



Public Health, Seattle-King County



REQUEST FOR APPLICATION (RFA)

RFA Title:	Lead in Traditional Eyeliner Community Outreach and Education Project
RFA Release Date:	April 17, 2026
Due Date:	May 29, 2026 by 2:00 p.m. PST
RFA Lead	Phil Thompson (phithompson@kingcounty.gov)
Funding:	Up to \$279,500 in Environmental Health Services Division Funding

Submitting an Application

Applications are hereby solicited and will be received using the link below through Agiloft no later than 2:00 p.m. Pacific Time on the due date noted above. The services procured through this RFA shall be provided in accordance with the following and the attached instructions, requirements and specifications. Applicants are responsible for regularly checking Agiloft for any updates, clarifications or amendments to this RFA.

Submit Applications through Agiloft at:

<https://kingcounty.gov/en/dept/dchs/human-social-services/funding-opportunities-dchs/funding-opportunities>

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I. Introduction

Public Health - Seattle & King County (PHSKC) is pleased to release this Request for Application (RFA) with funding from Best Starts for Kids and Hazardous Waste Management Program in King County, which together support PHSKC's lead poisoning prevention work through the Residential Services Program (RSP) and the Best Start for Kids' Lead and Toxics Program (LTP).

Best Starts for Kids (Best Starts) is King County's community-driven initiative to make sure every child in King County is happy, healthy, safe, and thriving. Initially approved by voters in 2015, Best Starts invests in comprehensive supports for children, youth, young adults, and families and caregivers, guided by the Best Starts Implementation Plan for Levy 2022-27. As part of this work, the Lead and Toxics Program (LTP), supported by Best Starts funding and the Centers for Disease Control and Prevention Childhood Lead Poisoning Prevention Program, partners with community-based organizations to raise awareness and strengthen systems to protect those most at risk of lead poisoning and ensure children exposed to lead have access to developmental services.

The Hazardous Waste Management Program (HWMP) is a coalition of local governments working together for a healthier and cleaner King County. Within HWMP, the Residential Services Program (RSP) provides direct residential services, education, and partnerships to prevent and address environmental health risks. Through this work and broader community-centered, equity-driven partnerships, HWMP supports residents in identifying and addressing risks in their homes, promoting safer alternatives, and ensuring proper disposal of household hazardous waste. A core component of the program is supporting families with children who have elevated blood lead levels by conducting environmental health investigations to identify sources of exposure, including consumer products.

This RFA seeks to fund community-based organizations to partner with PHSKC to reduce exposure to lead from traditional eyeliners, commonly referred to as kajal, kohl, surma, or tiro. Community-based organizations play a critical role in reaching families through trusted relationships, language access, and culturally relevant communication.

Funded applicants will work together with PHSKC staff and communications consultants to:

- Review existing research, findings from past community projects, and staff's knowledge on traditional eyeliner use,
- Co-develop a communications and messaging strategy guide for discussing traditional eyeliner with community,
- Co-create one to two outreach materials on lead in traditional eyeliner,
- Plan and implement community education activities and an outreach campaign.

By funding community-based organizations to co-create and conduct culturally responsive outreach and education, this RFA aims to translate research findings into practical prevention efforts. These efforts are expected to:

- Increase awareness of lead exposure risks,
- Support families in choosing safer products,
- Strengthen community knowledge about environmental health,
- Encourage blood lead testing for children,
- And ultimately reduce lead exposure among children and families in King County.

Focus communities for this RFA include South Asian, Middle Eastern, North, West and East African communities in King County where traditional eyeliners may be commonly used. **Additionally, this project prioritizes outreach and education for families who use these products with infants, children, and pregnant people.**

A. Funding Source

This RFA is a joint project opportunity offered by PHSKC's Environmental Health Services Division, with funding from Best Starts for Kids and the Hazardous Waste Management Program. **Selected partners will receive funding from either Best Starts for Kids or the Hazardous Waste Management Program. The funding source for each selected organization will be indicated in the funding decision letter.**

B. Equity and Social Justice

For many in our region, King County is a great place to live, learn, work, and play. Yet we have deep and persistent inequities - especially by race and place - that in many cases are getting worse and threaten our collective prosperity. In 2020 Executive Constantine [declared racism as a public health crisis](#) and set forth policy priorities to bolster King County's commitment to being intentionally anti-racist and accountable to Black, Indigenous People, and People of Color. Equity and Social Justice (ESJ) is an integrated part of the County's work and foundational to the work of Best Starts. Our goal is to ensure that all people, regardless of who they are and where they live, have the opportunity to thrive, with full and equal access to opportunities, power, and resources.

For all Best Starts-funded programs, we seek to support community-led and community-informed organizations that are reflective of and embedded in the communities they serve across all aspects of their leadership and service. We further seek to support organizations that recognize and address the disparities that exist in our communities, particularly agencies that serve low-income families, families of color, immigrant, and refugee families, LGBTQ families, families with members with disabilities, families with foster children, and those geographically isolated – furthering Best Starts' commitment to equity

The Hazardous Waste Management Program advances equity and environmental justice by prioritizing efforts that reduce disproportionate exposure to hazardous chemicals in homes and communities. Environmental health risks from toxic products, household hazardous materials, and environmental contaminants are not evenly distributed and are often shaped by structural inequities such as systemic racism, language barriers, housing conditions, occupational exposures, and unequal access to environmental health information and services. In King County, communities of color, immigrant and refugee communities, and lower-income households may face higher risks of exposure and greater barriers to accessing information, resources, and safer alternatives. Through community partnerships, HWMP seeks to support community-led, culturally responsive strategies that build on community strengths, trusted relationships, and culturally specific knowledge to reduce toxic exposures and improve environmental health outcomes.

Applicants may be asked to demonstrate an understanding and a commitment to the principles of equity and social justice as shown through their staffing and their board, services tailored to community need and commitment to social justice and continuous improvement. One aspect of

this work includes understanding – at both a program and system level – structural and institutional racism as it plays out for individuals served through Public Health – Seattle & King County-funded services, and the disparate impacts on individuals’ collective experiences and outcomes compared to the population as a whole.

More information about King County’s ESJ work is available at:
<https://kingcounty.gov/elected/executive/equity-social-justice.aspx>

II. RFA Overview

A. Program Purpose Statement

Public Health – Seattle & King County (PHSKC) works to prevent lead poisoning through several programs, including the Hazardous Waste Management Program’s (HWMP) Residential Services Program (RSP) and the Best Start for Kids’ Lead and Toxics Program (LTP).

This RFA seeks to fund community-based organizations to partner with the PHSKC to reduce exposure to lead from traditional eyeliners, commonly referred to as kohl, kajal, surma, tiro. While traditional eyeliners containing lead are illegal to sell in the United States, they are a common exposure source for some immigrant and refugee children with elevated blood lead levels in King County and are regularly highlighted by community-based organizations as a source of exposure that is challenging to address.

This RFA is based on the understanding that people are more likely to reduce the use of harmful products when they receive clear, culturally relevant information from trusted sources within their own communities.

By funding community-based organizations to co-create and conduct culturally responsive outreach and education, this RFA aims to translate research findings into practical prevention efforts. These efforts are expected to:

- Increase awareness of lead exposure risks,
- Support families in choosing safer products,
- Strengthen community knowledge about environmental health,
- Encourage blood lead testing for children,
- And ultimately reduce lead exposure among children and families in King County.

This funding opportunity is the result of findings from ongoing lead exposure investigations completed by RSP, a multi-year Community-Based Participatory Research Project, and Product Testing Events with community partners in King County. See the Background for additional details.

Focus communities for this RFA include South Asian, Middle Eastern, North, West and East African communities in King County where traditional eyeliners may be commonly used.

This project includes an additional focus on outreach and education that reaches families with infants and young children, as well as pregnant people. Infants, young children, and pregnant people are more sensitive to the health impacts of lead and at higher risk of exposure because of the ways they interact with and explore the world. **Organizations that serve communities where traditional eyeliners are regularly used on infants, children, or pregnant people are strongly encouraged to apply.**

Funded applicants will work together with PHSKC staff and communications consultants to:

- Review existing research, findings from past community projects, and staff's knowledge on traditional eyeliner use,
- Co-develop a communications and messaging strategy guide for discussing traditional eyeliner with community,
- Co-create one to two outreach materials on lead in traditional eyeliner,
- Plan and implement community education activities and an outreach campaign.

B. Background

There are no safe levels of lead exposure. Even small amounts of lead can cause serious health problems in children, including learning and behavioral challenges, slowed growth, hearing problems, and anemia. Lead poisoning occurs when lead builds up in the body over time. The effects can be permanent and are often difficult to detect. The only way to determine if a child has lead poisoning is through a blood lead test.

Lead exposure can occur through breathing airborne dust particles, ingestion, and absorption through the skin. Lead-based paint in buildings and homes built before 1978 remains the primary source of lead poisoning for children in the United States. However, there are significant differences in exposure sources by race, ethnicity, and immigration status.

Lead poisoning disproportionately impacts immigrants and refugees resettling in the United States. Refugee children arriving in the United States have higher blood lead levels than U.S.-born children, although this varies among sub-populations. Reports suggest that country of origin and country of last residence are strong predictors of blood lead levels among refugee and immigrant children. In some circumstances these children may experience a rise in blood lead levels after arriving and resettling in the United States. Several factors contribute to higher exposure risks among immigrant and refugee children, including environmental exposures in countries of origin, exposure to lead-contaminated consumer products, and barriers to accessing safe and healthy housing.

One potential source of exposure identified through national research and local investigations is the use of traditional eyeliners, commonly referred to as kohl, kajal, surma, or tiro. These products may be used for cosmetic, cultural, religious, or medicinal purposes and may be applied to adults and children, including infants. Research and local data indicate that use is common among South Asian, Middle Eastern, and North, West, and East African communities.

Multiple studies highlight the connection between traditional eyeliner use and elevated blood lead levels. Research conducted by PHSKC in partnership with the University of Washington and the Afghan Health Initiative found that 33% of adult participants reported using traditional eyeliners 16 to 30 times per month, and 59% reported use among their children (Mokashi A, 2025). In New York City, 86% of children with elevated blood lead levels ($\geq 5\mu\text{g}/\text{dL}$) who had

used traditional eyeliners and powders had mothers who were born in South Asia (Indian, Pakistan, Nepal, Bangladesh, Sri Lanka) (Hore P, 2024). And a report by Pure Earth identified traditional eyeliner as a major contributor to lead exposure in Northern Ghana (Pure Earth, 2025).

Local outreach efforts by PHSKC have also confirmed the use of traditional eyeliners among the focus populations of this RFA. For example, community engagement with East African partners have included conversations with Ethiopian elders who described lifelong use of traditional eyeliners. Product Testing Events with community-based organizations serving East and North African, South Asian, and Middle Eastern community members have consistently identified lead containing traditional eyeliners.

To better understand this issue, RSP conducted a Community-Based Participatory Research (CBPR) project in 2023 in partnership with community leaders and community-based organizations. Findings from the CBPR project confirmed that traditional eyeliners are a concerning source of lead exposure among children and families in King County. Additional laboratory testing of products collected through community engagement activities found that many traditional eyeliners used by families in King County contain extremely high levels of lead, some up to 80% lead. These products may be imported, brought from countries of origin, or purchased locally through informal markets. Because these products are often used for cultural, cosmetic, or medicinal purposes including application to infants and children, the potential for lead exposure can be significant.

Following the CBPR project, RSP partnered with the Public Health Community Navigator Program to deepen engagement. Community Navigators, who are trusted members of their communities and represent priority populations for this RFA, shared information, gathered feedback, and provided insight into cultural practices, awareness of risks, and barriers to accessing information. Together, these efforts highlight the complexity of the issue and the need for culturally responsive outreach and education.

Project Purpose and Values

This RFA is grounded in the understanding that people are more likely to reduce the use of harmful products when they receive clear, culturally relevant information from trusted sources within their own communities.

Many families who use traditional products such as kohl, kajal, surma, or tiro may not be aware that some of these products can contain lead or pose health risks. The use of these products is also closely tied to important cultural, traditional, and, sometimes, religious practices. At the same time, language barriers, limited access to culturally appropriate information, and distrust of government or health systems can make it difficult for families to receive or act on public health messaging.

Community-based organizations are often best positioned to address these challenges through trusted relationships with community members and understand the cultural practices, languages, and communication channels that are most effective. When outreach is led by trusted community messengers, community members are more likely to engage with the information and consider changing their behavior.

Focus Population(s)

This RFA is focused on reducing lead exposure amongst children, pregnant people, and their families from the use of traditional eyeliners in focus communities.

Focus communities for this RFA include South Asian, Middle Eastern, North African, West African, and East African communities in King County where traditional eyeliners may be commonly used.

This application is open to organizations serving populations that are not listed above but that regularly use traditional eyeliners that may contain lead.

Applicants should also consider other risks that could make the communities they serve more likely to be exposed to lead. Communities at higher risk for lead exposure include:

- Families with lower income,
- BIPOC communities,
- Children eligible for Medicaid (Apple Health),
- Families living in subsidized or low-income housing,
- Families living unhoused or with unstable housing,
- Immigrants, refugees, and people who are undocumented or living in mixed immigration-status households,
- Families with parents/caregivers working in industries with high risk for toxics exposures,
- Other communities that live in areas with legacy pollution.

