



King County

Office of Performance Strategy and Budget



Request for Applications (RFA) Title:
Technical Assistance and Capacity Building for Community-Based Organizations

Due Date and Time: No later than May 17th, @ 5:00pm
Submit Application Questions To: oesjgrants@kingcounty.gov

Submit Application at:

https://gn.ecivis.com/GO/gn_redir/T/1rrkjddfxis08

This Request for Applications will be provided in alternative formats for individuals upon request.

**DEFINITION OF WORDS AND TERMS
APPLICABLE ONLY TO INSTRUCTION OF THE RFA**

Words and terms shall be given their ordinary and usual meanings. Where used in the Agreement documents, the following words and terms shall have the meanings indicated. The meanings shall be applicable to the singular, plural, masculine, feminine and neuter of the words and terms.

Addendum/Addenda:	Written additions, deletions, clarification, interpretations, modifications or corrections to the solicitation documents issued by PSB during the Application period and prior to award.
Applicant:	Individual, association, partnership, firm, company, corporation or a combination thereof, including joint ventures, submitting an Application to perform the Work.
Application Evaluators:	Team of people appointed by the County to evaluate the Applications, conduct discussions, score the Applications and make recommendations.
Competitive Range:	The Competitive Range consists of the Applicants that have a reasonable chance of selection for award. The Application Evaluators (AE) shall conduct the initial evaluation of the Applications considering price and Evaluation Factors established in the RFA. The Buyer and Project Manager/AE together shall compare the evaluations and determine the Competitive Range. The Competitive Range may be reduced after the evaluation of additional information, and negotiations.
Criteria, Evaluation Criteria or Evaluation Factors:	The elements cited in the RFA that the County shall examine to determine the Applicants understanding of the requirements; technical, business and management approach; key personnel; qualification and experience of the Applicant; potential for successfully accomplishing the Agreement; risk allocation and the probable cost to the County.
Days:	Calendar days.
RFA:	Request for Applications, also known as the solicitation document.

PROGRAM SCOPE OF WORK

I. INTRODUCTION

On March 11, 2021, President Biden signed the American Rescue Plan Act (ARPA) into law. Section 9901 of ARPA amended Title VI of the Social Security Act to add section 603, which establishes the Coronavirus Local Fiscal Recovery Fund (CLFR). King County, Washington was provided a CLFR distribution directly by the U.S. Treasury and is empowered to utilize this funding for costs associated with responding to the COVID-19 public health emergency and its negative economic impacts.

With the passage of ARPA, the county moved decisively to initiate its recovery plan. King County Executive Dow Constantine and the King County Council enacted an emergency supplemental budget to launch a portfolio of programs designed to continue funding the COVID response and make equitable economic recovery investments in the community, with a focus on the people and places disproportionately impacted by the pandemic. Under the banner “Revive and Thrive Together,” these programs are designed to create a permanent and positive difference for all people in the county.

On May 25, 2021, King County Council passed Ordinance 19829 amending the original biennial budget, and authorizing reasonable and necessary expenditures necessary to prevent, prepare for, mitigate against, and respond to COVID-19 and incurred due to the COVID-19 public health emergency. The Ordinance includes an additional allocation of \$400,000 for the Office of Equity and Social Justice (OESJ) for the Community-based Organization (CBO) Technical Assistance Program. The intent of this funding is to provide CBOs with federal grant technical assistance and capacity building.

CBOs operating in King County that serve communities who have historically and continue to experience marginalization, disproportionate negative impacts of systemic inequities, oppressions, and divestments are under-resourced. The COVID-19 pandemic deepened these negative impacts for these CBOs, through dramatic decreases in CBO staff levels that resulted in a loss of knowledge and expertise needed to successfully navigate the nonprofit sector, especially in the area of capacity building. This loss has negatively impacted CBOs’ operations on multiple levels including budgeting, accounting, and internal controls. It has also negatively impacted CBOs’ ability to raise funds through channels they normally rely on, including applying for federal funding. And CBOs are experiencing difficulty in rehiring qualified individuals to fill vacated positions, further exacerbating these impacts.

II. OBJECTIVES

King County will contract with service providers to provide institutional capacity building and technical assistance services to eligible nonprofits, to be selected by King County OESJ.

This program will address these specific objectives:

- Provide technical assistance to CBOs impacted by COVID-19 in securing funding and meeting federal compliance and monitoring requirements.
- Build institutional capacity for CBOs to apply for and manage federal funds to address the long-term impacts of COVID-19.
- Provide technical assistance to CBOs in operational and strategic areas identified to assist in sustaining operations in the long-term.

