensing/certification requirement for the organization or service provided.

F. History of Project Management (250 words)

Provide evidence and examples of similar projects implemented and managed which demonstrates the ability of the organization to successfully implement and manage publicly funded projects in a timely manner, within budget, and consistent with funding requirements.



New Grant Proposals

4. Project Financial Feasibility

10 Points

A. Budget Narrative (300 words)

Provide a brief narrative justification for items included in your proposed budget. Provide clear evidence that the project scope will not supplant current project funding and confirm that other funding sources are exhausted prior to the utilization of these funds. Indirect expenses are limited to 5%.

B. Additional Resources and Sustainability (250 words)

Describe your attempts to leverage federal, state, local or private funds and/or in-kind resources for this project. Specifically address your attempts and success in leveraging Federal Medicaid funds. Initial funding is not an assurance or guarantee of further funding in future grant cycles. Describe the organization's plan to sustain services after the conclusion of the grant period.



New Grant Proposal Checklist

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

1. Attachment D – New 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.



New Grant Proposal Checklist

3. Attachment F – New Grant Proposal Special Project Budget Form

Directions - In Requested Funds column, include all the funds you are requesting in this grant proposal including sub-contracts. In Other Funds column, include matching funds invested from your own organization, other grant funds and/or funds which are committed from a partner organization. The two columns will be added together for the total project budget. Indirect will be limited to 5%.

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

Directions – Complete separate New 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 costs will be limited to 5%.

5. Attachment H – New 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. Organizational Chart

Directions - Provide an Organizational Chart and explain the relationship of your agency to any parent or sponsoring agency.



Review and Selection Criteria

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, 2020. 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.



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 - New Grant Proposal Evaluation Worksheet

ATTACHMENT E - Total Agency Budget Form

ATTACHMENT F – New Grant Proposal Special Project Budget Form

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

ATTACHMENT H – New Grant Proposal Project Salary Summary

ATTACHMENT I – New Grant Proposal Evaluation and Scoring Form

ATTACHMENT J – Contract General Terms and Conditions

ATTACHMENT K – Prevailing Wage Requirements



Survey Monkey Apply Workflow

Mandatory Proposer Conference Attendance

Stage 1: Eligibility Stage

- ♦ Eligibility Requirements
- ♦ Letter of Intent

Stage 2: Administrative Lookover Stage

- ♦ Staff Review Eligibility Requirements and Letter of Intent

Stage 3: Application Stage

- ♦ Application Form
- ♦ Narrative Form
- ♦ Attachments

Stage 4: Initial Committee Review Stage

- ♦ New Grant Evaluation and Scoring Form
- ♦ Continuation Grant Evaluation and Scoring Form

Stage 5: Question and Answer Lookover Stage

- ♦ Staff Review and final question development

Stage 6: Question and Answer Stage

- ♦ Applicants complete Question & Answer Form

Stage 7: Final Committee Review Stage

- ♦ New Grant Final Committee Review Form
- ♦ Continuation Grant Final Committee Review Form

 Applicant  Staff  CAC