Outcomes

By funding community-based organizations to co-create and conduct culturally responsive outreach and education, this RFA aims to translate research findings into practical prevention efforts. These efforts are expected to:

- Increase awareness of lead exposure risks,
- Support families in choosing safer products,
- Strengthen community knowledge about environmental health,
- Encourage blood lead testing for children,
- And ultimately reduce lead exposure among children and families in King County.

Works Cited

Hore P, S. S. (2024). Traditional Eye Cosmetics and Cultural Powders as a Source of Lead Exposure. *Pediatrics*, 154.

Mokashi A, F. K. (2025). Lead in traditional eyeliners: An investigation into use and sources of exposure in King County, Washington. (e. Muñiz-Salazar R, Ed.) *PLOS Global Public Health*, NA. doi:5(6):e0004643. doi:10.1371/journal.pgph.0004643

Pure Earth. (2025). *Ghana - National blood lead level survey in children ages 1-5*. Retrieved from Pure Earth: <https://www.pureearth.org/project/ghana-national-blood-lead-level-survey/>

C. The Request

The purpose of this RFA is to fund community-based organizations serving communities that regularly use traditional eyeliners known to contain high-levels of lead.

The project will support the co-creation of culturally and linguistically appropriate outreach, education, and community engagement strategies designed to:

- Increase awareness of lead exposure risks,
- Support families in choosing safer products,
- Strengthen community knowledge about environmental health,
- Encourage blood lead testing for children,
- And ultimately reduce lead exposure among children and families in King County.

SCOPE OF WORK

OBJECTIVE 1: Administrative Coordination

- **Attend a 3-hour, in-person kick off meeting** to review administrative funding requirements and project expectations.
- **Attend monthly administrative check-in meetings** with PHSKC staff to review invoices, evaluation, and deliverables.

Timeline: September 1, 2026, through December 31, 2027

OBJECTIVE 2: Evaluation and Reporting

- **Collect and report evaluation data** as outlined in the evaluation plan. At minimum, this includes:
 - Reach of outreach materials (e.g. how many views on social media or recipients on WhatsApp etc.)
 - Participant demographics (age, gender, ZIP code, race/ethnicity)
 - Feedback from community members and program staff including survey results
- **Submit required reports:**
 - Evaluation reports are due quarterly on April 5, 2027, July 5, 2027, October 5, 2027, and January 5, 2028. Each report must include all data collected during the previous three months of the program.
 - Narrative evaluation reports capturing feedback from community and staff are due bi-annually on January 5, 2027, July 5, 2027, and January 5, 2028.
- **Track and report project activities and deliverables.**

Timeline: September 1, 2026, through December 31, 2027

OBJECTIVE 3: Co-Develop Communications Messaging and Strategies

Collaborate with funded organizations, a communications consultant, and PHSKC staff to review past community project work on lead in traditional eyeliner and existing research to co-develop culturally relevant communications messaging and strategies. Each funded organization will:

- Attend **project meetings and key informant interviews with PHSKC staff and/or consultants** to collaborate on project work. Approximately, two meetings per month in 2026 and Q1 of 2027.
- **Review and provide feedback** on:
 - Research on traditional eyeliner use
 - Findings from past community projects
 - Existing communications materials or messages
- **Support the creation of a Messaging Guide for discussing traditional eyeliner with community** in collaboration with consultants, PHSKC, and other funded organizations. The guide should include:
 - Key information about traditional eyeliner and lead exposure
 - Health impacts of lead exposure
 - Safer alternatives
 - Harm reduction strategies
 - Cultural considerations and respectful communication approaches
 - Target audiences and outreach strategies
 - Potential artists for tool development (if applicable)
- **Gather community feedback and input** on the co-developed messaging and strategies. Each organization can select how best to collect feedback from their community. Examples include hosting a focus group, having one on one conversations, sending out surveys, or requesting input via email or WhatsApp.
- **Identify 1-2 communications materials** that could be created in partnership with PHSKC to support all funded organizations' outreach and education efforts. Materials could include but are not limited to handouts, a comic book, social media graphics, and infographics.

Timeline: October 1, 2026, through January 30, 2027

OBJECTIVE 4: Co-Create Outreach Materials

Work with PHSKC to create and design 1-2 outreach materials on lead in traditional eyeliner using the Messaging Guide from Objective 3. Each organization will be expected to:

- Attend **project meetings with PHSKC staff and/or consultants** to collaborate on project work. Approximately, twice per month in Q2 2027 and monthly in Q3 of 2027.
- **Review and provide feedback** on draft materials and final materials.

- **Gather community feedback. Each organization can select how best to collect feedback from their community. Examples include hosting a focus group, having one on one conversations, sending out surveys, or requesting input via email or WhatsApp.**
 - Share draft materials with community members and capture feedback
 - Provide stipends to community members for their time and effort

Timeline: February 1, 2027 – May 30, 2027

OBJECTIVE 5: Plan and Implement Community Outreach and Education Campaign

Using the messaging and materials co-created in Objective 4, plan and complete an outreach campaign and education activities to increase awareness of lead and traditional eyeliner tailored to the community your organization serves.

- **Complete the following outreach activities:**
 - A minimum of **three mass communication outreach activities**. This could include social media posts, WhatsApp messaging, newsletters, newspaper ads, radio, blogs etc.
 - A minimum of **five live educational activities** where prevention education on lead in traditional eyeliner is shared directly with the focus population. This can include workshops, trainings, presentations held in person or virtually. These activities can be integrated into existing programming run by organizations such as Kaleidoscope Play and Learn groups or parenting support groups, or health fairs.

For at least one of the educational activities, recipients must collaborate with PHSKC staff to include product testing as part of their event. This can be a standalone event or a part of an existing event. For product testing, PHSKC staff use a handheld XRF device to screen common household items for the presence of lead and share results with participants in real time. The organization is responsible for recruiting community and supporting PHSKC staff with the testing.

- **Develop an education and outreach plan that outlines:**
 - The three mass communication outreach activities including
 - Key messages and outreach/education materials to be used, including any additional culturally relevant materials to address gaps or specific community needs
 - Outreach formats
 - Focus audience(s) for each activity
 - Estimated number of people reached
 - Budget for promotion, if applicable
 - The five live education activities, including

- Key messages and outreach/education materials to be used, including any additional culturally relevant materials to address gaps or specific community needs
 - Outreach formats
 - Focus audience(s) for each activity
 - Estimated number of people reached
 - Logistics overview (number of staff, interpretation services needed etc.)
 - Budget and plan for giveaways or cash-value cards for in-person activities, if applicable. *Note: PHSKC will provide small giveaway items for distribution at events. Any additional incentives must be budgeted, tracked, and distributed by the organization.*
- For both activities, include methods for tracking reach and collecting community feedback.
- For educational activities, provide staff members to manage event logistics, including:
 - Setup and takedown
 - Attendee check-in and collection of feedback
 - Provide education and materials during the event
 - Assist with product testing activities
 - Provide the event space and food
 - Provide interpretation services, if needed
 - **Translate and print materials** as needed
 - **Track and distribute giveaways for in-person events.**
 - **Collect and report evaluation data** from outreach and education activities

Timeline: February 1, 2027, through December 31, 2027

OPTIONAL OBJECTIVE 6: Host Up to Three In-Person Meetings for Project Staff and Funded Organizations

To support opportunities for collaboration during this project, PHSKC will select 1-2 organizations to receive additional funding to host in-person project planning meetings. These meetings will include at least one staff member from each of the six organizations working on this project, up to five PHSKC staff, and consultants. PHSKC anticipates there will be between 10 to 20 attendees for each meeting.

The first meeting will be approximately 3 hours long and will be held in September 2026 to kick off the project. The two other meetings will occur in 2027.

- PHSKC will:
 - Coordinate the event logistics and dates with the funded organizations,
 - Oversee communication of event details with the attendees,

- Manage the meeting agenda and co-facilitate with relevant presenters,
 - Assist with event setup and takedown.
- The selected organization will:
 - Provide staff support to coordinate event logistics with PHSKC,
 - Rent or provide the event space, this could include hosting at the organizations offices,
 - Manage event set up and takedown,
 - Purchase food, refreshments, and dishware for up to 20 attendees,
 - Ensure the space has adequate equipment (e.g.: tables, chairs, projector screen).

Timeline: September 1, 2026, through December 31, 2027

FUNDING SCHEDULE AND DELIVERABLES TABLE

Please carefully review the available funding and scope of work for each year of the project.

Organizations will receive up to \$10,000 for the first three months of the project period (September - December 2026) and up to \$45,000 for the last twelve months of the project (January - December 2027).

There is also optional funding available each year for organizations interested in hosting in-person events see: Optional Objective 6.

Funding Year	Available Funding Amount per Organization	Scope of Work Objectives	Deliverables <i>See Scope of Work for details</i>
2026	Up to \$10,000	Objective 1: Administrative Coordination	<ul style="list-style-type: none"> • Attend one, 3-hour kick off in-person meeting • Attend monthly administrative check-ins with PHSKC staff
		Objective 2: Evaluation and Reporting	<ul style="list-style-type: none"> • Submit bi-annual narrative report (January 5, 2027)
		Objective 3: Co-Develop Communications Messaging and Strategies	<ul style="list-style-type: none"> • Attend project meetings (approx. twice/month) • Review and provide feedback on research and existing materials. • Contribute to development of Messaging Guide

			<ul style="list-style-type: none"> Gather community feedback as needed Identify 1-2 communications materials for development
	Optional funding up to \$1,500 <i>One organization will be selected to receive funding in 2026</i>	Optional Objective 6: Host Up to One In-Person Meeting for Project Staff and Funded Partners in September 2026	<ul style="list-style-type: none"> Support logistics with PHSKC Secure and manage event space Provide food, refreshments for 10 to 20 attendees Provide required equipment
2027	\$45,000	Objective 1: Administrative Coordination	<ul style="list-style-type: none"> Attend monthly administrative check-ins with PHSKC staff
		Objective 2: Evaluation and Reporting	<ul style="list-style-type: none"> Submit quarterly quantitative data (April 5, July 5, October 5, 2027, and January 5, 2028) Submit bi-annual narrative reports (July 5, 2027, and January 5, 2028)
		Objective 4: Co-create Outreach Materials	<ul style="list-style-type: none"> Attend project meetings (approx. twice/month in Q2 and monthly in Q3) Review and provide feedback on drafts and final materials Gather additional feedback from community, as needed
		Objective 5: Community Outreach Campaign and Workshops	<ul style="list-style-type: none"> Develop and submit a community outreach and education plan Conduct at least 3 mass communication outreach activities Conduct at least 5 live education activities Manage event logistics Translate and print materials as needed Track and distribute giveaways Collect and report evaluation data
	Up to \$3,000 <i>One organization will be selected to receive in 2027</i>	Optional Objective 7: Host Two In-Person Meetings for Project Staff and Funded Partners	<ul style="list-style-type: none"> Coordinate logistics with PHSKC Secure and manage event space

			<ul style="list-style-type: none"> • Provide food, refreshments for 10 to 20 attendees • Provide required equipment
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III. Eligibility

This request is open to nonprofit organizations, community-based organizations, tribes and tribal organizations, for-profit entities and public or governmental agencies serving communities in King County. Small nonprofits and community-based organizations are encouraged to submit Applications.

Ideal applicants will propose activities that directly support the outcomes of this project and demonstrate the ability to effectively reach and engage the focus communities described in this RFA.

Ideal applicants will:

- Uphold and center community needs, strengths, and interests in all decisions and recommendations.
- Build relationships with other organizations and individuals from the focus communities they are serving.
- Intentionally design programming and projects to be reflective of the communities they are serving. This includes considering language and other access needs, as well as including community members throughout the design of the project to ensure it is culturally informed and appropriate.
- Recognize and seek to address the historical and current systemic racism and structural violence that puts communities of color and other focus communities at increased risk of toxic exposures.

IV. Available Funding

Approximately \$279,500 total is available through the *Best Starts for Kids and the Hazardous Waste Management Program* to support the work described in this RFA.

PHSKC anticipates selecting up to five organizations to receive funding. The final award amounts will be dependent on the number of selected applicants. The maximum base award amount applicants may request is \$55,000 for the duration of the contract. Organizations will receive up to \$10,000 in 2026 for the project and up to \$45,000 in 2027 to support project activities.

In addition to the base award, up to \$4,500 in additional funding is available for applicants interested in hosting in-person meetings for the project. PHSKC anticipates supporting up to three events total, up to \$1,500 per event. Up to two organizations may be selected to host one or two events each. See OBJECTIVE 6 in the Scope of Work for additional details.

Funds requested should align with the strategies outlined in the application. The final budget will be determined and negotiated with the selected Applicants during contract negotiations.

The expected contract start date is September 1, 2026, with an end date no later than December 31, 2027.

Any contract awarded as a result of this procurement is contingent upon the availability of funding.

King County PHSKC reserves the right to not award all funds advertised in this RFA.

Applicants are expected to develop a 15-month budget covering proposed goals, activities and outcomes. See Section VII, APPLICATION PROCESS For additional information.

V. RFA Process

A. Timeline

The following timeline represents the tentative schedule of the entire RFA process, from solicitation to program implementation. The dates listed here are subject to change. Applicants are responsible for monitoring Agiloft for any changes prior to the submittal deadline.