Qualified service providers will serve as contractors and will work with nonprofits in two ways: (1) providing the nonprofit with technical assistance in areas of need described below, and (2) providing learning

opportunities for the nonprofit to become more self-sufficient in the area of need and processes are improved.

Each nonprofit will receive approximately 10 hours of capacity building or technical assistance consulting services from contracted service providers

III. PROGRAM DESCRIPTION

King County understands that nonprofits, particularly smaller CBOs, are experiencing challenges in applying for and securing CLFR funds and/or managing such funds once received and need additional support to allow meaningful participation in King County's CLFR programs. The CBO Technical Assistance Program will provide institutional capacity building and technical assistance services to nonprofits to be selected by OESJ based on the following eligibility criteria:

1. Directly serves communities in King County most harmed by both system racism and COVID-19.
2. Was negatively impacted by COVID-19, as demonstrated by evidence of at least one of the following:
 - o Loss of staff or inability to hire staff with technical knowledge in accounting, grant writing, or capacity building;
 - o Closing for a significant period of time and/or moving to remote only model due to COVID-19;
 - o Inability to offer services to clients at pre-pandemic level or uncompensated increases in service needs; or
 - o Other negative impacts of the COVID-19 pandemic identified by the organization.
3. Is applying or has been selected to serve as a subrecipient or contractor in connection with a King County COVID-19 relief program.
4. Is a 501(c)(3) nonprofit headquartered in King County, with fewer than 20 full-time equivalent staff and an annual operating budget of less than \$4M at the time of application.

OESJ will rely on an applicant's self-certification, under penalty of perjury, to determine eligibility for technical assistance, and provide list of eligible documents that CBOs can submit as a part of self-certification. This is necessary to meet the CBO Technical Assistance Program's objective to provide technical assistance to nonprofits that currently lack capacity to allow meaningful participation in King County's CLFR programs. A minimally burdensome application process ensures that nonprofits most in need of technical assistance get this support and are able to participate in other CLFR programs. Importantly, contracted technical assistance and capacity-building service providers will be responsible for confirming client eligibility and subject to documentation and other applicable requirements to comply with federal and programmatic eligibility requirements.

The nonprofits seeking services may be subject to documentation and other applicable requirements in applying for and securing funding opportunities with other King County CLFR programs, including documentation related to their own CLFR funds management, monitoring and compliance efforts. The contracted service providers will offer up to 10 hours of technical assistance to the nonprofits that may be needed to comply with any such requirements.

Qualified service providers can be nonprofit organizations, CBOs, tribes and tribal organizations, public or governmental agencies serving communities in King County, or private consultants. Qualified service providers must have demonstrated experience working with CBOs and expertise in any of the following areas:

- Grant writing and grant budget development

- Accounting
- Application of 2 CFR 200
- Setting up internal controls
- Grant management
- Designing data collection methods
- Strategic planning
- Long-term budget development
- Governance structures
- Standard operating policies and procedures
- Staff structure
- Acquisition/subscription, implementation, and deployment of technology solutions (e.g., CRM, project management software, accounting software)

IV. PERFORMANCE INDICATORS

- Number of organizations assisted
- Types of services provided to CBOs
- Other outputs including but not limited to: policies developed, materials provided to organizations, training materials, strategic plans, processes mapped
- Recipient satisfaction – survey by PSB/OESJ
- Customer testimonies

V. PROGRAM PERIOD

The period of contractor performance is expected to be June 2022 to December 2022

VI. KEY MILESTONES AND DELIVERABLES

Milestone/deliverable	Timeline
Application form	Due May 10, 2022
Workplan	2 weeks following award signing
Invoices/requests for reimbursement	Monthly (template attached)
Quarterly progress reports	2 weeks following end of the calendar quarter (i.e., April 15, 2022 for Q1.2022) (template attached)
Final report	30 days following the end of the period of performance (template attached)

VII. PROGRAM BUDGET

The funding total of \$400,000 is designated for OESJ for the CBO Technical Assistance Program. It will be allocated for:

- Cost of subject matter expert consulting services (e.g., assessments of and assistance with strengthening governance, internal controls, operations).
- Direct costs for office supplies and materials.

SECTION 2: APPLICATION INSTRUCTIONS

2.1 Application Submission

Applicants must use the application form available on the eCivis webpage here:

https://gn.ecivis.com/GO/gn_redir/T/1rrkjddfxis08. Applications must be filled out fully and completely including all required document uploads.

