



# Department of Human Services

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## Citizens Advisory Committee Meeting Tuesday, July 19, 2022 5:00 p.m. – 7:00 p.m.

[Join the webinar:](#)

**Passcode: 798305**

**Webinar ID: 845 9046 1944**

**Phone: 1-253-215-8782**

## AGENDA

1. Call to Order - Introductions 5:00 – 5:05  
Jackie Fojtik, Chair
2. Review & Approval of June 21, 2022 Minutes\* 5:05 – 5:10  
Full Committee (Attachment 1)
3. Additions/Changes to the Agenda 5:10 – 5:20
4. Membership Update
5. Site Visit Review (Attachment 2) 5:20 – 5:40
6. RFP Review Process Overview 5:40 – 6:10  
Letters of Intent (Attachment 3)  
Survey Monkey Reviewers Video (Link sent)  
Process/Dates/ Q&A (Attachment 4)
7. Advisory Board Retreat 6:10 – 6:25
8. Community Input 6:25 – 6:35  
Please limit individual comments to **2 minutes**. Written comments may  
also be submitted to the Board, if this timeframe is insufficient.
9. Committee Member Spotlight/Check-in 6:35 – 7:00
10. Adjourn

\* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT  
COMMUNITY ADVISORY COMMITTEE (CAC)  
MINUTES  
June 21, 2022**

Jackie Fojtik, Chair, called the meeting to order at 5:04 p.m. Introductions were conducted around the table.

**APPROVAL OF MINUTES**

After review of the May 17, 2022 Minutes, the following action was taken:

**ACTION: Helen Havens moved to approve the May 17, 2022 meeting minutes as corrected. Jennifer Collins seconded the motion. Motion carried.**

**ADDITIONS/CHANGES TO THE AGENDA:**

None

**ADVISORY BOARD AND STAFF ROLES AND RESPONSIBILITIES**

**Rebecca Pirtle, Kitsap County** discussed the purpose and expectations of the advisory board, member and committee roles, responsibilities, recruiting, workload management, and general participation.

- Reviewed the member roster, there are several members whose terms are ending in the next 6 months: Helen Haven, Ursula Peters, Charmaine Scott, Kimberly House, and Jeannie Screws. Rebecca will follow up with those members to discuss options. Rebecca will attend a future advisory meeting to check-in with members and determine the recruiting and appointment process.
- Reiterated the importance of the bylaws which are intended to establish guidelines for how each board works, reflect what each position and committee can or cannot do, as well as being an outline for new members
- Discussed the board's tentative date to return to in-person meetings, board members noted risks associated with Covid are of greatest concern to returning to in-person meetings. Virtual meetings have been successful. Skookum, venue of choice is not currently opened for public use due to Covid. May consider hybrid meetings and will revisit at the end of the year based on guidance from the County Commissioners and the impact of Covid at that time. Rebecca will update Commissioners on the board's concerns on the topic.
- Rebecca is currently updating the Advisory board handbook, key updates include directives from the Commissioners on Diversity, Equity, and Inclusion (DEI). Recognized the board for their recent name change from *Citizens* to *Community*.

**2022 REQUEST FOR PROPOSALS UPDATE**

- Two proposers' conferences hosted this month, turnout was great and participation in

the process has increased significantly year over year. This year there were 23 new agencies with 49 attendees, 69 individuals attended the continuation conference.

- Hannah also provided an update on Survey Monkey, stating everything is on track. Invites have been sent out and applicants are currently completing the eligibility and letters of intent.

### **MEMBERSHIP UPDATE**

- Jackie provided an update on Valerie Nau, Valerie has resigned and will no longer serve as Membership Chair. Valerie's resignation is due to her recent promotion and changes in her work responsibilities.
- Current members interested in assuming the remainder of Valerie's term and position as membership chair to email Hannah.

### **COMMITTEE PLANNING SESSION**

Space holder for future discussion.

### **SITE VISITS / QUARTERLY REPORT DISCUSSION**

To-date 21 of 27 site visits have been completed. Board members interested in participating in remaining visits to email Hannah to sign up. Takeaways from site visits:

- Agencies are doing great work; many agencies have secured additional funding or have been creatively adjusted to support existing and new program needs. Some agencies have lost most of their volunteer base due to Covid-19.
- Board members participating in site visits shared feedback stating they found the experience to be eye-opening, that site visits created an opportunity to interact with agency staff, learn more about the programs work being done, as well as challenges some agencies have faced due to Covid and staffing shortages.

### **ADVISORY BOARD RETREAT**

Board will discuss meeting options, including meeting virtually. Topics of discussion include workload, upcoming actions, address any member concerns, and tabled discussion regarding recommendations to County Commissioners on repeat applicants, RFP changes.

### **COMMUNITY INPUT**

None

### **COMMITTEE MEMBER CHECK IN**

**Jolene Kron, Salish Behavioral Health** will share an overview and update on the REAL program at the July meeting

**NEXT MEETING**

The next Citizens Advisory Committee meeting will be held on Tuesday, July 19, 2022 via Zoom at 5:00 p.m. and ending at 7:00 p.m.

**ADJOURN**

There being no further business to come before the Committee, the meeting was adjourned at 7:00 p.m.

**CITIZENS ADVISORY COMMITTEE ATTENDANCE**

<b>MEMBERS</b>	<b>GUESTS</b>
Jeannie Screws	Jolene Kron, Deputy Director, Salish Behavioral Health
Jackie Fojtik	Rebecca Pirtle, Volunteer Coordinator, Kitsap County
Ursula Petters	
Kimberly House (EXCUSED)	
Charmaine Scott	
Helen Haven	
Alexis Foster (EXCUSED)	
Jennifer Collins, At-Large	
Keiko Sano	
Tyler McKlosky	
<b>STAFF</b>	
Hannah Shockley	
Doug Washburn	
Sonya Miles	
Kesha Anderson - Evans	



## Mental Health, Chemical Dependency and Therapeutic Court Programs Citizens Advisory Committee First Quarter Site Visits 2022

**Agency: Agape Unlimited - Aims & Navigator**

**Monday, June 6, 2022**

**CAC Members: Charmaine Scott, Jennifer Collins**

The program covers AIMS and Treatment Navigator

The Agape Integrated Mental Health Services (AIMS) program was established by Agape due to difficulties connecting their clients to mental health services. They designed a program that allowed walk-ins and referrals, screenings, connection to SUD and Mental Health services immediately that same day. The program funds one full-time mental health provider and one full-time patient care coordinator. The program started in January 2020 as a partnership between Agape and Peninsula Community Health Services providing co-occurring services to participants in one location. During the first quarter 29 total unduplicated clients were served. Challenges included a 30-day notice that their subcontract for a therapist was cancelled, and they were unable to connect individuals to this on-site service for two months. During the interim, clients were referred to Peninsula Community Health. On June 6<sup>th</sup> the newly hired therapist began. Peninsula pays for a portion of the therapist and small grants are used to cover their coordinator. Another challenge has been contracting with MCO – managed care organizations for Medicaid dollars (MCO's are insurance companies, there are five designated to our region since legislation changes that rolled out in 2020: Amerigroup, Molina, United, Centene and added last year CHP) MCO's have a cap on provider capacity but Peninsula is able to bill for Medicaid. The agency is looking at applying for Foundational Community Support grants.