RFA Release Date	April 17, 2026
Information Session (Virtual) See Section B for information Zoom Details Join Zoom Meeting https://kingcounty.zoom.us/j/82203004150 Meeting ID: 822 0300 4150 Passcode: eyeliner	April 29, 2026, 2 - 3 p.m. PST
Final day for to initiate request for technical assistance (if applicable)	May 7, 2026
Final day to submit questions via Agiloft	May 21, 2026
Applications due	May 29, 2026 by 2:00 p.m. PST
Responses reviewed	June 15, 2026 through July 10, 2026

Interviews with applicants (if applicable) <i>King County reserves the right to conduct interviews as needed to make award determinations.</i>	June 2026
Notification of selected and non-selected applicants (tentative)	July 2026
Anticipated program/contract start date (tentative)	September 2026

B. Information Session (not mandatory)

An information session is scheduled to be held at the date and time indicated in the schedule. All prospective Applicants should attend; however, attendance is not mandatory.

Join by Zoom

<https://kingcounty.zoom.us/j/82203004150>

Meeting ID: 822 0300 4150

Passcode: eyeliner

PHSKC will only be bound to PHSKC-written answers to questions. Questions arising at information session or in subsequent communication with the RFA Lead will be documented and answered in written form. A copy of the questions and answers will be posted as an RFA amendment on Agiloft. Applicants are responsible for checking Agiloft for any posted amendments to this RFA.

C. Communication

1. Communication with PHSKC about this RFA

All RFA documents will be uploaded in Agiloft and can be found on the “Solicitation Details” tab on the Funding Opportunity record and the Solicitation Response record, once created.

Interested parties may submit questions in writing prior to the date and time indicated in the RFA timeline above through the “Questions and Answers” tab in Agiloft. The “Questions and Answers” tab is visible on both the Funding Opportunity record and your organization’s response record, once created. PHSKC will post its answers to all relevant questions received in the “Questions and Answers” tab in Agiloft.

Any other communication will be considered unofficial and non-binding on PHSKC. Applicants are to rely on written statements issued in Agiloft.

From the time this RFA is posted until final award and declination letters are issued, direct communication with any PHSKC staff member or Review Panelist related to this RFA may result in disqualification of the application.

There are two exceptions to this rule:

- a. Applicants may contact RFA Lead Phil Thompson (phithompson@kingcounty.gov) to receive materials for this RFA in alternative formats, such as Braille, large print or audio tape. Requests should be made by May 7, 2026.
- b. Addressing last-minute technical difficulties as outlined in Communications to DCHS About Using Agiloft below.

2. Communication from PHSKC to Applicants about this RFA

Unless otherwise requested, letters and other communications about this RFA will be issued to the e-mail address noted in the Applications created within Agiloft. If other personnel should be contacted via e-mail in the evaluation of this Application, or to be notified of evaluation results, please complete the information in the area provided in Agiloft.

3. Communication to DCHS About Using Agiloft

For technical questions about using Agiloft, please email DCHSAgiloft@kingcounty.gov

Up-to-date information can also be found at <https://kingcounty.gov/en/dept/dchs/human-social-services/funding-opportunities-dchs/agiloft>

DCHS' Agiloft team will not respond to any questions pertaining to the content of this RFA.

If potential Applicants experience technical difficulties with Agiloft leading up to the due date, please email your Proposal to the RFP Lead Phil Thompson (phithompson@kingcounty.gov) directly to avoid a late submission.

Applicants are encouraged to complete their applications early to avoid any difficulties or errors in submission. PHSKC is not responsible for any technical difficulties that a proposer may experience, and late submissions may result in rejection of application.

VI. Application Process

Responses are hereby solicited and will be received using the link below through Agiloft no later than 2:00 p.m. Pacific Time on the due date noted on this RFA. Responders are responsible for regularly checking Agiloft for any updates, clarifications or amendments.

Note: Applicants bear the risk that technical difficulties may result in late or undelivered applications. Therefore, applicants are encouraged to submit materials through Agiloft on a timely basis.

If applicants experience technical difficulties early in the process, please email DCHSAgiloft@kingcounty.gov/ or visit the [DCHS Agiloft information page](#) for instructions.

If Applicants experience technical difficulties close to the time Applications are due, please email your application directly to the RFA Lead Phil Thompson (phithompson@kingcounty.gov) before the deadline to avoid late submission.

Submit Applications through Agiloft at:

<https://kingcounty.gov/en/dept/dchs/human-social-services/funding-opportunities-dchs/funding-opportunities>

Complete Application packages will include the following:

- Response to Summary Questions in Agiloft
- Completed Narrative Questions attachment uploaded to Agiloft
- Complete Budget Template attachment uploaded to Agiloft

VII. Application Assistance

Application assistance (also known as technical assistance) is available to support organizations in applying to this RFA. The main purpose of this opportunity is to eliminate linguistic, cultural and other barriers that might prevent organizations from seeking government funding. Application assistance is **free of charge**.

Technical assistance consultants can:

- Assist in determining appropriate fit between your application and this funding opportunity.
- Provide guidance on how best to answer questions.
- Support your application development, including editing and budget review.
- Consultants are not grant writers but can support you in explaining your application in the most clear and concise way.

See the [Best Starts website](#) for a list of TA consultants and their contact information.

Organizations wishing to access application assistance should email the consultants directly. We encourage you to reach out to a TA consultant as early as possible. We cannot guarantee TA consultant availability within 5 business days of the deadline (the RFA's closing date). Assistance in languages other than English is available; let a TA consultant know your language need and Best Starts will try to accommodate.

Please contact only one TA consultant at a time and allow them 24 hours to respond before contacting any other consultants. Each organization should only work with one TA consultant at a time.

VIII. Selection Process

Responsive Applications will be reviewed strictly in accordance with the requirements stated in this RFA and any addenda issued.

All Applications received by the stated deadline will be reviewed by the RFA Lead to ensure that the Applications contain all of the required information requested in the RFA. Only responsive Applications that meet the threshold requirements will be evaluated by the PHSKC designated review panel. Any applicant who does not meet the stated qualifications or any Application that does not contain all the required information may be rejected as incomplete.

The RFA Lead may, at their sole discretion, contact the applicant for clarification of any portion of the applicant's Application. Applicants should take every precaution to ensure that all answers are clear, complete, and directly address the specific requirement.

Applications will be reviewed and evaluated by a review panel. The process for choosing projects will include evaluation of the narrative and accompanying documents, and potentially, interviews. Below are the selection criteria that will be used during the evaluation process.

An interview may be conducted with the top Applicants if a selection is not made based on the written Application alone. A maximum of 50 points will be awarded for the written application. If interviews are conducted, an additional maximum of 20 points will be given. The total scoring of the Applications will then be 70 points.

NARRATIVE APPLICATION QUESTIONS

Applicants are required to stay within the word limit of 250 words per question.

Rated Questions: Answers to these questions will be scored.

ORGANIZATION BACKGROUND AND CAPACITY
<p>Question 1:</p> <p>Describe your organization, including its mission and priorities. If relevant, please include how your organization's work supports children, young people and/or families in King County to be happy, healthy, safe, and thriving.</p> <p><i>Organizations that demonstrate strong experience serving children, infants, and pregnant people will be prioritized for Best Starts for Kids funding.</i></p>
<p>Question 2:</p> <p>How are your organization's leadership and staff reflective of the community(ies) you will serve throughout this project?</p>
<p>Question 3:</p>

Describe your organization's experience managing and administering grants similar to the proposed project. Include information about:

- Experience administering similar grants,
- Relevant staff expertise,
- Logistical support,
- Financial management systems and experience,
- Administrative capacity.

If there are capacity gaps, please describe them and note what support, resources, or partnerships would be needed to fill those gaps.

FOCUS COMMUNITY

Question 4:

Describe the community you plan to serve through this project. Include any background information on:

The community's use of traditional eyeliner including:

- How common it is to use,
- Which groups use traditional eyeliner,
- What are the cultural, traditional, or religious significances,
- Traditional eyeliner use on children and infants. How often and for what purpose?

Organizations that serve communities who regularly use traditional eyeliner on children, infants, and pregnant people will be prioritized for Best Starts for Kids funding.

COMMUNITY EDUCATION AND OUTREACH

Question 5:

Describe how your organization seeks to make your outreach and education efforts equitable and anti-racist. Include information on how your organization:

- Tailors outreach and education to meet the needs of diverse groups in your community (e.g.: limited-English-proficient residents, inter-generational, and Black, Indigenous and People of Color)
- Build trust with community members
- Communicate about sensitive topics that impact the community you serve, especially topics that are tied to traditions

- Incorporate community feedback into your outreach and engagement efforts

Question 6:

Provide an example(s) of past educational or outreach work where you have directly delivered environmental and/or human health content that meets the unique needs and goals of the community you serve. Include information on:

- The focus community for your education or outreach work,
- The topic or health issue addressed,
- Outreach and education formats used,
- How did you create the curriculum, materials, and messages? And how did community input inform your approach and messaging?
- Any challenges reaching specific members or groups within the community and how did you address them?
- The impact of your efforts.

PROJECT DETAILS

Question 7:

Describe how you will staff this project, including:

- Roles and responsibilities,
- Experience and expertise working on education or outreach activities,

Question 8:

As a part of this grant, each organization will plan and complete education activities to share information on lead and traditional eyeliner with the community.

Each organization is expected to complete a minimum of **five live educational activities** where prevention education on lead in traditional eyeliner is shared directly with the focus population (e.g.- workshops, trainings, interactive activities, presentations). These activities can be held in-person or virtually. They can be stand-alone events or integrated into

existing programming run by your organization such as Kaleidoscope Play and Learn groups or parenting support groups, or health fairs.

Tell us about your plan for completing the education activities for this project. Include:

- How would you implement these educational activities and what is your rationale for selecting your proposed approaches or methods?
- Will education be integrated into an existing program or event? If yes, what program or event?
- Will your organization need any help or support in completing the education activity
- Who would be your focus audience for the education activities?

Question 9:

As a part of this grant, each organization will plan and complete an outreach campaign and education activities to share information on lead and traditional eyeliner with the community.

Each organization is expected to complete a minimum of **three mass communication outreach activities as part of an outreach campaign (e.g. social media posts, WhatsApp messaging, newsletters, newspaper ads, radio, blogs, mailing materials)**

Tell us about your plan for completing the education activities for this project. Include:

- Formats for the three activities (e.g.: social media posts, WhatsApp messaging, newspaper ads, radio, blog post etc.) and why you have selected these formats.
- Focus audience(s) for each activity
- Estimated reach for each activity. (e.g.: How many views on social media, how many WhatsApp messages, or listeners for a radio story do you think you will reach?)
- Additional information
 - Anything else we need to know about how your organization likes to do outreach campaigns to your community?
 - Will your organization need any help or support in completing your outreach campaign? (i.e. Support creating graphics, support writing social media posts etc.)

Optional Unrated Questions:

Only complete these optional questions if your organization wants to apply for additional funding to host one to three in-person project implementation meetings during the contract period.

Your answers to these optional questions will **not** impact whether you are selected to receive funding for this RFA.

If you are selected to receive funding, your answers to the optional questions will be used to decide if your organization will receive additional funding to host up to three in-person meetings.

See *Section II. Subsection C. The Request: OPTIONAL OBJECTIVE 7: Host Up to Three In-Person Meetings for Project Staff and Funded Partners* for details.

OPTIONAL Question 1:

How many in-person meetings would your organization be willing to host? Would your organization be prepared to host a meeting in September 2026?

OPTIONAL Question 2:

What is a budget estimate to host one meeting for between 10 and 20 attendees? Please provide a breakdown of estimated budget by the categories in the list below. It is fine to provide an estimated range for the budget.

See **OPTIONAL OBJECTIVE 6: Host Up to Three In-Person Meetings for Project Staff and Funded Organizations** for details on the selected organizations role and responsibilities.

Note the final budget for each meeting will be determined with PHSKC staff and the selected organizations.

- Event space rental:
- Equipment rental (projector, screen, chairs, tables):
- Event staffing:
- Food and refreshments:
- Other?

EVALUATION CRITERIA FOR RATED QUESTIONS

ORGANIZATION BACKGROUND AND CAPACITY	
<ul style="list-style-type: none"> • Clear description of the organization’s mission, priorities, and programs. • Demonstrated experience supporting children, youth, and/or families in King County. 	5 points based on answers to Question 1
<ul style="list-style-type: none"> • Leadership and staff reflect the community/ies to be served. 	5 points based on answers to Question 2
<ul style="list-style-type: none"> • Demonstrated experience managing and administering grants or similar funding. • Staff expertise, administrative capacity, logistical support, and financial management systems are clearly described. • If applicable, identifies capacity gaps and includes realistic and thoughtful strategies for addressing the gaps. 	5 points based on answer to Question 3
FOCUS COMMUNITY	
<ul style="list-style-type: none"> • Clear description of the community the organization proposes to serve. • Demonstrated understanding of community needs. • Knowledge of traditional eyeliner use in the community, including cultural, traditional, religious significance, and use among infants, children, or pregnant people. • Strong alignment between the community served and the priority population identified in the RFA. 	10 points based on answers to Question 4
COMMUNITY ENGAGEMENT AND OUTREACH	
<ul style="list-style-type: none"> • Demonstrated commitment to equity and anti-racism in outreach and engagement. • Demonstrated experience tailoring outreach to meet the needs of diverse audiences. • Strong approach to building trust and communicating about culturally sensitive topics in respectful and culturally appropriate ways. • Evidence of incorporating community input to inform outreach and engagement strategies. 	10 points based on answer to Question 5
<ul style="list-style-type: none"> • Demonstrated experience delivering environmental or human health education. • Experience engaging audiences in meaningful, culturally relevant ways. • Evidence of measurable community impact resulting from past outreach or education efforts. 	5 points based on answers to Question 6
PROJECT DETAILS	

<ul style="list-style-type: none"> • Clear and feasible staffing plan, including defined roles, responsibilities, and relevant expertise. 	5 points based on answers to Questions 7
<ul style="list-style-type: none"> • Feasible and culturally relevant plan for outreach and education activities, including clear reasoning for the proposed approaches. • Clearly defined target audience(s) that align with project's focus communities. 	10 points based on answers to Questions 8 and 9
BUDGET	
Budget is complete, aligns with proposed activities and takes into account the full scope of funding needed to support the proposed program model.	Not scored
TOTAL	55 points

SCORING RUBRIC

Review team members will assign scores based on each criterion's designated point value (5 or 10 points).