Applications will only be accepted from Applicants able to complete the delivery of goods or services described in the specifications. Joint ventures shall submit one Application for the team, with accompanying proof of the joint venture agreement.

2.2 Late Applications

Applications and modifications of Applications received after the exact hour and date specified for receipt will not be considered.

2.3 Cancellation of RFA or Postponement of Application Opening

The County reserves the right to cancel this RFA at any time. The County may change the date and time for submitting Applications prior to the date and time established for submittal.

2.4 Addenda

If at any time, the County changes, revises, deletes, clarifies, increases, or otherwise modifies the RFA, the County will issue a written Addendum to the RFA.

2.5 Questions and Interpretation of the RFA

No oral interpretations of the RFA will be made to any Applicant. All questions and any explanations must be requested in writing and directed to the Contract Specialist identified on page 1. Oral explanations or instructions are not binding. Any information modifying a solicitation will be furnished to all Applicants by addendum. Communications concerning this Application, with other than the listed Contract Specialist may cause the Applicant to be disqualified.

2.6 Examination of Application and Agreement Documents

The submission of an Application shall constitute an acknowledgement upon which the County may rely that the Applicant has thoroughly examined and is familiar with all requirements and documents pursuant with the RFA, including any addenda and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods or services to be provided hereunder.

The failure of an Applicant to comply with the above requirement shall in no way relieve the Applicant from any obligations with respect to its Application or to any Agreement awarded pursuant to this RFA. No claim for additional compensation shall be allowed which is based upon a lack of knowledge or misunderstanding of this RFA.

2.7 Cost of Applications

The County is not liable for any costs incurred by Applicant in the preparation and evaluation of Applications submitted. Samples of items required must be submitted to location and at time specified.

2.8 Modifications of Application or Withdrawal of Application Prior to Application Due Date

At any time before the time and date set for submittal of Applications, an Applicant may submit a modification of an Application previously submitted to the County. All Application modifications shall be made in writing, executed and submitted in the same form and manner as the original Application.

Applications may be withdrawn by written notice received prior to the exact hour and date specified for receipt of Applications. An Application also may be withdrawn in person by an Applicant or authorized

representative provided their identity is made known and they sign a receipt for the Application, but only if the withdrawal is made prior to the exact hour and date set for receipt of Applications. All requests for modification or withdrawal of Applications, whether in person or written, shall not reveal the amount of the original Application.

2.9 Application Withdrawal after Public Opening

Except for claims of error granted by the County, no Applicant may withdraw an Application after the date and time established for submitting Applications, or before the award and execution of an Agreement pursuant to this RFA, unless the award is delayed for a period exceeding the period for Application effectiveness.

Requests to withdraw an Application due to error must be submitted in writing along with supporting evidence for such claim for review by the County. Evidence must be delivered to the County within two (2) Days after request to withdraw. The County reserves the right to require additional records or information to evaluate the request. Any review by the County of an Application and/or any review of such a claim of error, including supporting evidence, creates no duty or liability on the County to discover any other Application error or mistake, and the sole liability for any Application error or mistake rests with the Applicant.

2.10 Error and Administrative Corrections

The County shall not be responsible for any errors in Applications. Applicants shall only be allowed to alter Applications after the submittal deadline in response to requests for clarifications or Best and Final Offers by the County. The County reserves the right to allow corrections or amendments to be made that are due to minor administrative errors or irregularities, such as errors in typing, transposition or similar administrative errors.

2.11 Application Content Requirements

- A. Responses to application questions
- B. Completed Budget Template
- C. Upload of all documents referenced in, or substantiating responses to, the application questions

2.12 Budget Proposal/Request Instructions

The *Budget* must be submitted with visible formulas and references, including itemization of the requested ARPA CLFR PSB grant award and other funding sources for the program amounts. Files must not contain any hidden or otherwise inaccessible cells. The Budget must include the following, at a minimum:

- Summary Budget, inclusive of all program costs (federal and non-federal), broken out by specified major budget category for activities implemented by the Applicant and any potential sub-applicants for the entire period of the program.
- Detailed Budget, including a breakdown by provided grant period, sufficient to allow King County to determine that the costs represent a realistic and efficient use of funding to implement the applicant's program and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

Instructions for filling out the OESJ DE Budget Template are included on the "Instruction" tab within the Budget file.