**Agency: Kitsap County Aging and Long-Term Care**

**Wednesday, June 22, 2022**

**CAC Members: Jackie Fojtik and Jennifer Collins**

The Partners in Memory Care project provides consultation services to Kitsap residents and their caregivers to address challenging behaviors and stress associated with aging, and mild-to-major neurocognitive dementia disorders and memory impairment. These services are provided by a Dementia Specialist with the flexibility to meet individuals, including caregivers, at a variety of locations in Kitsap County. Dementia is the number one feared condition and is the third leading cause of death in Washington State. Kitsap County Alzheimer's deaths are in the "worse" quartile compared to other counties at a rate of 58.6 per 100,000 people. Kitsap County Aging and Long-Term Care is the only Area Aging Agency in Washington State using this strategy to address dementia concerns. Year to date 51 individuals have been served on average 10 consultations a month. With the impacts of COVID, facility referrals have decreased while individual referrals have increased. In addition, the program has hosted four community workshops to promote brain health. The program has a "Alzheimer's Café" in the works to provide another avenue of support. The program has obtained American Rescue Act funding and will utilize these funds to support the program for the next two years.

**Agency: Bremerton Police Department – Behavioral Health Outreach**  
**CAC Members: Jackie Fojtik, Charmaine Scott, Jennifer Collins**

**Thursday, June 2, 2022**

The Bremerton Police Department launched a navigator assist program that provides law enforcement with a mental health perspective and supportive techniques when handling intensity of mental health calls with sensitivity and trauma informed care. They used the Treatment Sales Tax to run a pilot program, where they came to the table with in-kind funds to provide a navigator in the field. To-date they have only used their in-kind funds. The navigator had seven years of inpatient care and three years of rehabilitation and detox experience. The program more than showed its value with 680 behavioral health calls in the first quarter. In addition, the program has successfully had an impact with some of their highest utilizers who have shown a reduction in negative law enforcement contact. When asked about their challenges they expanded on gaps and needs in the community. Those were identified as the need for more supportive housing, with adequate staff to provide critical outreach and support. Further, consistency in outreach as agencies are seen as overwhelmed and unable to perform this piece of follow up care to clients. Another challenge which was identified as program specific, was the recent legislative change with the Blake decision. In the past, law enforcement could intervene in hopes of getting someone into supportive services like drug court. Now, law enforcement can only hand out pamphlets. The program's success has captured the city's support and will fund the positions moving forward.

**Agency: City of Poulsbo - CARES**

**Monday, June 13, 2022**

**CAC Members: Jackie Fojtik, Keiko Sano, Jennifer Collins**

Fire CARES is a partnership between Poulsbo Fire and the City of Poulsbo that provides in home, mobile services to individuals struggling with mental illness, mental health distress, substance use, and other behavioral health issues. The project funds one Crisis Intervention Firefighter and one psychologist who work as a team to provide assistance and referral services to people at risk of crisis. The intent is to prevent medical emergencies and break the cycle of reliance on emergency medical services and law enforcement for people experiencing behavioral health symptoms. The team partners with North Kitsap Fire and Rescue, Bainbridge Island and Behavioral Outreach Navigators to provide services to the entire north end of the County. During the first quarter 70 unique individuals were served, 154 incidents, 24 seniors and 145 referred services with 57 successful service connections. The program plans to expand and create a second team. One team makes it difficult to have full time coverage when someone is out, they also plan to extend their hours of available service. CARES is scheduled to receive ASO funding in July.

**Agency: Coffee Oasis - Homeless Youth Intervention**

**Tuesday June 14, 2022**

**CAC Members: Charmaine Scott, Keiko Sano**

The project funds several components including Crisis Services, Outreach Services, and behavioral health therapy. They are seeing an increased number of youth struggling with domestic violence in the home, suicidal ideation, self-injurious behaviors, and depression compared to pre-pandemic. In 2020 they had over 9,000 texts, in 2021 they responded to over 3,000 messages. This year they have received over 1000 texts year to date. 90% of calls are considered resolved during the call, 3% require a referral to legal intervention, 6% call once and do not answer follow up calls or have no need for further assistance. The program serves ages 13-25 but are also receiving calls from youth under 13 and these calls may be referred to Child Protective Services. This year they received 130 referrals from hospitals and emergency services with 90 continuing in services. The program typically sees a drop in referrals from schools during summer but has connected to Barker Creek

Community School where last summer they committed to checking on youth that were identified as high risk. The program has support groups and an evidence-based program called Therapeutic Mentorship. Staff or volunteers who come from a mental or behavioral health background can provide mentorship with a component of supporting a youth through building coping, life, and socio-emotional skills. Coffee Oasis continues to actively apply for grants and was recently awarded OHY Therapeutic Services funding. They conduct annual and quarterly fundraising campaigns.

**Agency: Eagles Wings – Coordinated Care**  
**CAC Members: Jennifer Collins, Helen Havens**

**Thursday, June 23, 2022**

This project provides funds for two experienced Case Managers, currently they have one hired and a Psychiatric Nurse to implement an evidence-based Intensive Case Management model to work with 75 housing residents with serious mental illness and/or substance use disorders who require a higher level of care. Funds will also provide for client incidentals such as bus passes and co-pays for behavioral health medications, gas to transport clients, and a stipend for training all our staff around Trauma-Informed Care, Mental Health First Aid, and Equity. The agency finds value in staff who have lived experience. There have been some challenges with COVID outbreaks in the homes. The agency continues its pursuit of Department of Health accreditation and have become Level 2 Housing Agency accredited by the Health Care Authority. Their sustainability plan entails partnering with Catholic Community Services HEN for eligible housing funds. They are hoping to implement TAP Transitional Housing Program funding which offers a stipend of \$5,000 per inmate housed post prison release. In addition, they work with Washington State Corrections ORCS which pays 5 years of rent for post inmates. They are eligible for Foundation Community Supports but find challenges with getting individuals to qualify as eligible for various reasons including dual coverage. The agency averages approximately 10 referrals per day. Program Supervisor for the 1/10<sup>th</sup> was contacted after the visit by their grant writer, Kelsey Stedman. She stated, the former head of their organization would face charges of theft of funds. Stedman said, no direct 1/10<sup>th</sup> funds had been taken as Director Lisa Kurek had left the organization before 1/10<sup>th</sup> funds had been received. The county continues to investigate the matter.