10-pt criteria	5-pt criteria	Description	Discussion
0	0	No Response/ Not Addressed	The Application does not address any component of the requirements or no information was provided.
1-2	1	Poor	The Application only minimally addresses the requirement and is missing components or components were missing.
3-4	2	Below Average	The Application only minimally addresses the requirement and the Applicant's ability to comply with the requirements or simply has restated the requirements. The Application is responsive, but does not represent best practices.
5-6	3	Average	The Application shows an acceptable understanding or experience with the requirement. Sufficient detail to be considered meeting minimum requirements. The Application represents best practices or an adequate alternative.
7-8	4	Above Average	The Application is thorough and complete and demonstrates firm understanding of concepts and requirements. Application provides a thoughtful and innovative response but may be missing components.
9-10	5	Excellent	The Application has provided an innovative, detailed, and thorough response to the requirements, and clearly demonstrates a high level of experience with or understanding of the requirements.

A. Review Process

Review panels may consist of King County staff, external subject matter experts, evaluators, community members, advisory board members, participants with past or current lived experience, and members or designees of the King County Council (who will serve as nonvoting members). PHSKC values the perspectives of community members, including those with lived experience. All efforts will be made to include a minimum of 2 individuals representing community. Following application review, applicants may be asked to participate in an interview with the review panel prior to final scoring of Applications.

The RFA review panel will score each Application based on the rating criteria described in Section VIII: Selection Process of this RFA and create a ranking of Applications based on highest to lowest scoring. The reviewer's scores will be a factor used by the RFA rating panel to develop recommendations on the selection of Applications to the County along as well as factors such as geographic areas and population served. King County also reserves the right to serve as its own reference. Interviews may be held with the top selected applicants to determine the final selection process.

B. Selection Process

Final selection of awardees will be made by King County division and department directors based upon recommendations from the review panel and based upon equity and geographic considerations to ensure services are responsive to funding priorities and community need. The PHSKC reserves the right to make such selections based on the best interests of King County, and as a result, may not select the highest scoring or lowest cost Applications for award, and it will execute contracts based upon the final selections.

C. Funding Allocation and Contract Negotiations

PHSKC anticipates that requests for funding from the pool of selected applicants may exceed the total dollar amount of funding available through this RFA. If this occurs, the County reserves the right to enter discussions with applicants to assess if proposed services and activities can be scaled to match the dollar amount offered by the County. If the Application is not scalable, or the applicant rejects the dollar amount offered by the County, the County reserves the right, to withdraw the funding offer to the applicant, and enter discussions with other high-ranking RFA applicants. Contract negotiations and development will begin when a funding amount for each Application has been reached between the applicant and the County.

IX. Glossary of Terms

A list of general procurement and contract definitions can be found here: [Contract Glossary](#). All other definitions specific to this RFA are as follows:

Community Based Organization (CBO): A community-rooted organization that is trusted by and closely connected to the community it serves and delivers services, outreach, or programs that address community needs.

Contractor: Term used within the King County PHSKC Boilerplate Agreement, signifying the entity awarded funding in consideration for the performance of certain services and as described in the resulting contract.

Culturally Relevant Services: Services, programs, or activities that are designed and delivered in ways that reflect, respect, and respond to the cultural values, languages, traditions, and lived experiences of the communities being served.

Equity: Giving everyone what they need to be successful as opposed to equality which means treating everyone the same.

Racial Equity: Racial equity is the condition that would be achieved if one's racial identity no longer predicted, in a statistical sense, how one fares. When we use the term, we are thinking about racial equity as one part of racial justice, and thus we also include work to address root causes of inequities not just their manifestation. This includes elimination of policies, practices, attitudes and cultural messages that reinforce differential outcomes by race or fail to eliminate them¹.

Agiloft: An online application portal where applicants can access and view RFA information and submit bids for programs/services outlined in the RFA.

X. RFA and Contract Terms

A. RFA Terms

1. Revisions to the RFA

If PHSKC determines in its sole discretion that it is necessary to revise any part of this RFA, an addendum to this RFA will be posted on Agiloft. For this purpose, the published questions and answers and any other pertinent information will also be provided as an addendum to the RFA and will be placed on Agiloft.

PHSKC also reserves the right to cancel or to reissue the RFA in whole or in part, prior to execution of a contract.

2. Cost to Propose

PHSKC will not be liable for any costs incurred by the applicant in preparation of a Application submitted in response to this RFA, in conduct of a presentation, or any other activities related in any way to this RFA.

3. No Obligation to Contract

This RFA does not obligate PHSKC to enter into any contract for services specified in this Application.

¹ <https://www.racialequitytools.org/glossary> (link from King County site: <https://kingcounty.gov/elected/executive/equity-social-justice/tools-resources/Racial-Justice.aspx>)

4. Rejection of Applications

PHSKC reserves the right, at its sole discretion, to reject any and all Applications received without penalty and not to issue any contract as a result of this RFA.

5. Acceptance Period

Applications must provide one hundred twenty (120) calendar days for acceptance by PHSKC from the due date for receipt of Applications.

6. Best and Final Offer (BAFO)

PHSKC reserves the right to use a BAFO before awarding any contract to further assist in determining the successful Applicants. Terms of the BAFO will be communicated by the RFA Coordinator.

7. Award

Final selection of awardees may be made by King County division and department directors based upon final calculations and recommendations from the RFX review panel. PHSKC will execute contracts based upon the final selections.

PHSKC intends to award one or more contracts to potential Applicants. The RFA Coordinator will notify all Applicants in writing of the acceptance or rejection of their RFA. Written notification will be sent via email to the email address(s) noted in the Application created within Agiloft.

8. Protest

King County has a process in place for receiving protests / Appeals based upon the RFA or contract awards. The protest / Appeal procedures are available at <http://www.kingcounty.gov/depts/finance-business-operations/procurement/for-business/do-business/protest.aspx>.

B. Contract Terms

1. King County Boilerplate

Organizations awarded through this procurement process will contract with King County PHSKC. Funded organizations will be required to meet baseline requirements, including insurance, equal employment opportunity, record keeping, and more. See a sample of the department's standard services contract boilerplate with terms and conditions [here](#).

A contract may be negotiated with the applicants(s) whose Application would be most advantageous to King County in the opinion of the PHSKC, all factors considered.

The contents of the selected applicant's Application shall become contractual obligations if a contract ensues.

A contract between the selected applicant(s) and King County shall include the contract instrument, the original RFA as issued by King County, the response to the RFA, and any other documents mutually agreed upon. The contract must include, and be consistent with, the specifications and provisions stated in the RFA.

2. Equity and Social Justice

In order to effectively operate and provide services within a culturally responsive framework, an organization shall intentionally consider equity and integrate it into its values and principles, decisions and policies. King County expects funded organizations to incorporate an equity lens in their service delivery models and administration in order to challenge systemic and structural inequality, reduce prejudice and racism, and advance equity. As part of this effort, organizations will be asked to provide individual-level demographic information (including zip codes) to inform analysis and understanding of barriers created by institutional racism. See Section iv, RFA and Contract Terms: Data Collection and Reporting below

3. Performance Measurement and Evaluation

The primary purpose of performance measurement and evaluation is to use data to inform ongoing work, understand which activities are effective and why, and support shared and transparent responsibility for your programs' success. Another key purpose is to comply with initiative reporting requirements and offer transparency to the public about the programs we fund and their outcomes. If awarded funds through this RFX, there is an expectation that awardees will collect data aligned with the goals of this RFX.

Best Starts will work in partnership with funded organizations to develop a performance measurement and evaluation plan for funded programs. The plan will include key performance measures, type of data collection (individual identifiable or deidentified client-level, aggregate, and/or qualitative data), additional external evaluation activities if applicable, and quality improvement activities.

Part of the process of developing performance measurement plans will be conversations about program goals and how to know if participants are "better off". What change is your program trying to create and why? What will tell us when program adjustments are necessary? How will we know that the adjustments are working?

Performance measures are developed in partnership by the funded organization with King County and are informed by the program's model and purpose. As programs grow and evolve within the award period, King County staff will be available to make any necessary adjustments to the evaluation plan in collaboration with the funded organization. Programs which set performance targets may collect baseline data in advance of target-setting.

Partners that are awarded funding will be asked to provide input for an existing performance measurement plan that answers these three questions:

- **How many people were served/reached by this program?**
- **How well did your program serve people?**
- **How are those you served better off?**

4. Data Collection and Reporting

Data collection types detailed in the evaluation plan may include:

a) Individual-Level Data

When appropriate for the program model, individual-level data will be reported by the funded program and will typically be reported quarterly.

Individual-level data elements may include individual demographics (including age, gender, race/ethnicity, and zip codes), basic information about services provided, survey information from regular times during program participation (for example at program entry and exit), and individual outcomes. Individual-level data is typically reported through either spreadsheet templates provided by PHSKC staff or King County's Client Outcomes Reporting Engine, also known as CORE.

b) Aggregate-Level Data

When appropriate for the program model, aggregate-level data will be reported by the funded program and will typically be reported quarterly.

Aggregate-level data may include demographics (including age, gender, race/ethnicity, and zip codes), basic information about services provided, and outcome information of those services.

c) Qualitative Data

When appropriate for the program model, qualitative data (such as from focus groups, open-ended surveys and questionnaires, and interviews) may be reported by the funded program.

d) Narrative Reports

Funded organizations will also submit semiannual narrative reports to share information about successes, challenges, system change efforts and other requested information.

5. Public Records Act

a) Washington State Public Records Act (RCW 42.56) requires public organizations in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act or are otherwise privileged.

b) All submitted Applications and RFA materials become public information and may be reviewed by anyone requesting to do so at the conclusion of the RFX, negotiation, and award process. This process is concluded when a signed contract is completed between the County and the selected applicant.

- c) **Applications** submitted under this RFA shall be considered public documents and with limited exceptions, Applications that are recommended for contract award will be available for inspection and copying by the public.

If an applicant considers any portion of his/her Application to be protected under the law, the applicant shall clearly identify on the page(s) affected such words as “CONFIDENTIAL,” PROPRIETARY” or “BUSINESS SECRET.” The applicant shall also use the descriptions above in the following table to identify the effected page number(s) and location(s) of any material to be considered as confidential. If a request is made for disclosure of such portion, the County will review the material in an attempt to determine whether it may be eligible for exemption from disclosure under the law. If the material is not exempt from public disclosure law, or if the County is unable to make a determination of such an exemption, 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 fails or neglects to take such action within said period, the County will release the portion of the Application deemed subject to disclosure. By submitting a Application, the applicant assents to the procedure outlined in this paragraph and shall have no claim against the County on account of actions taken under such procedure. Please notify the County of your needs through the Contact Admin tab in Agiloft and reference the table information below.

Type of Exemption	Beginning Page / Location	Ending Page / Location

6. [American with Disabilities Act](#)

King County complies with the Americans with Disabilities Act (ADA). Applicants may contact the RFX Coordinator to receive materials for this RFX in alternative formats, such as Braille, large print, audio tape, or computer disc.

7. [Language Accessibility](#)

Upon request, this RFA can be made available in other languages.

XI. List of Attachments

- A. Response Checklist and Narrative Questions
- B. Evaluation Criteria and Rubric for Narrative Application Questions
- C. Budget Template
- D. Best Starts for Kids Technical Assistance Information – English
- E. Best Starts for Kids Technical Assistance Information – Spanish
- F. King County Standard Terms
- G. Acceptance of Potential Terms and Conditions



Response Checklist and Narrative Questions for Lead in Traditional Eyeliner Community Outreach and Education Project

Request for Application

Full Application Due Date: **05/29/2026 02:00:00 PM**

Estimated Maximum Award: **\$59,500.00**

Applicant Organization: [TYPE YOUR ORGANIZATION’S FULL LEGAL NAME HERE – Your legal name that is associated with your Tax Identification Number.]

Fiscally Sponsored Program: [If relevant, TYPE THE NAME OF THE FISCALLY SPONSORED PROGRAM YOU ARE APPLYING ON BEHALF OF. Type “N/A” if applying on your own behalf.]

RFA CHECKLIST

Use the following checklist to ensure that your package is complete before submitting it to PHSKC. Incomplete applications or that do not follow the instructions provided in the RFA document will not be considered.

Complete?	Item
<input type="checkbox"/> Yes	Confirm your organization’s Agiloft Provider Profile is complete and accurate. Pay close attention to the Key Info and Locations tabs.
<input type="checkbox"/> Yes	Complete all fields in your organization’s Solicitation Response record to this RFA.
<input type="checkbox"/> Yes	Complete all Summary Questions in your organization’s Solicitation Response record to this RFA. They are like surveys within Agiloft.
<input type="checkbox"/> Yes	Upload a complete and accurate RFA Checklist and Narrative Questions

Complete?	Item
	document using the template provided. (This is <i>this</i> document.)
<input type="checkbox"/> Yes	Upload a complete Budget using the template provided.