2.13 Compliance with RFA Terms, Attachments and Addenda

The County intends to award an Agreement based on the terms, conditions, attachments and addenda

contained in this RFA. Applicants shall submit Applications, which respond to the requirements of the RFA.

Applicants are strongly advised not to take exceptions to the terms and conditions, attachments and addenda; exceptions may result in rejection of the Application. An exception is not a response to an Application requirement. If an exception is taken, a "Notice of Exception" must be submitted with the Application. The "Notice of Exception" must identify the specific point or points of exception and provide an alternative.

The County reserves the right to reject any Application for any reason including, but not limited to, the following:

- An Application is incomplete, obscure, irregular or lacking necessary detail and specificity;
- An Application has qualifications, limitations, exceptions, or provisions attached to it;
- An Applicant (in the sole judgment of the County) lacks the qualifications or responsibility necessary to perform the Work;
- An Applicant is not registered or licensed as may be required by the laws of the state of Washington or local government agencies;
- An Applicant is not approved as being compliant with the requirements for equal employment opportunity;
- An Application for which an Applicant fails or neglects to complete and submit any qualifications information within the time specified by the County.

The County may, at its sole discretion, determine that an Application with a "Notice of Exception" merits evaluation. An Application with a "Notice of Exception" not immediately rejected may be evaluated, but its competitive scoring shall be reduced to reflect the importance of the exception. Evaluation and negotiation shall only continue with the Applicant if the County determines that the Application continues to be advantageous to the County.

In consideration for the County's review and evaluation of its Application, the Applicant waives and releases any claims against the County arising from any rejection of any or all Applications, including any claim for costs incurred by Applicants in the preparation and presentation of Applications submitted in response to this RFA.

Applications shall address all requirements identified in this RFA. In addition, the County may consider Application alternatives submitted by Applicants that provide cost savings or enhancements beyond the RFA requirements. Application alternatives may be considered if deemed to be in the County's best interests. Application alternatives shall be clearly identified.

2.14 Insurance Requirements for Selected Applicant

If an Applicant is selected for an agreement with King County, the subsequent agreement will include insurance requirements. Selected agencies shall furnish, at a minimum, Commercial General Liability, to include Products and Completed Operations, in the amount of \$1,000,000 combined single limit; \$2,000,000 aggregate. In addition, evidence of Workers' Compensation and Stop-Gap Employer's Liability for a limit of \$1,000,000, and Professional Liability coverage of at least \$1,000,000 shall be provided.

Such liability policy/policies (except workers' compensation) shall be endorsed to include King County, and its appointed and elected officials, officers, agents and employees as additional insureds, for full policy limits.

King County reserves the right to approve deductible/self-insured retention levels and the acceptability of insurers. All deductibles/self-insured retentions are the sole responsibility of the Applicant. An insurance certificate and additional insured endorsement(s) will be required prior to signature of the

agreement by King County.

2.15 Collusion

If the County determines that collusion has occurred among Applicants, none of the Applications from the participants in such collusion shall be considered. The County's determination shall be final.

2.16 Procedure When Only One Application Is Received

If the County receives a single responsive, responsible Application, the County may request an extension of the Application acceptance period and/or conduct a price or cost analysis on such Application. The Applicant shall promptly provide all cost or pricing data, documentation and explanation requested by the County to assist in such analysis. By conducting such analysis, the County shall not be obligated to accept the single Application; the County reserves the right to reject such Application or any portion thereof.

2.17 Appeal Procedures

PSB will notify all respondents in writing of the acceptance or rejection of the response or Application and, if appropriate, the level of funding to be allocated. Written notification will be via email to the email address submitted on the Application response form. Any applicant wishing to appeal the decision must do so in writing within four (4) working days of the email notification of PSB's decision. An appeal must clearly state a rationale based on one or more of the following criteria:

- Violation of policies or guidelines established in this RFA.
- Failure to adhere to published criteria and/or procedures in carrying out the RFA process.

Appeals must be sent by email to the Contract Specialist indicated on the cover page. PSB will review the written appeal and may request additional oral or written information from the appellant organization. PSB will send a written decision to the email address submitted on the Application response form. This decision is final.