**Agency: Family Behavioral Health CCS**  
**CAC Members: Keiko Sano, Jackie Fojtik, Charmaine Scott**

**Thursday June 9, 2022**

This project will expand access to WISE services to 24 youth without Medicaid coverage. WISE is intensive, in-home behavioral health and wraparound services for children/youth and their families. This includes Peer Support, 24/7 in-person crisis response, therapeutic interventions, care coordination, and psychiatric consultation. Intensive Behavioral Health teams meet families at times and locations most convenient for families. WISE is a team-based approach. The Clinical Care Coordinator (CCC) guides the family through a process of identifying needs and strengths to develop a family driven cross-system plan that integrates natural supports and professionals into a meaningful support plan. Common team members include friends, extended family, school personnel, probation officers, social workers, and DOA professionals. The team approach promotes lifelong skill development and sustainable resource acquisition. The agency averages approximately 17 service hours per client per month. Staffing challenges have been due to the odd hours for the two positions but they were able to fill them quickly which they attribute to pay rates and culture. Their mission is centered on

prevention which holds value that cannot be measured. They continue to look towards insurance companies and the Health Care Authority for sustainability. In addition, they have obtained SBHASO credentialing and qualify to seek block grant funding. They will double their team to meet the need in the community as they have wait lists for services.

**Agency: Fishline**

**Wednesday, June 1, 2022**

**CAC Members: Jackie Fojtik, Charmaine Scott**

The comprehensive model offered at Fishline serves a unique niche, where clients can receive immediate counseling services without insurance. Most clients are seniors. On average, the program serves seven clients daily. The program has been able to meet their goals despite onboarding a counselor mid-way through the quarter, with 72 counseling sessions held. Challenges this quarter include MCS Counseling Services gave a 30-day notice that they were pulling the contract. The decision will be made with careful consideration, to either bring the position in-house or find another subcontractor to provide the service. Another challenge is the non-existent affordable housing crisis, where funding is available for subsidies from sources like USDA vouchers, but housing cannot be found. The program continues to connect with city authorities to advocate for alternatives like shelters and RV parks. The program extended their coverage to Banger to support military families with mental health and food. Referrals are coming from various community entities such as PAVE- Veterans Association at Olympic College, Fishline and Poulsbo Fire CARES. The program has gained interest and has been asked by agencies like Kitsap Public Health for an on-site tour to gain depth of services offered. The program works to share the existence of resources they offer by connecting to churches, rotary clubs, referral agencies and the tribes, also placing flyers at the market. They have applied for three grants; Bainbridge Community Foundation, MultiCare and Virginia Mason to provide mental health services. They have plans to apply for SAMSA- Substance Abuse and Mental Health Services funding and will host an annual fundraiser. The program is geared up to begin their wellness workshops in May, where counselors provide coping techniques for common challenges including anxiety, depression, stress management and effective communication. The groups will be open to all clients, with no appointments required.

**Agency: Kitsap Community Resources - ROAST Housing Program**

**Wednesday, June 23**

**CAC Members: Jackie Fojtik, Jennifer Collins, Helen Havens, Charmaine Scott**

This project established the Recovery Outreach and Stabilization Team (ROAST) and provides housing stabilization support to adults with behavioral health needs. The ROAST team is comprised of two Outreach Coordinators, two Housing Stabilization Specialists, and one Behavioral Health Specialist. Services include outreach, rental assistance, eviction prevention, rapid rehousing, case management, housing stabilization, crisis intervention and mental health referrals for individuals and families who are struggling with substance abuse and mental health issues. The agency receives HARPS funding through ASO for long-term housing vouchers. Typically, individuals spend out of HARPS, the TST helps fill the gaps to meet the needs. They are looking at doing a salary comparison proceeding the COVID fallout. The agency has continued with staff flexibility, working from home for parents with children, to increase retention. During the first quarter 87 households received rental assistance and with 154 unduplicated individuals served.



**Agency: Kitsap Community Foundation (Kitsap Strong) – Relational Mentoring Training**

**Friday, June 24, 2022**

**CAC Members: Helen Havens**

This project provides intensive skill building for mentors through the “RISE Training” (RISE: Relational Integrated Supportive Experiences). They facilitated 3 cohort trainings, with 48 people trained first quarter. They are receiving a lot of interest from schools to collaborate. The agency wants to establish new metrics that can assess change vs. the current metrics of training. They continue to analyze organizational partnerships with focus on foster care and behavioral health challenges. This is one organization that has been fortunate to not face challenges with staff retention. They have served 6,132 youth this quarter.

**Agency: Kitsap County District Court - Behavioral Health Court (BHC)**

**Wednesday, June 1, 2022**

**CAC Members: Jackie Fojtik, Charmaine Scott**

This project funds two Behavioral Health Specialists, one Compliance Specialist and a dedicated contract for a Public Defender. Behavioral Health Court (BHC) over COVID, the program was operating remotely and was successful in graduating two individuals who never stepped into a court room. In addition, one graduate had zero sanctions. The program, which began in 2016, was designed to span 18 months and, in most cases, the duration is longer for clients to finish treatment. The program has increased community supports and advocacy by offering trauma informed services which include coping skills. The program uses a high needs, high risk assessment tool to determine the best individualized track for clients, to ensure increased success. The program faced the following challenges regarding program admissions. Procedure changes decreased referrals from the Therapeutic Courts. The right to a speedy trial was suspended during the pandemic and defense attorneys were excluded from entering the jails to speak to clients, cases were placed on hold. Trials have opened back up and cases will now have the opportunity for resolve. With in-person connection, therapeutic options can be offered. The program diligently seeks general funding and is working with budget on feasibility for the defense attorney position to be covered through other financial means. The program has applied for Administrative Office of the Courts grant, although not funded they plan to apply again. The program is allotted additional funds through CJTA – Criminal Justice Treatment Act for rental assistance and incentives. The program continues to partner with Drug Court Alumni, NAMI, Eagles Wings, Oxford, Westsound, DVR- Department of Vocational Rehabilitation and Skookum to offer resources and support from Moral Recognition Therapy to housing for current clients, with a 66% success rate for those who engaged in vocational activities and 86% of clients obtaining their driver’s license, this last quarter.