Did your organization:
(For PHSKC’s information purposes—will NOT impact your application’s score.)

Complete?	Item
<input type="checkbox"/> Yes <input type="checkbox"/> No	Attend an Information Session about this RFA.
<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Request</u> technical assistance for preparing you’re application to this RFA.

NARRATIVE QUESTIONS

Respond fully to each question below. The word limit for each question is 250 words.

When complete, save this document as a PDF and upload it to your organization’s Provider Response record to this RFA. *Please name the file with your organization’s name and the name of your proposed program (i.e, ABC Organization_DEFG Program).*

For consistency across all responses, please **DO NOT** change the font type, font size, spacing, or margins of this document.

As stated in the RFA document: “responses that provide specific, detailed examples may be rated more favorably.”

Rated Questions: Answers to these questions will be scored.

ORGANIZATION BACKGROUND AND CAPACITY
<p>Question 1:</p> <p>Describe your organization, including its mission and priorities. If relevant, please include how your organization’s work supports children, young people and/or families in King County to be happy, healthy, safe, and thriving.</p> <p><i>Organizations that demonstrate strong experience serving children, infants, and pregnant people will be prioritized for Best Starts for Kids funding.</i></p>

Question 2:

How are your organization’s leadership and staff reflective of the community(ies) you will serve throughout this project?

Question 3:

Describe your organization's experience managing and administering grants similar to the proposed project. Include information about:

- Experience administering similar grants,
- Relevant staff expertise,
- Logistical support,
- Financial management systems and experience,
- Administrative capacity.

If there are capacity gaps, please describe them and note what support, resources, or partnerships would be needed to fill those gaps.

FOCUS COMMUNITY

Question 4:

Describe the community you plan to serve through this project. Include any background information on:

The community's use of traditional eyeliners including:

- How common it is to use,
- Which groups use traditional eyeliner,
- What are the cultural, traditional, or religious significances,
- Traditional eyeliner use on children and infants. How often and for what purpose?

Organizations that serve communities who regularly use traditional eyeliners on children, infants, and pregnant people will be prioritized for Best Starts for Kids funding.

COMMUNITY EDUCATION AND OUTREACH

Question 5:

Describe how your organization seeks to make your outreach and education efforts equitable and anti-racist. Include information on how your organization:

- Tailors outreach and education to meet the needs of diverse groups in your community (e.g.: limited-English-proficient residents, inter-generational, and Black, Indigenous and People of Color)
- Build trust with community members
- Communicate about sensitive topics that impact the community you serve, especially topics that are tied to traditions
- Incorporate community feedback into your outreach and engagement efforts

Question 6:

Provide an example(s) of past educational or outreach work where you have directly delivered environmental and/or human health content that meets the unique needs and goals of the community you serve. Include information on:

- The focus community for your education or outreach work,
- The topic or health issue addressed,
- Outreach and education formats used,
- How did you create the curriculum, materials, and messages? And how did community input inform your approach and messaging?
- Any challenges reaching specific members or groups within the community and how did you address them?
- The impact of your efforts.

PROJECT DETAILS

Question 7:

Describe how you will staff this project, including:

- Roles and responsibilities,
- Experience and expertise working on education or outreach activities.

Question 8:

As a part of this grant, each organization will plan and complete educational activities to share information on lead and traditional eyeliner with the community.

Each organization is expected to complete a minimum of **five live educational activities** where education on preventing lead exposure from traditional eyeliner is shared directly with the focus population (e.g. workshops, trainings, interactive activities, presentations). These activities can be held in-person or virtually. They can be stand-alone events or integrated into existing programming run by your organization such as Kaleidoscope Play and Learn groups or parenting support groups, or health fairs.

Tell us about your plan for completing the educational activities for this project. Include:

- How would you implement these educational activities?
- Will the lead education be integrated into an existing program or event? If yes, what program or event?
- Focus audience for each activity?
- Will your organization need any help or support in completing the educational activities?
- Who would be your focus audience for the educational activities?

Question 9:

As a part of this grant, each organization will plan and complete an outreach campaign and education activities to share information on lead and traditional eyeliner with the community. Each organization is expected to complete a minimum of **three mass communication outreach activities as part of an outreach campaign (e.g. social media posts, WhatsApp messaging, newsletters, newspaper ads, radio, blogs, mailing materials)**

Tell us about your plan for completing the education activities for this project. Include:

- Formats for the three activities (e.g.: social media posts, WhatsApp messaging, newspaper ads, radio, blog post etc.) and why you have selected these formats.
- Focus audience(s) for each activity
- Estimated reach for each activity. (e.g.: How many views on social media, how many WhatsApp messages, or listeners for a radio story do you think you will reach?)
- Additional information
 - Anything else we need to know about how your organization likes to do outreach campaigns to your community?
 - Will your organization need any help or support in completing your outreach campaign? (i.e. Support creating graphics, support writing social media posts etc.)

Optional Unrated Questions:

Only complete these optional questions if your organization wants to apply for additional funding to host one to three in-person project implementation meetings during the contract period.

Your answers to these optional questions will **not** impact whether you are selected to receive funding for this RFA.

If you are selected to receive funding, your answers to the optional questions will be used to decide if your organization will receive additional funding to host up to three in-person meetings.

See *Section II. Subsection C. The Request: OPTIONAL OBJECTIVE 7: Host Up to Three In-Person Meetings for Project Staff and Funded Partners* for details.

OPTIONAL Question 1:

How many in-person meetings would your organization be willing to host? Would your organization be prepared to host a meeting in September 2026?

OPTIONAL Question 2:

What is a budget estimate to host one meeting for between 10 and 20 attendees? Please provide a breakdown of estimated budget by the categories in the list below. It is fine to provide an estimated range for the budget.

See **OPTIONAL OBJECTIVE 6: Host Up to Three In-Person Meetings for Project Staff and Funded Organizations** for details on the selected organizations role and responsibilities.

Note the final budget for each meeting will be determined with PHSKC staff and the selected organizations.

- Event space rental:
- Equipment rental (projector, screen, chairs, tables):
- Event staffing:
- Food and refreshments:
- Other?:

Evaluation Criteria

The RFA review panel will score each Application based on the rating criteria described in Section VIII: Selection Process of this RFA and create a ranking of Applications based on highest to lowest scoring. The reviewer's scores will be a factor used by the RFA rating panel to develop recommendations on the selection of Applications to the County along as well as factors such as geographic areas and population served. King County also reserves the right to serve as its own reference. Interviews may be held with the top selected applicants to determine the final selection process.

ORGANIZATION BACKGROUND AND CAPACITY	
<ul style="list-style-type: none"> • Clear description of the organization's mission, priorities, and programs. • Demonstrated experience supporting children, youth, and/or families in King County. 	5 points based on answers to Question 1
<ul style="list-style-type: none"> • Leadership and staff reflect the community/ies to be served. 	5 points based on answers to Question 2
<ul style="list-style-type: none"> • Demonstrated experience managing and administering grants or similar funding. • Staff expertise, administrative capacity, logistical support, and financial management systems are clearly described. • If applicable, identifies capacity gaps and includes realistic and thoughtful strategies for addressing the gaps. 	5 points based on answer to Question 3
FOCUS COMMUNITY	
<ul style="list-style-type: none"> • Clear description of the community the organization proposes to serve. • Demonstrated understanding of community needs. • Knowledge of traditional eyeliner use in the community, including cultural, traditional, religious significance, and use among infants, children, or pregnant people. • Strong alignment between the community served and the priority population identified in the RFA. 	10 points based on answers to Question 4
COMMUNITY ENGAGEMENT AND OUTREACH	
<ul style="list-style-type: none"> • Demonstrated commitment to equity and anti-racism in outreach and engagement. • Demonstrated experience tailoring outreach to meet the needs of diverse audiences. • Strong approach to building trust and communicating about culturally sensitive topics in respectful and culturally appropriate ways. • Evidence of incorporating community input to inform outreach and engagement strategies. 	10 points based on answer to Question 5
<ul style="list-style-type: none"> • Demonstrated experience delivering environmental or human health education. • Experience engaging audiences in meaningful, culturally relevant ways. 	5 points based on answers to Question 6

<ul style="list-style-type: none"> Evidence of measurable community impact resulting from past outreach or education efforts. 	
PROJECT DETAILS	
<ul style="list-style-type: none"> Clear and feasible staffing plan, including defined roles, responsibilities, and relevant expertise. 	5 points based on answers to Questions 7
<ul style="list-style-type: none"> Feasible and culturally relevant plan for outreach and education activities, including clear reasoning for the proposed approaches. Clearly defined target audience(s) that align with project's focus communities. 	10 points based on answers to Questions 8 and 9
BUDGET	
Budget is complete, aligns with proposed activities and takes into account the full scope of funding needed to support the proposed program model.	Not scored
TOTAL	55 points

Scoring Rubric:

Review team members will assign scores based on each criterion's designated point value (5 or 10 points).

10-pt criteria	5-pt criteria	Description	Discussion
0	0	No Response/ Not Addressed	The Proposal does not address any component of the requirements or no information was provided.
1-2	1	Poor	The Proposal only minimally addresses the requirement and is missing components or components were missing.
3-4	2	Below Average	The Proposal only minimally addresses the requirement and the Applicant's ability to comply with the requirements or simply has restated the requirements. The Proposal is responsive, but does not represent best practices.
5-6	3	Average	The Proposal shows an acceptable understanding or experience with the requirement. Sufficient detail to be considered meeting minimum requirements. The Proposal represents best practices or an adequate alternative.

7-8	4	Above Average	<p>The Proposal is thorough and complete and demonstrates firm understanding of concepts and requirements.</p> <p>Proposal provides a thoughtful and innovative response but may be missing components.</p>
9-10	5	Excellent	<p>The Proposal has provided an innovative, detailed, and thorough response to the requirements, and clearly demonstrates a high level of experience with or understanding of the requirements.</p>



Response Checklist and Narrative Questions for Lead in Traditional Eyeliner Community Outreach and Education Project

Request for Application

Full Application Due Date: **05/29/2026 02:00:00 PM**

Estimated Maximum Award: **\$59,500.00**

Applicant Organization: [TYPE YOUR ORGANIZATION’S FULL LEGAL NAME HERE – Your legal name that is associated with your Tax Identification Number.]

Fiscally Sponsored Program: [If relevant, TYPE THE NAME OF THE FISCALLY SPONSORED PROGRAM YOU ARE APPLYING ON BEHALF OF. Type “N/A” if applying on your own behalf.]

RFA CHECKLIST

Use the following checklist to ensure that your package is complete before submitting it to PHSKC. Incomplete applications or that do not follow the instructions provided in the RFA document will not be considered.

Complete?	Item
<input type="checkbox"/> Yes	Confirm your organization’s Agiloft Provider Profile is complete and accurate. Pay close attention to the Key Info and Locations tabs.
<input type="checkbox"/> Yes	Complete all fields in your organization’s Solicitation Response record to this RFA.
<input type="checkbox"/> Yes	Complete all Summary Questions in your organization’s Solicitation Response record to this RFA. They are like surveys within Agiloft.
<input type="checkbox"/> Yes	Upload a complete and accurate RFA Checklist and Narrative Questions

Complete?	Item
	document using the template provided. (This is <i>this</i> document.)
<input type="checkbox"/> Yes	Upload a complete Budget using the template provided.

Did your organization:
(For PHSKC’s information purposes—will NOT impact your application’s score.)

Complete?	Item
<input type="checkbox"/> Yes <input type="checkbox"/> No	Attend an Information Session about this RFA.
<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Request</u> technical assistance for preparing you’re application to this RFA.

NARRATIVE QUESTIONS

Respond fully to each question below. The word limit for each question is 250 words.

When complete, save this document as a PDF and upload it to your organization’s Provider Response record to this RFA. *Please name the file with your organization’s name and the name of your proposed program (i.e, ABC Organization_DEFG Program).*

For consistency across all responses, please **DO NOT** change the font type, font size, spacing, or margins of this document.

As stated in the RFA document: “responses that provide specific, detailed examples may be rated more favorably.”

Rated Questions: Answers to these questions will be scored.

ORGANIZATION BACKGROUND AND CAPACITY
<p>Question 1:</p> <p>Describe your organization, including its mission and priorities. If relevant, please include how your organization’s work supports children, young people and/or families in King County to be happy, healthy, safe, and thriving.</p> <p><i>Organizations that demonstrate strong experience serving children, infants, and pregnant people will be prioritized for Best Starts for Kids funding.</i></p>

Question 2:

How are your organization’s leadership and staff reflective of the community(ies) you will serve throughout this project?

Question 3:

Describe your organization’s experience managing and administering grants similar to the proposed project. Include information about:

- Experience administering similar grants,
- Relevant staff expertise,
- Logistical support,
- Financial management systems and experience,
- Administrative capacity.

If there are capacity gaps, please describe them and note what support, resources, or partnerships would be needed to fill those gaps.

FOCUS COMMUNITY

Question 4:

Describe the community you plan to serve through this project. Include any background information on:

The community's use of traditional eyeliners including:

- How common it is to use,
- Which groups use traditional eyeliner,
- What are the cultural, traditional, or religious significances,
- Traditional eyeliner use on children and infants. How often and for what purpose?