2.18 Inclusion of Federal Funds

- All recipients must be eligible to receive federal funds and must not appear on suspension and debarment/excluded parties lists.
- The Agreement awarded via this RFA will include Federal funding as noted in the Sample Grant Agreement/Contract Package (Appendix B).
- All recipients receiving, in aggregate, federal awards equal to or greater than \$30,000 (contractor or subrecipient) must obtain a Universal Identifier from the System for Award Management (SAM) by registering with SAM.gov.
- Registration with SAM.gov is not required for recipients of awards or subawards who are receiving assistance as a natural person, or those with a special exemption from a federal awarding agency.
- For contracts, grants, transfers made to other government entities, loans, direct payments, and payments to individuals that are *below \$50,000*, aggregate reporting is required.
- For each Contract, Grant, Loan, Transfer, or Direct Payment *greater than or equal to \$50,000*, King County is required to report following information to the U.S. Treasury:
 - Subrecipient identifying and demographic information (e.g., DUNS number and location),
 - Award number (e.g., Award number, Contract number, Loan number),
 - Award date, type, amount, and description,
 - Award payment method (reimbursable or lump sum payment(s)),
 - For loans, expiration date (date when loan expected to be paid in full),
 - Primary place of performance,
 - Related project name(s),
 - Related project identification number(s) (created by the recipient),

- Period of performance start and end dates,
- Quarterly obligation amount,
- Quarterly expenditure amount,
- Additional programmatic performance indicators (see Section 1 Grant Program Scope of Work).

SECTION 3: APPLICATION EVALUATION AND AGREEMENT AWARD

3.1 Application Evaluation

- A. The County will evaluate Applications using the criteria set forth in this RFA. If deemed necessary, written and/or oral discussions, site visits or any other type of clarification of Application information may be conducted with those Applicants whose Applications are found to be potentially acceptable. Identified deficiencies, technical requirements, terms and conditions of the RFA, costs or prices, and clarifications may be included among the items for discussion. The discussions are intended to give Applicants a reasonable opportunity to resolve deficiencies, uncertainties and clarifications as requested by the County and to make the cost, pricing or technical revisions required by the resulting changes. In addition, the County may request additional business and administrative information.
- B. The County may find that an Applicant appears fully qualified to perform the Agreement or it may require additional information or actions from an Applicant. In the event the County determines that the Application is not within the Competitive Range the County shall eliminate the Application from further consideration.
- C. The evaluation of Applicants' Applications and additional information may result in successive reductions of the number of Applications that remain in the Competitive Range. If applicable to the solicitation, the firms remaining in the Competitive Range may be invited to continue in the Application evaluation process, and negotiations.
- D. The County may enter negotiations with one or more Applicants to finalize Agreement terms and conditions. Negotiation of an Agreement shall be in conformance with applicable federal, state and local laws, regulations and procedures. The objective of the negotiations shall be to reach agreement on all provisions of the proposed Agreement. In the event negotiations are not successful, the County may reject Applications.
- E. Agreement award, if any, shall be made by the County to the responsible Applicant whose Application best meets the requirements of the RFA, and is most advantageous to the County, taking into consideration all established evaluation factors. The County shall have no obligations until an Agreement is signed between the Applicant and the County. The County reserves the right to award one or more agreements as it determines to be in its best interest.

3.2 Responsive and Responsible

Responsive: The County will consider all the material submitted by the Applicant, and other evidence it may obtain otherwise, to determine whether the Applicant is in compliance with the terms and conditions set forth in this RFA.

Responsible: In determining the responsibility of the Applicant, the County may consider:

- the ability, capacity and skill to perform the Agreement and provide the service required;
- the character, integrity, reputation, judgment and efficiency;
- financial resources to perform the Agreement properly and within the times proposed;
- the quality and timeliness of performance on previous agreements with the County and other agencies, including, but not limited to, the effort necessarily expended by the County and other

- agencies in securing satisfactory performance and resolving claims;
- compliance with federal, state and local laws and ordinances relating to public contracts;
- other information having a bearing on the decision to award the Agreement.

Failure of an Applicant to be deemed responsible or responsive may result in the rejection of an Application.

3.3 Financial Resources and Auditing

If requested by the County, prior to the award of an Agreement, the Applicant shall submit proof of adequate financial resources available to carry out the execution and completion of work required by this Agreement.

King County reserves the right to audit the Recipient throughout the term of this Agreement to assure the Recipient's financial fitness to perform and comply with all terms and conditions contained within this Agreement. King County will be the sole judge in determining the Recipient's financial fitness in carrying out the terms of this Agreement.

3.4 Evaluation Criteria and Application Scoring

Applications will be reviewed and evaluated by a committee of Application Evaluators. The process for choosing projects will include evaluation of the narrative and accompanying documents. Below are the criteria that will be used by the review committee during the evaluation/review process.

