



Treatment Sales Tax Community Grant
Request for Proposal and Funding
Application

Two Year Funding Period
July 1, 2019 – June 30, 2021

Application Deadline: 12:00 p.m. (noon), Friday, April 5, 2019

Applicants must apply through an on-line application tool, available at:

<https://zoomgrants.com/gprop.asp?donorid=2253>

Proposals must be submitted electronically through ZoomGrants by the application deadline.

In addition, one signed hard copy must be delivered no later than 4pm, April 12, 2019:

Thurston County Public Health and Social Services

412 Lilly Rd. NE

Olympia, WA 98506

I. General Introduction

In 2008, the Thurston County Board of Commissioners (Board) passed an ordinance that established a one-tenth of one-percent sales tax to increase funding for mental health and substance use disorder treatment services and therapeutic courts. By enacting this “Treatment Sales Tax” (TST), the County strengthened its ability to maintain, create, or enhance services for individuals with mental health, substance use, or co-occurring disorders, especially those involved in the justice system. More information on TST can be found [here](#).

For 2019-2020, the Board approved the release of **\$250,000 per year** in TST Community Grant funds. This grant opportunity is intended to maintain, enhance, or create innovative local services and programs consistent with TST eligibility and in alignment with the [Thurston County Strategic Plan](#), [Thurston Thrives strategies and goals](#), and TST policy goals (see section II).

Grants will be awarded for a two-year period covering **July 1, 2019 to June 30, 2021**. Grants are **one-time** funding with no promise of additional funds.

II. Request for Proposals Process and Criteria

- The **Thurston County TST** Program seeks proposals for services and programs that: meet the needs of Thurston County residents and adhere to the proposal requirements and criteria described in this document. The County will consider any projects that qualify for TST funding.

- Consistent with [RCW 82.14.460](#), funds shall be used solely for the purpose of providing for the operation or delivery of substance use disorder 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 substance use disorder or mental health treatment program or service.¹
- Proposals must be in alignment with the [Thurston County Strategic Plan](#), [Thurston Thrives strategies and goals](#), and the following TST policy goals:
 - Improve the quality of life and access to treatment services for Thurston County residents with behavioral health needs; and
 - Reduce entry into or deeper involvement in the criminal justice system for youth and adults with behavioral health needs.
- Proposals providing services that are evidence-based or promising practices will be prioritized.
- Proposals must demonstrate ability to collect reliable data that demonstrate progress toward contracted results.
- Agency must be able to enter into a contract with Thurston County government. (see Section V.)

Important Notes

- Grant proposals should be for no less than \$30,000 and for no more than \$100,000 per year for a two-year time period starting on July 1, 2019.
- No organization may submit more than **two** proposals.

III. Review and Selection Process

All applications will be reviewed to determine whether they are complete and have been submitted on time. A panel of subject matter experts, including members of the TST Advisory Committee, will review all complete applications and make funding recommendations to the Board of County Commissioners, which will make all funding decisions. All applicants will be notified of funding decisions following review by the Board. The TST Program reserves the right to modify, reject, or negotiate any proposals submitted with the proposing organization prior to recommending funding.

Applications will be rated on the following criteria:

- *Importance to the community:* Service will address gaps in behavioral health system and/or serve a population with demonstrable need. Processes are in place to reach target population. (25%)
- *Program design:* Service is thoughtfully designed; priority will be given to programs that are evidence-based or promising. Service can be implemented in required timeframes with appropriate staffing and oversight. (30%)

¹ Example of a service that is a component of a coordinated substance use disorder or mental health treatment program: case management designed to support clients’ participation and success in clinical behavioral health treatment. TST is able to pay for the case management (or housing, or transportation, etc) even if another funder is paying for the treatment, as long as the service is connected to treatment.

- *Impact*: Service will produce demonstrable impacts that can be measured through timely and accurate data collection and reporting; project cost is appropriate for expected impact. (25%)
- *Agency capacity*: Agency demonstrates qualifications to deliver the service, implement meaningful partnership(s), manage resources, and plan for sustainability. (20%)

Note: For programs that have previously received TST funding, a portion of total ranking will be based on past contract performance in the areas outlined above.

IV. USE OF TST FUNDING

Provided the proposal meets the requirements of [RCW 82.14.460](#), Treatment Sales Tax funds **may** be used for the following:

- Educational materials including: curriculum, software, video and print materials.
- Costs associated with the development, printing and distribution of materials.
- Costs associated with hosting training, workshops or special events connected directly to the service and population being served.
- Costs associated with the purchase of professional expertise and technical assistance.
- Screening, case management and treatment for substance abuse and/or mental health issues.
- Material or items that remove barriers to participating in the service or that meet the unique needs of participants.
- Personnel, training, and travel or other directly connected costs that are not excluded below.

Treatment Sales Tax funds **may not** be used toward any of the following:

- Activities intended to *prevent* substance use and/ or mental health disorders.
- Lobbying.
- Equipment.
- The purchase of staff time, supplies, materials, or anything else that is not directly associated with the service or program described in the proposal.

V. ELIGIBLE APPLICANTS

Entities eligible for TST funding are: 1) private non-profit organizations meeting the statutory requirements under the IRS 501(C)(3) designation; 2) public non-profit organizations/ government entities; 3) for-profit organizations; and 4) Indian Tribes located within Thurston County.

All applicants must have established, appropriate financial internal controls and accounting procedures to ensure proper disbursement and accounting of funds provided. Applicants failing to meet these requirements will be ineligible for funding.

Applicants must have, or be willing to secure, the following insurance:

- general liability insurance of not less than \$2,000,000 per occurrence for all covered losses; the general aggregate limit shall apply separately to this contract and be no less than \$3,000,000
- professional liability insurance with limits of not less than \$2,000,000 per loss.

Applicants must provide evidence of coverage acceptable to the Thurston County Risk Management

Division prior to receiving grant funds.

VI. Bidders Conference and Further Information

Questions regarding this RFP should be addressed to Carrie Hennen, Treatment Sales Tax Program Manager at: (360) 867-2092 or carrie.hennen@co.thurston.wa.us .

A bidders conference and orientation session for this RFP, as well as other Thurston County Public Health and Social Services (PHSS) funding opportunities, will be held:

Wednesday February 27, 2019
2:00 – 4:00 p.m.
Thurston County PHSS Conference Room 107
412 Lilly Rd. NE
Olympia, WA 98506-5132