Organizations that serve communities who regularly use traditional eyeliners on children, infants, and pregnant people will be prioritized for Best Starts for Kids funding.

COMMUNITY EDUCATION AND OUTREACH

Question 5:

Describe how your organization seeks to make your outreach and education efforts equitable and anti-racist. Include information on how your organization:

- Tailors outreach and education to meet the needs of diverse groups in your community (e.g.: limited-English-proficient residents, inter-generational, and Black, Indigenous and People of Color)
- Build trust with community members
- Communicate about sensitive topics that impact the community you serve, especially topics that are tied to traditions
- Incorporate community feedback into your outreach and engagement efforts

Question 6:

Provide an example(s) of past educational or outreach work where you have directly delivered environmental and/or human health content that meets the unique needs and goals of the community you serve. Include information on:

- The focus community for your education or outreach work,
- The topic or health issue addressed,
- Outreach and education formats used,
- How did you create the curriculum, materials, and messages? And how did community input inform your approach and messaging?
- Any challenges reaching specific members or groups within the community and how did you address them?
- The impact of your efforts.

PROJECT DETAILS

Question 7:

Describe how you will staff this project, including:

- Roles and responsibilities,
- Experience and expertise working on education or outreach activities.

Question 8:

As a part of this grant, each organization will plan and complete educational activities to share information on lead and traditional eyeliner with the community.

Each organization is expected to complete a minimum of **five live educational activities** where education on preventing lead exposure from traditional eyeliner is shared directly with the focus population (e.g. workshops, trainings, interactive activities, presentations). These activities can be held in-person or virtually. They can be stand-alone events or integrated into existing programming run by your organization such as Kaleidoscope Play and Learn groups or parenting support groups, or health fairs.

Tell us about your plan for completing the educational activities for this project. Include:

- How would you implement these educational activities?
- Will the lead education be integrated into an existing program or event? If yes, what program or event?
- Focus audience for each activity?
- Will your organization need any help or support in completing the educational activities?
- Who would be your focus audience for the educational activities?

Question 9:

As a part of this grant, each organization will plan and complete an outreach campaign and education activities to share information on lead and traditional eyeliner with the community. Each organization is expected to complete a minimum of **three mass communication outreach activities as part of an outreach campaign (e.g. social media posts, WhatsApp messaging, newsletters, newspaper ads, radio, blogs, mailing materials)**

Tell us about your plan for completing the education activities for this project. Include:

- Formats for the three activities (e.g.: social media posts, WhatsApp messaging, newspaper ads, radio, blog post etc.) and why you have selected these formats.
- Focus audience(s) for each activity
- Estimated reach for each activity. (e.g.: How many views on social media, how many WhatsApp messages, or listeners for a radio story do you think you will reach?)
- Additional information
 - Anything else we need to know about how your organization likes to do outreach campaigns to your community?
 - Will your organization need any help or support in completing your outreach campaign? (i.e. Support creating graphics, support writing social media posts etc.)

Optional Unrated Questions:

Only complete these optional questions if your organization wants to apply for additional funding to host one to three in-person project implementation meetings during the contract period.

Your answers to these optional questions will **not** impact whether you are selected to receive funding for this RFA.

If you are selected to receive funding, your answers to the optional questions will be used to decide if your organization will receive additional funding to host up to three in-person meetings.

See *Section II. Subsection C. The Request: OPTIONAL OBJECTIVE 7: Host Up to Three In-Person Meetings for Project Staff and Funded Partners* for details.

OPTIONAL Question 1:

How many in-person meetings would your organization be willing to host? Would your organization be prepared to host a meeting in September 2026?

OPTIONAL Question 2:

What is a budget estimate to host one meeting for between 10 and 20 attendees? Please provide a breakdown of estimated budget by the categories in the list below. It is fine to provide an estimated range for the budget.

See **OPTIONAL OBJECTIVE 6: Host Up to Three In-Person Meetings for Project Staff and Funded Organizations** for details on the selected organizations role and responsibilities.

Note the final budget for each meeting will be determined with PHSKC staff and the selected organizations.

- Event space rental:
- Equipment rental (projector, screen, chairs, tables):
- Event staffing:
- Food and refreshments:
- Other?:

ACCEPTANCE OF POTENTIAL AGREEMENT TERMS AND CONDITIONS

All submitted RFA responses become public information and may be reviewed by anyone requesting to do so at the end of the selection process. RFA responses will become the property of King County and will not be returned to the Applicants.

Applications must include this RFA Response Cover Sheet, signed and dated by the President of the Board, Executive Director, or someone who has the full authority to legally bind the entity submitting the RFA response to the contents of the RFA response.

The selected Applicant will be required to enter into an Agreement with King County, which will be initiated by PHSKC. The department's standard agreement terms and conditions are included in this RFA as an Attachment. ***In order to receive the Agreement, Applicants to this RFA must indicate their acceptance of the Agreement's terms and conditions by checking the following box and signing their name.*** These terms and conditions are subject to change prior to execution of the actual Agreement.

- I understand the terms and conditions of the RFA and agree to meet the requirements of PHSKC if an award is made. All information provided in this Application is true and accurate to the best of my knowledge. Proposed program design and costs shall be valid until at least the end of the Applicant's current fiscal year. I have read the potential Agreement terms and conditions and do hereby accept them as presented. I understand that the actual Agreement will be sent subsequent to award for my signature.***

_____ _____ _____
Signature Date Printed Name & Title

Applicant Information:

Organization Name:	
Address:	
Director Name:	

Primary Contact Information

Name and Title: _____

Email: _____ Phone: _____

Secondary Contact Information

Name and Title: _____

Email: _____ Phone: _____

THIS PAGE MUST ACCOMPANY YOUR SUBMITTAL.

KING COUNTY TERMS AND CONDITIONS

1. Agreement Term and Termination

- A. This Agreement shall begin on the Agreement Start Date and shall terminate on the Agreement End Date as specified on page 1 of this Agreement, unless extended or terminated earlier, pursuant to the terms and conditions of the Agreement.
- B. This Agreement may be terminated by the County or the Recipient without cause, in whole or in part, prior to the Agreement End Date, by providing the other party thirty (30) days advance written notice of the termination. The Agreement may be suspended by the County without cause, in whole or in part, prior to the date specified in Subsection 1.A. above, by providing the Recipient thirty (30) days advance written notice of the suspension.
- C. The County may terminate or suspend this Agreement, in whole or in part, upon seven (7) days advance written notice if: (1) the Recipient breaches any duty, obligation, or service required pursuant to this Agreement, or (2) the duties, obligations, or services required herein become impossible, illegal, or not feasible. If the Agreement is terminated by the County pursuant to this Subsection 1.C. (1), the Recipient shall be liable for damages.

If the termination results from acts or omissions of the Recipient, including but not limited to misappropriation, nonperformance of required services, or fiscal mismanagement, the Recipient shall return to the County immediately any funds, misappropriated or unexpended, which have been paid to the Recipient by the County.

- D. If expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth above in Subsection 1.A., the County may, upon seven business days advance written notice to the Recipient, terminate or suspend this Agreement in whole or in part.

If the Agreement is terminated or suspended as provided in this Section: (1) the County will be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination or suspension; and (2) in the case of termination the Recipient shall be released from any obligation to provide such further services pursuant to the Agreement; and (3) in the case of suspension the Recipient shall be released from any obligation to provide services during the period of suspension and until such time as the County provides written authorization to resume services..

Funding or obligation under this Agreement beyond the current appropriation year is conditional upon appropriation by the County Council of sufficient funds to support the activities described in the Agreement. If such appropriation is not approved, this Agreement will terminate at the close of the current appropriation year.

- E. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or by law that either party may have in the event that the obligations, terms, and conditions set forth in this Agreement are breached by the other party.

2. Compensation and Method of Payment

- A. The County shall compensate the Recipient for satisfactory completion of the services and requirements specified in this Agreement payable upon receipt and approval by the County of a signed invoice in substantially the form of the attached Invoice Exhibit, in accordance with the terms found in the attached Budget Exhibit.
- B. The Recipient shall submit an invoice and all accompanying reports as specified in the attached exhibits not more than 15 working days after the close of each indicated reporting period. The County shall make payment to the Recipient not more than 30 days after a complete and accurate invoice is received.
- C. The Recipient shall submit its final invoice and all outstanding reports within 30 days of the date this Agreement terminates. If the Recipient's final invoice and reports are not submitted

by the day specified in this subsection, the County will be relieved of all liability for payment to the Recipient of the amounts set forth in said invoice or any later invoice.

- D. When a budget is attached hereto as an exhibit, the Recipient shall apply the funds received from the County under this Agreement in accordance with said budget. The Agreement may contain separate budgets for separate program components. The Recipient shall request prior approval from the County for an amendment to this Agreement when the cumulative amount of transfers among the budget categories is expected to exceed 10% of the Agreement amount in any Agreement budget. Supporting documents necessary to explain fully the nature and purpose of the amendment must accompany each request for an amendment. Cumulative transfers between budget categories of 10% or less need not be incorporated by written amendment; however, the County must be informed immediately in writing of each such change.
- E. Should, in the sole discretion of the County, the Recipient not timely expend funds allocated under this Agreement, the County may recapture and reprogram any such under-expenditures unilaterally and without the need for further amendment of this Agreement. The County may unilaterally make changes to the funding source without the need for an amendment. The Recipient shall be notified in writing of any changes in the fund source or the recapturing or reprogramming of under expenditures.
- F. If travel costs are contained in the attached budget, reimbursement of Recipient travel, lodging, and meal expenses are limited to the eligible costs based on the following rates and criteria.
 - 1. The mileage rate allowed by King County shall not exceed the current Internal Revenue Service (IRS) rates per mile as allowed for business related travel. The IRS mileage rate shall be paid for the operation, maintenance and depreciation of individually owned vehicles for that time which the vehicle is used during work hours. Parking shall be the actual cost. When rental vehicles are authorized, government rates shall be requested. If the Recipient does not request government rates, the Recipient shall be personally responsible for the difference. Please reference the federal web site for current rates: <http://www.gsa.gov>.
 - 2. Reimbursement for meals shall be limited to the per diem rates established by federal travel requisitions for the host city in the Code of Federal Regulations, 41 CFR § 301, App.A. Please reference <http://www.gsa.gov> for the current host city per diem rates.
 - 3. Accommodation rates shall not exceed the federal lodging limit plus host city taxes. The Recipient shall always request government rates.
 - 4. Air travel shall be by coach class at the lowest possible price available at the time the County requests a particular trip. In general, a trip is associated with a particular work activity of limited duration and only one round-trip ticket, per person, shall be billed per trip. Any air travel occurring as part of a federal grant must be in accordance with the Fly America Act.

3. Internal Control and Accounting System

The Recipient shall establish and maintain a system of accounting and internal controls that complies with the generally accepted accounting principles issued by the Financial Accounting Standards Board (FASB), the Governmental Accounting Standards Board (GASB), or both as is applicable to the Recipient's form of incorporation.

4. Debarment and Suspension Certification

Entities that are debarred, suspended, or proposed for debarment by the U.S. Government are excluded from receiving federal funds and contracting with the County. The Recipient, by signature to this Agreement, certifies that the Recipient is not currently debarred, suspended, or proposed for debarment by any Federal department or agency. The Recipient also agrees that it will not enter

into a sub-agreement with a person or entity that is debarred, suspended, or proposed for debarment. The Recipient will notify King County if it, or a sub-awardee, is debarred, suspended, or proposed for debarment by any Federal department or agency.

5. Maintenance of Records/Evaluations and Inspections

- A. The Recipient shall maintain for a period of six years after termination of this Agreement accounts and records, including personnel, property, financial, and programmatic records and other such records the County may deem necessary to ensure proper accounting for all Agreement funds and compliance with this Agreement.
- B. In accordance with the nondiscrimination and equal employment opportunity requirements set forth in Section 13. below, the Recipient shall maintain the following for a period of six years after termination of this Agreement:
 - 1. Records of employment, employment advertisements, application forms, and other pertinent data, records and information related to employment, applications for employment or the administration or delivery of services or any other benefits under this Agreement; and
 - 2. Records, including written quotes, bids, estimates or proposals submitted to the Recipient by all entities seeking to participate on this Agreement, and any other information necessary to document the actual use of and payments to sub-awardees and suppliers in this Agreement, including employment records.

The County may visit the site of the work and the Recipient's office to review these records. The Recipient shall provide all help requested by the County during such visits and make the foregoing records available to the County for inspection and copying. At all reasonable times, the Recipient shall provide to the County, state, and/or federal agencies or officials, access to its facilities—including those of any sub-awardee assigned any portion of this Agreement in order to monitor and evaluate the services provided under this Agreement. The County will give reasonable advance notice to the Recipient in the case of audits to be conducted by the County. The Recipient shall comply with all record keeping requirements of any applicable federal rules, regulations or statutes included or referenced in the Agreement documents. If different from the Recipient's address listed above, the Recipient shall inform the County in writing of the location, of its books, records, documents, and other evidence for which review is sought and shall notify the County in writing of any changes in location within ten (10) working days of any such relocation.