**Agency: Kitsap County Juvenile Court - Enhanced Therapeutic Court**

**Wednesday, June 8, 2022**

**CAC Members: Helen Havens**

This project provides 1 FTE Behavioral Health Specialist (BHS) to provide mental health services to all Individualized Treatment Court (ITC) participants who are not already engaged in treatment with an outside therapist. The BHS also coordinates with participants who may have already been in services with an outside therapist to monitor their progress while they are in ITC. In addition, the BHS meets with Juvenile Drug Court participants who are referred by the Juvenile Court. Funds also pay for enhanced Urinalysis and incentives. The courts have expanded by adding a girl’s court. The youth they serve have been in the mental health system for 5-6 years and come with extreme behavior challenges. Typically, these youth have WISE therapists and they are expected to start over with the court, it’s challenging. The program works with Olive Crest who originally only served foster children but now they have agreed to support youth in Kitsap Juvenile courts, following them through to age 23 with services. During the first quarter, the BHS worked with 23 ITC participants and 9 Drug Court participants and 14 sessions with postgraduates.

**Agency: Kitsap County Prosecuting Attorney – Alternative to Prosecution**      **Monday July 14, 2021**

**CAC Members: Keiko Sano, Helen Havens**

This project funds operations of the Therapeutic Court Unit (TCU) within the Kitsap County Prosecuting Attorney's Office. The TCU funds two experienced deputy prosecuting attorneys (DPAs) and one legal assistant, with the two DPAs dividing up primary responsibility for each of the six courts and the legal assistant handling all administrative functions. The TCU acts as a centralized-referral unit for all the therapeutic courts. The courts were affected by the pandemic where individuals were released from jail due health concerns with the spread of COVID and then with the stagnancy of the court system with the suspension of right to a speedy trial. Trials have resumed and they are seeing pre-pandemic numbers of applications increasing. Kitsap did not see as many drops in cases as compared to other counties with the State v. Blake decision. They attribute this to having a less restrictive perimeters to enter therapeutic courts, although they are tied by statutory laws, prohibiting them to allow sex offenses and violent crimes cases. This year, they have added a staff and partner surveys with hopes of gaining insightful feedback on how to improve their program. They do offer surveys to clients but rarely receive responses. The program continues to advocate for general funding.

**Agency: Kitsap County Sheriff's Office – CIO, CIT, Reentry**

**Wednesday, June 3, 2022**

**CAC Members: Jackie Fojtik, Charmaine Scott, Jennifer Collins**

Kitsap Sheriff's Department has three programs: Crisis Intervention Training, Crisis Intervention Officer and the Reentry program. The program has teamed up with the Poulsbo police department to offer up to three trainings from July through October. Treatment Sales Tax covers the instructors teaching these core classes mandatory for first year officers, providing knowledge of trauma informed service. The reentry program positions are unfilled currently while the jail prioritizes filling vacancies of 25% of operations staff. The Medication Assistance Treatment-MAT program provided through Peninsula Community Services assisted 47 individuals this quarter. The Crisis Intervention Officer started in January and works closely with the REAL program, Kitsap Mental Health, Westsound Treatment center and Agape to coordinate services for inmates exiting the jail with hopes of reducing recidivism and helping people recover from addictions.

**Agency: Kitsap County Superior Court - Adult Drug Court**

**Monday, June 13, 2022**

**CAC Members: Jennifer Collins, Charmaine Scott, Helen Havens**

This project provides behavioral health services within the Adult Therapeutic Drug Court and funds the following full-time positions - Treatment Court Therapist, Vocational Navigator, Adult Drug Court Office Support Coordinator and Adult Drug Court Program Specialist. This court can be the last chance for individuals who have screened out as ineligible for all other treatment courts. The philosophy is centered on if someone is asking for help, they do all they can to get them the help they need. The results and successes have shown this approach is impactful in changing lives. They have seen cases where individuals with violent backgrounds become mentors and vital supports to the program after receiving services and opportunities to change the trajectory of their future. The program has written a request for proposal for a UA provider. They have already purchased all the mandatory equipment with CJTA funds. They lost their Dialectical behavioral therapy (DBT) person who was promoted at Kitsap Mental Health. Cognitive behavioral therapy tries to identify and change negative thinking patterns and pushes for positive behavioral changes. They are wanting to start an anger management class and add a law enforcement component in the future, as best practice.

**Agency: Kitsap County Superior Court - Veterans Treatment Court**

**Thursday, June 13, 2022**

**CAC Members: Charmaine Scott**

This project provides behavioral health services within the Veterans Therapeutic Court and funds one half-time position, Veterans Treatment Court Program Specialist, and a dedicated contract for a Public Defender. Funds also cover TAD Bracelets, urinalysis collection and incentives. This court has been taking more challenging cases. Research shows that the results can be the same for individuals who commit violent crimes versus non-violent crimes. The program has made vital connections with outside providers who are willing to start treatment with individuals until they can transfer to VA specific treatment, which can take 2-3 months. The program has worked with Retsil Veterans home to allow non-residents to attend their weekly meetings starting July 1. Participants of the program have barriers to transportation when they are not in supportive housing.

**Agency: Kitsap Public Health District - Nurse Family Partnership (NFP)**

**Friday, June 10, 2022**

**CAC Members: Jennifer Collins, Helen Havens, Jackie Fojtik, Charmaine Scott**

There are two components to this project including providing evidence-based Nurse Family Partnership (NFP) services to at least 12 low-income, high-risk first-time mothers and their babies and improving access to services by utilizing a community health worker (CHW) for outreach and community infrastructure support. During COVID, all NFP visits took place virtually or by phone. Caseloads went down with fewer referrals into the program. Now the program is back to in home visits and referrals have increased. The program began a postpartum support group this quarter called, Momma Moves. They are seeing sustained participation with this group, and it aids in serving various supports from casual conversations on nursing to physical aspects of mental health and connections to other mothers. Treatment Sales tax covers a .5 nurse and .8 outreach LVN who work with partner agencies for referrals and connecting unqualified mothers to other resources in the community such as Head Start and Child Assistance Program. Other partner agencies include Holy Ridge, Kitsap Community Resources, Eastside Baby and Kitsap Connection Kids Network. The agency applied for an expansion grant as their referral numbers grow and did not receive the competitive grant. They do plan to apply again. TST also covers 10 gatherings, and they anticipate those will be used by summer's end, as they have proven successful. The agency will be looking at extending the ask for gatherings to support them for the remainder of the year. This program is a prevention-based program. It was discovered that only half their quarterly report data had saved in the metrics system, and they will work with TST epidemiologist to capture the missing data.