NARRATIVE QUESTIONS	
1. Describes values and commitment to responding and working effectively within clients' cultural context. Applicant illustrates and reflects deep understanding of equity and the context in which culturally relevant services are provided to CBOs.	15
2. Demonstrates a unique knowledge base and skill set that could be valuable to small, community-led organizations	15
3.	
a. Demonstrates experience providing CB and TA support that includes, when appropriate, specific software, hardware or other expertise or tools	10
b. Demonstrates experience, awareness, and proficiency in supporting a diversity of CBOs	10
4. Provides example(s) of experience working with organizations with different background than Applicant's	10
5. Demonstrates experience, proficiency, and steps involved in developing scopes of work with CBOs, completing TA and CB work, and soliciting and applying feedback.	15
6. Provides an example of a situation in which Applicant provided their strongest area of expertise, including organization supported, work process, and outcomes. Provides a description of how Applicant ensured the work successfully served the organization. Demonstrates ability to build trust with clients, provide TA or CB proficiently, apply lessons learned, as well as commitment to client satisfaction.	15
7. Provides an example of a situation in which a TA or CB project did not go as planned or when conflict or misalignment occurred. Describes what the Applicant did and how they communicated with organization served. Describes learning.	10
Maximum Score	100

King County will evaluate the budget/grant amount requested by the applicant to determine:

- whether the costs included in the application are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E;
- whether the applicant's plans will achieve the program objectives with reasonable economy and efficiency; and
- the applicant's ability to perform the activities within the requested amount.

Proposed cost share, if provided, will be reviewed for compliance with the standards set forth in 2 CFR 200.306 and 2 CFR 700.10.

3.5 Public Disclosure of Applications

This procurement is subject to the Washington Public Records Act, RCW (Revised Code of Washington) 42.56 et seq. Applications submitted under this RFA shall be considered public documents unless the documents are exempt under the public disclosure laws. After a decision to award the agreement has been made, the Applications shall be available for inspection and copying by the public.

If an Applicant considers any portion of its Application to be protected under the law, the Applicant shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." If the County determines that the material is not exempt from public disclosure law, the County will notify the Applicant of the request and allow the Applicant ten (10) Days to take whatever action it deems necessary to protect its interests. If the Applicant does not take such action within said period, the County will release the portions of the Application deemed subject to disclosure. By submitting an Application, the Applicant assents to the procedure outlined in this subsection and shall have no claim against the County on account taken under such procedure.

APPENDIX A – APPLICATION QUESTIONS

1. What is the dollar amount you are requesting? (please complete the application budget)
2. What values do you bring to your work in providing technical assistance and/or capacity building?
3. What experiences provide you with a unique knowledge base and skill set that could be valuable to small, community-led organizations?
4. What kind of experience do you have working with community-based organizations? What support did you provide and for how long?
 - a. Please provide specifics, identifying specific tools, software, hardware expertise you've provided or can provide to CBOs.
 - b. Describe the diversity of CBOs you served (size, cultures, languages, urban or rural, organizational mission).
5. Have you worked with organizations with leadership and staff who have a different background than you? If so, please share what the experience was like for yourself and the CBO.
6. How do you develop a scope of work, go about completing the work, and get feedback about whether the work met the organization's goals? Please share the steps you take.
7. Please share an example of providing technical assistance or capacity building support in your strongest area(s) of expertise. Include who you worked with, what the process was like, and what the goals and outcomes were. How did you ensure that your work successfully served the organization?
8. Please provide one specific example of when a previous project, similar to the work described in this RFP, did not go as planned or when conflict or misalignment occurred. What did you do about it and how did you communicate with your clients? What did you learn? Would you do anything differently?

APPENDIX B – SAMPLE GRANT AGREEMENT/CONTRACT PACKAGE

The following draft documents are attached to this RFA for reference/information purposes. King County will use this set of documents to enter into a grant agreement/contract with each successful applicant upon completing evaluation of applications in response to this RFA. Award recipients will be subject to the terms and conditions of the Subrecipient Grant Agreement and its associated certifications and assurances.

1. Sample Grant Agreement/Contract and Award Terms
2. Sample Grant Pre-Award Forms and Certifications
 - Civil Rights Certification
 - Cost Certification
 - Lobbying Certification
3. Sample Grant Reporting Forms
 - ARPA CLFR PSB Invoice (includes an invoice summary and an expense detail)
 - ARPA CLFR PSB Program Narrative Progress Report
 - ARPA CLFR PSB Program Narrative Final Report