- C. The records listed in A and B above shall be maintained for a period of six (6) years after termination of this Agreement. The records and documents with respect to all matters covered by this Agreement shall be subject at all time to inspection, review, or audit by the County and/or federal/state officials so authorized by law during the performance of this Agreement and six (6) years after termination hereof, unless a longer retention period is required by law.
- D. Medical records shall be maintained and preserved by the Recipient in accordance with state and federal medical records statutes, including but not limited to RCW 70.41.190, 70.02.160, and standard medical records practice. If the Recipient ceases operations under this Agreement, the Recipient shall be responsible for the disposition and maintenance of such medical records.
- E. The Recipient agrees to cooperate with the County or its agent in the evaluation of the Recipient's performance under this Agreement and to make available all information reasonably required by any such evaluation process. The results and records of said evaluations shall be maintained and disclosed in accordance with RCW Chapter 42.56.
- F. The Recipient agrees that all information, records, and data collected in connection with this Agreement shall be protected from unauthorized disclosure in accordance with applicable state and federal law.

6. Compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The Recipient shall not use protected health information created or shared under this Agreement in any manner that would constitute a violation of HIPAA and any regulations enacted pursuant to its provisions. Recipient shall read and certify compliance with all HIPAA requirements at <http://www.kingcounty.gov/depts/health/partnerships/contracts.aspx>.

7. Financial Reports and Audits

Recipient is required to submit a financial reporting package as described in A through C below. All required documentation must be submitted by email to MonitoringTechnicalSupport@kingcounty.gov by the stated due date.

- A. If the Recipient is a Non-Federal entity as defined in 2 CFR Part 200.69, and expends \$1,000,000 or more in Federal awards during the its fiscal year, then the Recipient shall meet the audit requirements as described in 2 CFR Part 200 Subpart F. Audit packages are due to the County within nine months after the close of the Recipient’s fiscal year.
- B. If the Recipient is not subject to the requirements in subsection A, the following apply:

Entity Type	Non-Profit		For Profit	
	Gross Revenue Under <u>\$3M</u> on average in the previous three fiscal years.	Gross Revenue Over <u>\$3M</u> on average in the previous three fiscal years.	Gross Revenue Under <u>\$3M</u> on average in the previous three fiscal years.	Gross Revenue Over <u>\$3M</u> on average in the previous three fiscal years.
Required Documentation	<ul style="list-style-type: none"> • Form 990 within 30 days of its being filed; and • A full set of annual internal financial statements 	Audited financial statements prepared by an independent Certified Public Accountant or Accounting Firm	<ul style="list-style-type: none"> • Income tax return; and • A full set of annual internal financial statements 	Audited financial statements prepared by an independent Certified Public Accountant or Accounting Firm
Due Date	Within 30 calendar days from the forms being filed.	Within 9 months following the close of the Recipient’s fiscal year.	Within 30 calendar days from the forms being filed.	Within 9 months following the close of the Recipient’s fiscal year.

C. Waiver

A Recipient that is not subject to the requirements in subsection A may request, and in the County’s sole discretion be granted, a waiver of the audit requirements. If approved by the County, the Recipient may substitute for the above requirements other forms of financial reporting or fiscal representation certified by the Recipient’s Board of Directors.

- D. The County may require additional audit or review requirements and the Recipient will be required to comply with any such requirements.

8. Corrective Action

If the County determines that the Recipient has failed to comply with any terms or conditions of this Agreement or the Recipient has failed to provide in any manner the work or services (each a

“breach”), and if the County determines that the breach warrants corrective action, the following procedure will apply:

- A. The County will notify the Recipient in writing of the nature of the breach.
- B. The Recipient shall respond with a written corrective action plan within ten (10) working days of its receipt of such notification, unless the County, at its sole discretion, extends in writing the response time. The plan shall indicate the steps being taken to correct the specified breach and shall specify the proposed completion date for curing the breach, which shall not be more than thirty (30) days from the date of the Recipient’s response, unless the County, at its sole discretion, specifies in writing an extension to complete the corrective actions.
- C. The County will notify the Recipient in writing of the County’s determination as to the sufficiency of the Recipient’s corrective action plan. The determination of sufficiency of the Recipient’s corrective action plan shall be at the sole discretion of the County.
- D. If the Recipient does not respond within the appropriate time with a corrective action plan, or the Recipient’s corrective action plan is determined by the County to be insufficient, the County may terminate or suspend this Agreement in whole or in part pursuant to Section 1.
- E. In addition, the County may withhold any payment owed the Recipient or prohibit the Recipient from incurring additional obligations of funds until the County is satisfied that corrective action has been taken or completed.
- F. Nothing herein shall be deemed to affect or waive any rights the parties may have pursuant to Section 1., Subsections B, C, D, and E.

9. Dispute Resolution

The parties shall use their best, good-faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under this Agreement while attempting to resolve the dispute under this section.

10. Hold Harmless and Indemnification

A. Duties as Independent Contractor:

In providing services under this Agreement, the Recipient is an independent contractor, and neither it nor its officers, agents, or employees are employees of the County for any purpose. The Recipient shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.

The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes, by, or on behalf of the Recipient, its employees, and/or others by reason of this Agreement. The Recipient shall protect, indemnify, defend and save harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Recipient’s failure to pay any such compensation, wages, benefits, or taxes, and/or (2) the supplying to the Recipient of work, services, materials, or supplies by Recipient employees or other suppliers in connection with or support of the performance of this Agreement.

B. Recipient’s Duty to Repay County:

The Recipient further agrees that it is financially responsible for and will repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional act, and/or failure, for any reason, to comply with the terms of this Agreement by the Recipient, its officers, employees, agents, and/or representatives. This duty to repay the County shall not be diminished or extinguished by the prior termination of the Agreement pursuant to the Term and Termination section.

C. Recipient Indemnifies County:

The Recipient shall protect, defend, indemnify, and save harmless the County, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the negligent acts or omissions of the Recipient, its officers, employees, sub-awardees and/or agents, in its performance or non-performance of its obligations under this Agreement. The Recipient agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, the Recipient, by mutual negotiation, hereby waives, as respects the County only, any immunity that would otherwise be available against such claims under any industrial insurance act, including Title 51 RCW, other Worker's Compensation Act, Disability Benefit Act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim. In addition, the Recipient shall protect and assume the defense of the County and its officers, agents and employees in all legal or claim proceedings arising out of, in connection with, or incidental to its indemnity obligation; and shall pay all defense expenses, including reasonable attorneys' fees, expert fees and costs incurred by the County on account of such litigation or claims. If the County incurs any judgment, award, and/or cost arising therefrom including attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the Recipient.

D. County Indemnifies Recipient:

The County shall protect, defend, indemnify, and save harmless the Recipient, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the sole negligent acts or omissions of the County, its officers, employees, and/or agents, in its performance and/or non-performance of its obligations under this Agreement. The County agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, the County, by mutual negotiation, hereby waives, as respects the Recipient only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event the Recipient incurs any judgment, award, and/or cost arising therefrom including attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the County.

E. Intellectual Property Infringement:

For purposes of this section, claims shall include, but not be limited to, assertions that use or transfer of software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.

F. The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

11. Insurance Requirements

The Recipient, unless expressly waived in Appendix 1, shall procure and maintain for the term of this Agreement, insurance covering King County as an additional insured, against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of work hereunder by the Recipient, its agents, representatives, employees, and/or sub-awardees. The costs of such insurance shall be paid by the Recipient or sub-awardee. The Recipient may furnish separate certificates of insurance and policy endorsements for each sub-awardee as evidence of compliance with the insurance requirements of this Agreement. The Recipient is responsible for ensuring compliance with all of the insurance requirements stated herein. Failure by the Recipient, its agents, employees, officers, sub-awardee, providers, and/or provider sub-awardees to comply with the

insurance requirements stated herein shall constitute a material breach of this Agreement. Specific coverages required by this contract are contained in Appendix 1.

A. Municipal or state agency provisions

If the Contractor is a Municipal Corporation or an agency of the State of Washington or any other Public Agency and is self-insured for any of the above insurance requirements, a certification of self-insurance shall be attached and be incorporated by reference and shall constitute compliance with this section.

B. Deductibles and self-insured retentions

Any deductibles or self-insured retentions shall not apply to the Contractor's liability to the County and shall be the sole responsibility of the Contractor or its Subcontractor.

C. Other insurance provisions: The insurance coverage(s) required in this Contract are to contain, or be endorsed to contain, the following provisions

1. All Liability Policies (except Employers Liability, Workers Compensation and Professional Liability (Errors and Omissions):
 - a. King County, its officers, officials, employees and agents are to be covered as additional insureds, for full coverage and policy limits, as respects liability arising out of activities performed by or on behalf of the Contractor in connection with this Contract. Additional Insured Endorsement(s) shall be included with the certificate of insurance, "CG 2010 11/85" or its substantive equivalent is required. The County requires these Endorsement(s) to complete the Contract.
 - b. Such coverage shall be primary and non-contributory insurance as respects the County, its officers, officials, employees and agents.
 - c. The Contractor's insurance coverage shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.
2. All policies
 - a. Coverage shall not be suspended, voided, canceled, reduced in coverage or in limits until after thirty (30) days prior written notice has been given to the County.
 - b. Each insurance policy shall be written on an "occurrence" basis/form; except that insurance on a "claims made" basis/form may be acceptable with prior County approval.

If coverage is approved and purchased on a "claims made" basis/form, the Contractor warrants continuation of coverage, either through policy renewals or the purchase of an extended discovery period, if such extended coverage is available, for not less than three (3) years from the date of Contract termination and/or conversion from a "claims made" form to an "occurrence" coverage form.

D. Acceptability of Insurers

1. Insurance coverage is to be placed with insurers with an AM Best's rating of no less than A: VIII, or, if not rated with an AM Best's, with minimum surpluses the equivalent of an AM Best's surplus size VIII.
2. Professional Liability, Errors and Omissions insurance coverage may be placed with insurers with an AM Best's rating of B+:VII. Any exception must be approved by the County.
3. If at any time any of the foregoing policies fail to meet minimum requirements, the Contractor shall, upon notice to that effect from the County, promptly obtain a new policy,

and shall submit the same to the County, with the appropriate certificates and endorsements, for approval.

E. Verification of coverage

1. The Contractor shall furnish the County certificates of insurance and endorsements required by this Contract. Such certificates and endorsements, and renewals thereof, shall be attached as exhibits to the Contract. The certificates and endorsements for each insurance policy are to be on forms approved by the County prior to the commencement of activities associated with the Contract. In the event of a claim, the County reserves the right to require complete, certified copies of all required insurance policies at any time, which may be redacted of confidential and proprietary information.
2. If the Agency/Contracting Party is a Municipal Corporation or an agency of the State of Washington and is a member of the Washington Cities Insurance Authority (WCIA) or any other self-insurance risk pool, a written acknowledgement/certification of current membership will be attached to the Agreement as Exhibit I and satisfies the insurance requirements specified above.
3. County's receipt or acceptance of Contractor's evidence of insurance without comment or objection, or County's failure to request certified copies of such insurance does not waive, alter, modify or invalidate any of the insurance requirements set forth above or, consequently, constitute County's acceptance of the adequacy of Contractor's insurance or preclude or prevent any action by County against Contractor for breach of the insurance requirements.

F. Insurance for subcontractors

1. If the Contractor subcontracts any portion of this Contract pursuant to Section XIII, the Contractor shall include all subcontractors as insureds under its policies or shall require reasonable and appropriate insurance coverage and insurance limits to cover each of the subcontractors liabilities given the subcontractor's scope of work and the services being provided herein. To the extent reasonably commercially available, insurance maintained by any subcontractor must comply with the specified insurance requirements, including the requirements under "Other insurance provisions".
2. Contractor is obligated to require and verify that each subcontractor maintains the required insurance and ensure that King County is included as additional insured. Upon request by King County, and within five (5) business days, Contractor must provide evidence of each subcontractor's insurance coverage, including endorsements.

G. All coverages and requirements

Nothing contained within these insurance requirements shall be deemed to limit the scope, application and/or limits of the coverage afforded by said policies, which coverage will apply to each insured to the full extent provided by the terms and conditions of the policy(s). Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Contract.

12. Assignment/Sub-agreements

- A. The Recipient shall not assign or sub-award any portion of this Agreement or transfer or assign any claim arising pursuant to this Agreement without the written consent of the County. Said consent must be sought in writing by the Recipient not less than fifteen (15) days prior to the date of any proposed assignment.
- B. "Sub-agreement" shall mean any agreement between the Recipient and a sub-awardee or between sub-awardees that is based on this Agreement, provided that the term "sub-awardee" does not include the purchase of (1) support services not related to the subject matter of this Agreement, or (2) supplies.

- C. The Recipient shall include Sections 2.D., 2.E., 3, 4, 5, 6, 10.A., 10.B., 10.F., 12, 13, 14, 15, 16, 17, 23, 24, 26, and the Funder’s Special Terms and Conditions, if attached, in every sub-agreement or purchase agreement for services that relate to the subject matter of this Agreement.
- D. The Recipient agrees to include the following language verbatim in every sub-agreement for services which relate to the subject matter of this Agreement:
 “Sub-awardee shall protect, defend, indemnify, and hold harmless King County, its officers, employees and agents from any and all costs, claims, judgments, and/or awards of damages arising out of, or in any way resulting from the negligent act or omissions of sub-awardee, its officers, employees, and/or agents in connection with or in support of this Agreement. Sub-awardee expressly agrees and understands that King County is a third party beneficiary to this Agreement and shall have the right to bring an action against sub-awardee to enforce the provisions of this paragraph.”

13. Nondiscrimination; Equal Employment Opportunity; Payment of a Living Wage

The Recipient shall comply with all applicable federal, state and local laws regarding discrimination, including those set forth in this Section.