**Agency: Kitsap Homes of Compassion – On-site Behavioral Health**

**Thursday June 2, 2022**

**CAC Members: Jackie Fojtik, Charmaine Scott, Jennifer Collins**

Kitsap Homes of Compassion houses the disabled homeless population, some sober, some low barrier, in 27 rentals throughout Kitsap. Their mission is to create an affordable option coupled with wellness screenings, crisis intervention and case management. The program has obtained credentialing with Amerigroup and continues to work towards their Medicaid credentials with goals of building a Mental Health program. They currently have a Mental Health Clinical Supervisor who oversees case management and three navigators. They have contracts with five universities and have recruited two master's and two bachelor's level interns who will begin in the fall, and they would hope to retain these interns long-term. Out of 117 residents they have 81 on active mental health case management and 48 are receiving intensive case management. All residents need support in one of three areas: mental health, substance use, or co-occurring. Challenges faced this quarter included staffing. The program needs staff that are not only conscious of trauma informed care but who are able to compassionately implement that care. The program has seen a decline by 50% with their volunteer population from churches,

greatly due to COVID restrictions. Likewise, the issues clients faced were exacerbated from COVID. The program receives Foundational Community Support Services but through an upgrade in the FCSS software systems, a handful of recipients were unintentionally removed, and the program is working on obtaining back pay on services rendered. The program continues to research sustainability opportunities as the current model covers rents and utilities without profit. The program received Housing and Homelessness Block Grant funding but waits for payment after 5 months of services. The program has secured the Pleasant Hill Elementary school for remodel, and it will provide 40 units of housing once complete.

**Agency: Kitsap Rescue Mission – On-site Behavioral Health**  
**CAC Members: Keiko Sano, Helen Havens, Charmaine Scott**

**Friday, June 10, 2022**

This project provides on-site medical mobile services by Peninsula Community Health Services (PCHS) a Substance Use Disorder Professional at the shelter to serve residents 5 days a week provided by Agape, and they are in the process of trying to hire a Mental Health professional. The shelter has evolved over the last 12 years and has adjusted to the population they serve by striving to ensure an immediate service model. They provided services to 80 individuals temporarily at the Kitsap Pavilion during COVID to now they are at the Quality Inn located in Bremerton. Their permanent destination will be the Mile Hill facility in Port Orchard after all permits have been obtained, projected mid- 2023. Mile Hill will have 75 beds and the goal is to build capacity for 120 with shared spaces for families. Their biggest change this quarter was the need to change sub-contractors. Originally, they began with Peninsula Community Health Services who contracted to provide the mobile medical, Substance Use and Mental Health Professional. KRM experienced challenges with the high turnover in staff from PCHS with the Substance Use Professional which they state was creating adverse effects for the residents. They went through 4 separate SUDP's and then were told by PCHS that they would be unable to provide an SUDP for the remainder of the year in 2021. KRM decided to subcontract with Agape who provided the SUDP their clients needed, and it has worked out extremely well for their residents. In the first quarter 31 people have been served with a total of 60 one on one supports, 6 individuals went to detox. They did try to partner with PCHS for the mental health professional but due to their integrated model PCHS declined. In 2023, KRM will partner with the Housing Solutions Center to expand the current program. They have worked with the epidemiologist to review and revamp their metrics to greater capture their impact. They have created a strategic plan. Current funding comes from private and foundational grants, and they continue to look at sustainability. They have also transitioned their Board from a hands-on operational Board to a government model meaning no one from the Board is involved in the work. The Board had two members whose terms ended, and they have two new members. The goal is to go from 6 to 12-14, they continue recruitment.

**Agency: Olympic ESD 114 – School Based Behavioral Health**  
**CAC Members: Charmaine Scott, Helen Havens**

**Tuesday, June 8, 2022**

The project provides prevention/early intervention services at eight of the greatest need elementary schools through a part-time Mental Health Therapist (MHT) housed at each school. Prevention/early intervention services are provided at six high schools that currently do not have behavioral health services in place through Student Assistance Professionals housed part-time at seven high schools. It also provides behavioral health screenings, referrals, and linkages to both school and community resources to three of the greatest need middle schools through two Student Assistance Professionals (SAP). Most MHTs and SAPs are back into the schools and providing on site services. The severity of the cases they are seeing have increased. During the first quarter in 2021 they saw (131 elementary, 33 middle school and 57 high school) this year first quarter they saw (143 elementary, 49 middle school and 45 high school students) received services at targeted elementary, middle,

and high schools. In addition to the 237 students served, staff reported 119 drop in visits by students in need of crisis intervention, brief support and/or information.

**Agency: One Heart Wild**

**Monday, June 13, 2022**

**CAC Members: Keiko Sano, Jennifer Collins, Helen Havens**

This project provides specialized, effective, and low/no cost alternative behavioral health services for 200 clients. Services include animal and equine assisted therapy, self-development counseling, and emotional/behavioral support services. Counselors also provide family support plans that include coordinating with youths' doctors, education providers and school staff, and improving parent-child communication strategies. Telehealth and tele-academic coaching are provided to support our school-age students. Alternative, high-risk, and marginalized families including those struggling with anxiety, depression, substance abuse, poverty, homelessness, juvenile justice system, and victims of domestic violence & human trafficking are served. The program carries through the summer months providing no laps in services for school aged individuals. The program offers a training course for Mental Health providers, and this has given the agency an edge on recruitment from training to employed staff. One benefit from being awarded the TST funds, was it allowed them to define their data collection scope. The agency reports seeing an increase in complex cases. Children and young adults who have coped without IEP Individual Education Plans, following the COVID environment that forced online learning exacerbated the complexity and these clients have been found to not be coping at the capacity they once were. The agency has become an advocate for parents, to help them explore early IEP's when needed. The program has had a robust volunteer program which shifted during COVID and reduced their senior volunteers, who feeling medically compromised no longer were able to engage. They have applied for numerous grants, OSPI both state and federal that support the connection to the schools. The agency is expanding with environmental learning. Grants obtained will assist in building a covered area for therapy, a reconstruction grant from WA Commerce at \$300,000, a compost building compliments of Kitsap Conservation District approximately \$50,000. With this new composting project, the vision is to connect to the STEM network for students to monitor and possibly sell the compost.

**Agency: Kitsap Mental Health Services – Pendleton Place**

**Monday, June 6, 2022**

**CAC Members: Tyler McKlosky, Jackie Fojtik, Charmaine Scott, Jennifer Collins**

Pendleton Place had planned to open in March but was delayed due to final permitting. As of May 17<sup>th</sup>, the facility has opened its doors and has moved in 45 people with 8 scheduled to arrive within the following week, putting them at 73% capacity. The goal is to reach full capacity at 72 residents. Staff have seen firsthand the impacts of providing the basic need of housing and how that influences individual well-being and personal drive to evolve. One resident is wheelchair bound and working daily to take steps with the goal to walk his daughter down the aisle at her wedding. Another said, "I feel like I could go back to work now, I feel whole". A third resident made snow angels as she was so elated to have a home to call her own. Two men in their 60's want to learn to read and write, staff are supporting this goal using early learning techniques. The facility was required by the city to maintain security which cost \$50,000 in the last couple months. Until the city clears them as not high profile, they will have to maintain the security measures. Further challenges include not having been able to fill the weekend housing support specialist and needing to use weekday staff to cover. The facility is in the beginning stages of collecting baseline data for a comprehensive evaluation plan. All 72 units are subsidized, and

residents are free to take their housing vouchers elsewhere after one year. The housing first model supports an individual from addiction to stability. Many residents have behavior that is not consistent to community standards, but staff are there to work with them. The agency has applied for Community Foundational supports and was awarded \$250,000.

**Agency: Kitsap Mental Health Services – Unfunded Crisis Triage**

**Thursday, June 30, 2022**

**CAC Members: Jackie Fojtik, Charmaine Scott, Jennifer Collins**

This project will provide Crisis Triage Center (CTC) services for 41 clients and Pacific Hope and Recovery Center Services (PHRC) for 10 clients. CTC on-site services include psychiatric evaluation, health assessment, substance use assessment, medication, therapy, crisis stabilization, case management, discharge planning including connection with inpatient and outpatient treatment and housing. PHRC services include substance use disorder assessment, health assessment, medication observation, individual and group substance-use therapy, psychoeducation, recreation, case management, connection to housing, outpatient treatment and other services. The agency has felt the national shortage of healthcare workers but has an 80% capacity at the Pacific Hope and Recovery where they attribute changing the smoking policy, allowing smoking on campus as part of that increase. With the Crisis Triage, more challenges are faced by not having capacity due staff shortages. They have tried to create a partnership with urgent care to allow hospital clearance quicker and they were denied. The agency is down 6 nurses and utilizes the nurses they do have between their AIU which they consider most intensive and the Crisis Triage Center. They have reviewed options such as traveling nurses, but the cost was too expensive. They developed a Director of Nursing position for nursing oversight, and they are in partnership with Olympic College for intern placements, but they compete with the hospital. They say the statistics for Washington State for nurses who hold a license but do not hold a job is 4%. They have established workable referral relationships with mobile outreach and the Sheriff's department. They continue to bill ASO funding before TST. Another major challenge they face is the 2 to 3 month lag time between insurance provider billings to be paid. The Director of the center reviews all declined individuals. Sustainability plan includes contracting with other commercial insurance carriers for all 24-hour services offered. They are partnered with Kaiser and Regence Tri-Care. They are also pursuing becoming an accredited Behavioral Health Center, but they anticipate it taking approximately 2 years as the standards are extremely high and there are only 12 in the state. They have applied for a 2-million-dollar grant that they will have more information on in August, with this grant comes more beneficial pay packages.

**Agency: Peninsula Community Health**

**Tuesday, June 7, 2022**

**CAC Members: Keiko Sano, Jackie Fojtik**

This project will provide school-based behavioral health services at their school-based health clinics. The contractor will hire additional behavioral health staff to work directly within the Central Kitsap school district stationed at Olympic and Central Kitsap High Schools. This will allow redistribution of current staff throughout all of the schools served and provide more coverage in Bremerton and South Kitsap as well to try to meet more identified youth needs in the entire region. Having medical health clinics in the schools makes them more available to help meet the student and family needs. They have found in difficulties with space and confidentiality in some districts and preventing expansion. With a combination of Behavioral Health and Medical providers, the program's primary goal is to support the complexity and increasing need for mental health support, evaluations, consultations, and case management in community schools. This quarter, 42 mental health visits were made. The agency discussed their contract with Kitsap Rescue Mission, that they are still providing mobile medical services. However, KRM subcontracted with Agape for SUDP services and

offered PCH to still come provide Mental Health services to which they declined as they did not want to piece meal service without the SUDP portion.

**Agency: Scarlet Road – Rental Assistance**

**Thursday, June 3, 2021**

**CAC Members: Charmaine Scott and Helen Havens**

This project provides a flexible rental assistance program for adult victims of sex trafficking and sexual exploitation who have behavioral health disorders in Kitsap County. The program incorporates flexible rental assistance and intensive case management to empower survivors facing complex mental health substance abuse challenges to achieve stable housing. Scarlet Road's holistic wraparound Aftercare program and connections to community supports provides a backdrop stabilizing wraparound care. The Aftercare program provides a case manager and assigns a mentor for each participant. Individualized case management, support services and long-term stabilization are provided. The program has experienced challenges with hiring but was able to hire 1 FTE for case management. To date, they have served 4 individuals in aftercare with rental assistance. This is 50% of their annual goal for the TST funding. They are focused on expanding their aftercare services to males. They currently serve males through outreach but not in inpatient. The organization has ambitious goals for expansion and have utilized fundraising as a step towards that vision. Their recent Gala raised \$100,000. The agency further offers training and consultations to interested outside agencies who want to gain skills and resources in supporting this population.

**Agency: Suquamish Tribe – Community Outreach Specialist**

**Thursday, June 9, 2022**

**CAC Members: Keiko Sano, Helen Havens**

Suquamish Tribe created an outreach position with funds from the Treatment Sales Tax with hopes of proving to the Council the value for buy in and future funding supports. To date, they have hired their Peer Support Specialist who is providing transportation, connecting people to housing, peer support and facilitating healing groups centered around Rematriation; reclaiming ones identity, culture and connection to Mother earth. The outpatient facility has a sweat lodge, song and dance, prayer, and gratitude as part of the rehabilitation journey offered to the tribe and Suquamish community. The program was successful and anticipates the sustainability of the program to be covered by the Council. The vision moving forward is to develop a housing project.

**Agency: West Sound Treatment Center - New Start**

**Tuesday, June 22, 2021**

**CAC Members: Jackie Fojtik, Charmaine Scott and Jennifer Collins**

Westsound Treatment Center has two grant programs: Wraparound services and New Start. The Wraparound services hiring process has been challenging but the agency has taken a creative approach to recruitment. Utilizing the allocations for a full-time hire, they have taken the unspent funds to offer an incentive sign on bonus and extended their advertisement reach statewide. The New Start program has two full time staff who conduct assessments in the jails, to connect individuals to supportive services from housing to addiction support services, and co-facilitation of field trips to Olympic College where several recovering members signed up to attend classes. With 82 assessments completed and 132 clients this quarter. The agency oversees four supportive transitional houses with the men's house retaining a higher capacity of bed days utilized, on a consistent basis. The agency continues to apply for additional funding and has been awarded grants for specific uses outside of what the Treatment Sales Tax can fund. This additional funding provides vocational items, transportation, and furniture for the homes. Intakes continue to increase, and the agency has maintained staff

retention with the employees they have. The agency is dedicated to the process of meeting clients where they are and getting them connected to the services they need before they are released. The program is working closely with the jail to develop and offer tablet-based curriculum for relapse prevention.

**Agency: West Sound Treatment Center – Mental Health Wrap Around**  
**CAC Members: Jackie Fojtik, Charmaine Scott and Jennifer Collins**

**Friday June 3, 2022**

West Sound Treatment Center has two grant programs: Wraparound services and New Start. The Wraparound services hiring process has been challenging but the agency has taken a creative approach to recruitment. Utilizing the allocations for a full-time hire, they have taken the unspent funds to offer an incentive sign on bonus and extended their advertisement reach statewide. The New Start program has two full time staff who conduct assessments in the jails, to connect individuals to supportive services from housing to addiction support services, and co-facilitation of field trips to Olympic College where several recovering members signed up to attend classes. With 82 assessments completed and 132 clients this quarter. The agency oversees four supportive transitional houses with the men's house retaining a higher capacity of bed days utilized, on a consistent basis. The agency continues to apply for additional funding and has been awarded grants for specific uses outside of what the Treatment Sales Tax can fund. This additional funding provides vocational items, transportation, and furniture for the homes. Intakes continue to increase, and the agency has maintained staff retention with the employees they have. The agency is dedicated to the process of meeting clients where they are and getting them connected to the services they need before they are released. The program is working closely with the jail to develop and offer tablet-based curriculum for relapse prevention.

**Agency: YWCA – Survivor Therapy Program**  
**CAC Members: Jackie Fojtik, Jennifer Collins**

**Wednesday, June 15, 2022**

This project will provide access to mental health counseling for clients/survivors of domestic violence who would benefit from therapy to help as they navigate the trauma recovery process. The Contractor will engage up to 4 certified mental health professionals who would each be available 5 hours per week to meet with YWCA clients having mental health challenges. The YWCA will use these funds to pay those therapists for their professional services as for travel expense related to the service. Services will be delivered either in the therapists' offices or at our shelter or supported housing locations, depending on the client or the therapist's the ability to travel for the sessions. The agency had challenges getting the program off the ground within the first quarter but has been able to hire two of the four therapists, they are searching for two more with experience in EMDR and serving this population. In addition, to the private therapy sessions, contracted therapists are also conducting group sessions with survivor art and a teen group. Many of the clients who are adult survivors have asked about therapy for their children. The agency plans to incorporate this element of child therapy into their scope of work moving forward. The agency continues to support these families during summer months.



## 2023 Mental Health Chemical Dependency and Therapeutic Court Letter of Intent Submissions

	Organization	Project	New or Continuation	Budget	Years Funded
1	Agape Unlimited	AIMS	Continuation	\$ 146,000.00	3
2	Agape Unlimited	Navagator	Continuation	\$ 78,000.00	1
4	City of Poulsbo	CARES Behavioral Health Response Unit	Continuation	\$ 60,000.00	2
5	Catholic Community Services	Intensive Therapeutic WrapAround NonMedicaid	Continuation	\$ 380,000.00	1
6	Coffee Oasis	Homeless Youth Intervention	Continuation	\$ 306,240.00	6
7	Eagles Wings Coordinated Care	Coordinated Care	Continuation	\$ 200,000.00	1
8	Fishline Foodbank and Comprehensive Services	Fishline Counseling Services	Continuation	\$ 95,000.00	1
9	Kitsap Community Resources	Recovery Outreach and Stabilization Team (ROAST)	Continuation	\$ 700,000.00	3
10	Kitsap County District Court	Behavioral Health Court	Continuation	\$ 410,008.00	5
11	Kitsap County Juvenile Services	Enhancement for Juvenile Therapeutic Courts	Continuation	\$ 204,000.00	8
12	Kitsap County Prosecuting Attorney's Office	Therapeutic Courts - Alternative to Prosecution	Continuation	\$ 367,319.59	4
13	Kitsap County Sheriff's Office	Crisis Intervention Officer	Continuation	\$ 145,967.00	3
14	Kitsap County Sheriff's Office	Crisis Intervention Training	Continuation	\$ 22,500.00	3
15	Kitsap County Sheriff's Office	Reentry Officer & Coordinator	Continuation	\$ 345,659.00	4
16	Kitsap County Superior Court	Adult Drug Court	Continuation	\$ 550,000.00	8
17	Kitsap County Superior Court	Veteran's Treatment Court	Continuation	\$ 110,000.00	6
16	Kitsap Public Health District	Improving the Health of High-Risk Mothers	Continuation	\$ 220,000.00	8
17	Kitsap Mental Health	Pendleton Place	Continuation	\$ 275,000.00	1
18	Kitsap Mental Health	Crisis Triage	Continuation	\$ 200,000.00	6
19	Kitsap Rescue Mission	Coordinated Care in KRM's Homeless Shelter	Continuation	\$ 190,000.00	1
20	Olympic Educational Service District 114	Behavioral Health Counseling Enhancement	Continuation	\$ 1,448,931.00	7
21	One Heart Wild	Animal-Assisted Mental Health Counseling	Continuation	\$ 155,000.00	1
22	Scarlet Road	Housing Support for Victims of Human Trafficking	Continuation	\$ 90,000.00	2
23	Suquamish Tribe	Peer Support Specialist	Continuation	\$ 100,000.00	1
24	West Sound Treatment Center	New Start Jail Services	Continuation	\$ 425,000.00	1
25	YWCA	Survivor Therapy		\$ 190,000.00	1
			<b>Total</b>	<b>\$ 7,414,624.59</b>	
1	Bremerton Municipal Courts	Agape Treatment Navigator	New	\$ 600,000.00	
2	Central Kitsap Fire Department	CARES	New	\$ 190,000.00	
3	Cohen Military Clinic	Veterans Services Telehealth	New	\$ 300,000.00	
4	Kitsap County Sheriff's Office	Transition Pod	New	\$ 1,171,709.00	
5	Kitsap County Substance Abuse Prevention	Substance Use Prevention	New	\$ 75,000.00	
6	Kitsap Recovery Center	SUD Mobile Assessments	New	\$ 109,249.00	
7	Kitsap Support, Advocacy and Counseling	KSAC Survivor and Mental Health Project	New	\$ 300,000.00	
8	Kitsap Strong	Neurobased Community Restoration	New	\$ 57,334.00	
9	Peninsula Community Health Services	Opioid BOOTS	New	\$ 150,000.00	
10	Peninsula Community Health Services	Community Medical Respite Capital	New	\$ 1,000,000.00	
11	Poulsbo Police	Crisis Intervention Training	New	\$ 20,000.00	
12	Olympic Educational Service District 114	Early Childhood Education	New	\$ 75,000.00	
13	Suquamish Tribe	Housing Peer Support	New	\$ 95,000.00	
14	West Sound Treatment Center	Starting Point Day Center	New	\$ 400,000.00	
15	West Sound Treatment Center	Equity, Diversion, and Inclusion training	New	\$ 75,000.00	
			<b>Total</b>	<b>\$ 4,618,292.00</b>	
			<b>Total Complete</b>	<b>\$ 12,032,916.59</b>	
			<b>Grand Total</b>	<b>\$ 12,032,916.59</b>	
			<b>Total Funding Available</b>	<b>\$ 7,000,000.00</b>	
		<b>Balance</b>		<b>\$ (5,032,916.59)</b>	

## 2023 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 2023 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 30, 2022 at 3:00 p.m.**

#### Continuation Grant Proposal Deadline: August 3, 2022 at 3:00 p.m.

Date	Activity
May 2022	CAC presents RFP recommendations to the Board of Kitsap County Commissioners (BOCC) in Work Study Session
May 17, 2022	Citizens Advisory Committee (CAC) Meeting to Approve RFP and Timeline
May 23 <sup>rd</sup> - 27 <sup>th</sup> , 2022	2023 Continuation Grant Request For Proposals Released upon Board of Commissioners approval
<b>June 15, 2022</b>	<b>Mandatory Continuation Grant Proposers Conference – 10:00 a.m. Via Zoom</b>
June 20, 2022	Notes and Q&A from Proposers Conference Posted
<b>June 30, 2022</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 3, 2022</b>	<b>Continuation Grant Proposals Due by 3:00 P.M. Online submission only via Survey Monkey Apply</b>
August 3 <sup>rd</sup> – September 6 <sup>th</sup> , 2022	CAC reviews Proposals and completes Rating Sheets
September 6, 2022	CAC Rating Sheets due to Department of Human Services at 12:00 p.m.
September 12, 2022	CAC convenes to discuss Proposals and develop questions for Proposers
September 14, 2022	Questions for Question and Answer (Q&A) Sessions emailed to Proposers
<b>September 28, 2022</b>	<b>Mandatory written responses to the CAC Questions Due at 3:00 p.m. Online submission only via Survey Monkey Apply.</b>
September 28 <sup>th</sup> – October 7 <sup>th</sup> , 2022	CAC reviews written responses to Questions
<b>October 10-11<sup>th</sup> and 14<sup>th</sup>, 2022</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 17 <sup>th</sup> and 18 <sup>th</sup> , 2022	CAC Executive Committee Meetings to develop funding recommendations
October 18, 2022	CAC Regular Business Meeting to Approve Recommendations for BOCC
November 2022	Make funding recommendations to BOCC (Work Study)
November 2022	BOCC Acts on Funding Recommendations – Public Meeting
November – December 2022	Statements of Work, Expenditure Plans and Contracts completed
January 1, 2023	2023 Program Year Begins

## 2023 NEW GRANT REQUEST FOR PROPOSALS (RFP) TIMELINE

Mental Health, Chemical Dependency and Therapeutic Court Programs

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 2023 Treatment Sales Tax funding. The “New Grant Proposal Letter of Intent” will be made available at the New Grant Proposer’s Mandatory Conference. **The “New Grant Proposal Letter of Intent” is due on Thursday, June 30, 2022 at 3:00 p.m.**

### New Grant Proposal Deadline: August 4, 2022 at 3:00 p.m.

Date	Activity
May 2022	CAC presents RFP recommendations to the Board of Kitsap County Commissioners (BOCC) in Work Study Session
May 17, 2022	Citizens Advisory Committee (CAC) Meeting to Approve RFP and Timeline
May 23 <sup>th</sup> – 27 <sup>th</sup> , 2022	2023 New Grant Request For Proposals Released upon Board of Commissioners approval
<b>June 15, 2022</b>	<b>Mandatory New Grant Proposers Conference – 10:00 a.m. – 12:00 p.m. Via Zoom</b>
June 20, 2022	Notes and Q&A from Proposers Conference Posted
<b>June 30, 2022</b>	<b>Mandatory “New Grant Proposal Letter of Intent” Due by 3:00 p.m. Online submission only via Survey Monkey Apply.</b>
<b>August 4, 2022</b>	<b>New Grant Proposals Due by 3:00 P.M. Online submission only via Survey Monkey Apply</b>
August 4 <sup>th</sup> – September 6 <sup>th</sup> , 2022	CAC reviews Proposals and completes Rating Sheets
September 6, 2022	CAC Rating Sheets due to Department of Human Services at 12:00 p.m.
September 12, 2022	CAC convenes to discuss Proposals and develop questions for Proposers
September 14, 2022	Questions for Question and Answer (Q&A) Sessions emailed to Proposers
<b>September 28, 2022</b>	<b>Mandatory written responses to the CAC Questions Due at 3:00 p.m. Online submission only via Survey Monkey Apply.</b>
September 28 <sup>th</sup> – October 7 <sup>th</sup> , 2022	CAC reviews written responses to Questions
<b>October 10-11<sup>th</sup> – 14<sup>th</sup>, 2022</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 17 <sup>th</sup> and 18 <sup>th</sup> , 2022	CAC Executive Committee Meetings to develop funding recommendations
October 18, 2022	CAC Regular Business Meeting to Approve Recommendations for BOCC
November 2022	Make funding recommendations to BOCC (Work Study)
November 2022	BOCC Acts on Funding Recommendations – Public Meeting
November – December 2022	Statements of Work, Expenditure Plans and Contracts completed
January 1, 2023	2023 Program Year Begins