- A. During performance of the Agreement, the Recipient shall not discriminate against any employee or applicant for employment because of the employee’s or applicant's sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification. The Recipient will make equal employment opportunity efforts to ensure that applicants and employees are treated, without regard to their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age. Additional requirements are at <http://www.kingcounty.gov/depts/health/partnerships/contracts.aspx>. The Recipient shall read and certify compliance.

- B. Requirements of King County Living Wage Ordinance

In accordance with King County Ordinance 17909, for agreements for services with an initial or amended value of \$100,000 or more, the Recipient shall pay and require all sub-awardees and subcontractors to pay a living wage as described in the ordinance to employees for each hour the employee performs a Measurable Amount of Work on this Agreement. The requirements of the ordinance, including payment schedules, are detailed at <https://kingcounty.gov/depts/finance-business-operations/procurement/about-us/Living-Wage.aspx>.

Violations of this requirement may result in disqualification of the Recipient from bidding on or being awarded a County agreement or contract for up to two years; contractual remedies including, but not limited to, liquidated damages and/or termination of the Agreement; remedial action as set forth in public rule; and other civil remedies and sanctions allowed by law. For purposes of this Section, a “Measurable Amount of Work” is defined as a definitive allocation of an employee’s time that can be attributed to work performed under this Agreement, but that is not less than a total of one hour in any one week period.

14. Conflict of Interest

- A. The Recipient shall comply with applicable provisions of K.C.C. 3.04. Failure to comply with such requirements shall be a material breach of this Agreement, and may result in termination of this Agreement and subject the Recipient to the remedies stated in this contract, or otherwise available to the County at law or in equity.
- B. The Recipient agrees, pursuant to K.C.C. 3.04.060, that it will not willfully attempt to secure preferential treatment in its dealings with the County by offering any valuable consideration, thing of value or gift, whether in the form of services, loan, thing or promise, in any form to any

County official or employee. The Recipient acknowledges that if it is found to have violated the prohibition found in this paragraph, its current Agreements with the County will be cancelled and it shall not be able to bid on any County Agreement for a period of two years.

- C. The Recipient acknowledges that for one year after leaving County employment, a former County employee may not have a financial or beneficial interest in an agreement or grant that was planned, authorized, or funded by a County action in which the former County employee participated during County employment. Recipient shall identify at the time of offer current or former County employees involved in the preparation of proposals or the anticipated performance of Work if awarded the Agreement. Failure to identify current or former County employees involved in this transaction may result in the County's denying or terminating this Agreement. After Agreement award, the Recipient is responsible for notifying the County's Project Manager of current or former County employees who may become involved in the Agreement any time during the term of the Agreement.

15. Equipment Purchase, Maintenance, and Ownership

Funder's requirements may take precedence over this section as applicable.

- A. The Recipient agrees that any equipment purchased, in whole or in part, with Agreement funds at a cost of \$5,000 per item or more (hereinafter referred to as "Equipment"), is upon its purchase or receipt the property of the County and/or federal/state government. The Recipient shall be responsible for all such property, including the proper care and maintenance of the Equipment.
- B. The Recipient shall ensure that all such Equipment will be returned to the County or federal/state government upon termination of this Agreement unless otherwise agreed upon by the parties.
- C. All Equipment not listed as a budget line item purchased under this Agreement requires prior written approval from the County.
- D. All Equipment purchased under this Agreement shall be recorded and tagged as an asset in inventory and reported to the County.

16. Proprietary Rights

A. Ownership Rights of Materials Resulting from Agreement:

Except as indicated below or as described in an Exhibit, the parties to this Agreement hereby mutually agree that if any patentable or copyrightable material or article should result from the work described herein, all rights accruing from such material or article shall be the sole property of the County. To the extent that any rights in such materials vest initially with the Recipient by operation of law or for any other reason, the Recipient hereby perpetually and irrevocably assigns, transfers and quitclaims such rights to the County. The County agrees to and does hereby grant to the Recipient, a nonexclusive, and royalty-free license to use, and create derivative works, according to law, any material or article and use any method that may be developed as part of the work under this Agreement.

B. Ownership Rights of Previously Existing Materials:

The Recipient shall retain all ownership rights in any pre-existing patentable or copyrightable materials or articles that are delivered under this Agreement, but do not originate from the work described herein. The Recipient agrees to and does hereby grant to the County a perpetual, irrevocable, nonexclusive, and royalty-free license to use and create derivative works, according to law, any pre-existing material or article and use any method that may be delivered as part of the work under this Agreement.

C. Continued Ownership Rights:

The Recipient shall sign all documents and perform other acts as the County deems necessary to secure, maintain, renew, or restore the rights granted to the County as set forth in this section.

17. Political Activity Prohibited

None of the funds, materials, property, or services provided directly or indirectly under this Agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

18. King County Recycled Product Procurement Policy

In accordance with King County Code 18.20, the Recipient shall use recycled paper, and both sides of sheets of paper whenever practicable, when submitting proposals, reports, and invoices, if paper copies are required.

19. Future Support

The County makes no commitment to support the services under this Agreement and assumes no obligation for future support of the activity under this Agreement except as expressly set forth in this Agreement.

20. Entire Agreement/Waiver of Default

The parties agree that this Agreement is the complete expression of described subject matter, and any oral or written representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of the provisions of this Agreement. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

21. Amendments

Either party may request changes to this Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

22. Notices

Whenever this Agreement provides for notice by one party to another, such notice shall be in writing and directed to the Recipient contact and the project representative of the County department specified on page one of this Agreement. Any time within which a party must take some action shall be computed from the date that the notice is received by that party.

23. Services Provided in Accordance with Law and Rule and Regulation

The Recipient and any sub-awardee agree to abide by the laws of the state of Washington, rules and regulations promulgated thereunder, and regulations of the state and federal governments, as applicable, which control disposition of funds granted under this Agreement, all of which are incorporated herein by reference.

If there is a conflict between any of the language contained in any exhibit or attachment to this Agreement, the language in the Agreement shall have control over the language contained in the exhibit or the attachment, unless the parties affirmatively agree in writing to the contrary.

24. Applicable Law

This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue for any action hereunder shall be in the Superior Court for King County, Washington.

25. Electronic Processing and Signatures

The parties agree that this Agreement may be processed and signed electronically, which if done so, will be subject to additional terms and conditions found at <https://www.docusign.com/company/terms-of-use>.

The parties acknowledge that they have consulted with their respective attorneys and have had the opportunity to review this Agreement. Therefore, the parties expressly agree that this Agreement shall be given full force and effect according to each and all of its express terms and provisions and the rule of construction that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.

The parties executing this Agreement electronically have authority to sign and bind its represented party to this Agreement.

26. No Third Party Beneficiaries

Except for the parties to whom this Agreement is assigned in compliance with the terms of this Agreement, there are no third party beneficiaries to this Agreement, and this Agreement shall not impart any rights enforceable by any person or entity that is not a party hereto.

END OF COUNTY TERMS AND CONDITIONS

Asistencia técnica para solicitantes



Con el fin de apoyar a las organizaciones mientras llevan a cabo los procesos de solicitud de Best Starts for Kids, nos asociamos con consultores de Asistencia Técnica (Technical Assistance, TA) que aportan una amplia gama de habilidades, áreas de especialización y capacidades lingüísticas para escuchar, apoyar y amplificar las fortalezas de las organizaciones comunitarias en todo el condado de King. ¡La TA es gratuita para los solicitantes!

Los consultores de TA pueden apoyarlo de las siguientes maneras:

- ayudando a determinar el ajuste adecuado entre su programa y la oportunidad de financiamiento;
- proporcionando orientación sobre la mejor manera de responder las preguntas de la solicitud;
- apoyando el desarrollo de su solicitud, como la edición y la revisión del presupuesto.

Si solicitará una oportunidad de financiamiento abierta o próxima y desea obtener ayuda de un consultor de TA, **comuníquese directamente con ellos por medio de las direcciones de correo electrónico que se proporcionan a continuación.** Le recomendamos que se comunique solo con un consultor de TA y le proporcione 24 horas para responder. Obtenga TA de un solo consultor a la vez.

Comuníquese con un consultor de TA lo más pronto posible. No podemos garantizar la disponibilidad del proveedor de TA dentro de los 5 días hábiles posteriores al cierre de la oportunidad de financiamiento.

A continuación encontrará información de contacto y mucho más sobre los mejores consultores de TA de Best Starts. Cuando haya elegido el proveedor de TA con el que desee trabajar, ¡escríbale un correo electrónico solicitando TA!

Big Beard Media

Los estrategas y solucionadores de problemas de Big Beard Media (BBM) pueden apoyar con el desarrollo de propuestas de subvención y la redacción técnica. Con base en la humildad cultural, las experiencias vividas y la inclusión, honramos las prácticas y voces únicas de las comunidades a las que atendemos. Nuestro equipo multilingüe habla inglés, somalí, árabe y francés, lo que garantiza que nuestra comunicación sea accesible y equitativa. Escuchamos con atención, colaboramos estrechamente y creamos conjuntamente estrategias que se alinean con su misión y visión. Nos comprometemos a fomentar la innovación, la adaptabilidad y el empoderamiento de la comunidad, capacitando a las organizaciones comunitarias locales (Community-Based Organizations, CBO) para crecer, liderar e impulsar un cambio sostenible y duradero.



MUSTAFA AHMED

FAWZI BELAL

Contacto: mustafa@bigbeardstudio.com

Communities Rise



Communities Rise fomenta movimientos para desarrollar poder en comunidades de Washington afectadas por la opresión sistémica. Communities Rise brinda asistencia técnica en las solicitudes de subvenciones para las oportunidades de financiamiento de BSK. Podemos trabajar directamente con usted para proporcionar opiniones y consejos de edición sobre el borrador de su propuesta. Tenga en cuenta que podemos ayudar en varias etapas del proceso de lluvia de ideas, desarrollo, edición y perfeccionamiento, pero la TA no incluye la redacción de su propuesta. Al valorar las voces de la comunidad, priorizar la equidad racial y compartir conocimientos, tratamos de construir comunidades prósperas. Communities Rise da prioridad a la provisión de TA a las organizaciones que:

- cumplen todos los requisitos de elegibilidad de las solicitudes de propuestas (Request for Proposal, RFP) relevantes;
- tienen un presupuesto de operación de \$500,000 o menos, con algunas excepciones para las que tienen

menos de 1 millón;

- atienden a comunidades afectadas por la opresión sistémica, como las comunidades de color, de inmigrantes y refugiados, LGBTQ o personas con discapacidades;
- cuyo liderazgo (personal de liderazgo y junta directiva) refleje las comunidades a las que atienden.

Comuníquese con nosotros al correo electrónico: cbclinics@communities-rise.org.

Collaborative Partners Initiative (CPIN)



Collaborative Partners Initiative (CPIN) es una organización dirigida por mujeres y propiedad de veteranos, comprometida con la transformación de ideas en acción. Nuestro equipo cuenta con más de 50 años de experiencia combinada en la provisión de asistencia técnica y apoyo del desarrollo de capacidades para diversas organizaciones. Nos especializamos en apoyar la redacción de subvenciones, la gestión y contabilidad de subvenciones, la planificación estratégica y la divulgación comunitaria, adaptando siempre nuestros servicios para satisfacer las necesidades únicas de

cada organización. Con miembros del equipo con dominio del somalí, suajili, urdu, español e inglés, y apoyo potencialmente disponible en otros idiomas, CPIN trabaja con organizaciones para fortalecer su capacidad y contar sus historias de manera que resuenen tanto en los financiadores como en las comunidades. CPIN valora la accesibilidad, la humildad cultural y la construcción de relaciones auténtica. Nos asociamos con más de 40 organizaciones (muchas de ellas dirigidas por personas negras, indígenas y de color) ayudándolas a conseguir recursos, superar obstáculos y lograr la sostenibilidad en áreas como indigencia, salud comunitaria, desarrollo de fuerza laboral, artes, derechos de los inmigrantes y más.

Contacto: asilva@thecpin.com

Crux Consulting Consortium

Crux es un grupo consultor multidisciplinario que apoya el desarrollo de líderes y liderazgo sólidos. En el centro de todo lo que hacemos hay un profundo compromiso con los principios de diversidad, equidad e inclusión. En Crux usamos nuestras habilidades en redacción técnica y de subvenciones para mejorar su experiencia y organización a fin de desarrollar una

propuesta exitosa. Escuchamos atentamente para entender las necesidades y los valores de su organización, y trabajar con usted para diseñar la expresión más clara en cada propuesta. Crux cuenta con más de 20 miembros, socios y personal con amplia experiencia trabajando con organizaciones sin fines de lucro, organizaciones ciudadanas e instituciones públicas. Crux cuenta con décadas de experiencia en el liderazgo en diversos sectores, como salud y servicios humanos, redes de acción comunitaria, educación de la primera infancia, entre otras. Trabajamos con comunidades de color en áreas de desarrollo juvenil, educación, desarrollo de fuerza laboral, salud comunitaria, indigencia, seguridad alimentaria y asuntos de inmigrantes o refugiados.



Alessandra Pollock



Brian Constable



Catherine Verrenti



Fa'izah Bradford



Kenzie Candy



Tascha Johnson



Carol Roscoe



Douglas Corpron

Contacto: douglas@cruxnw.com

Dicentra

El equipo de consultoría de Dicentra (Swee May Cripe, Ashenafi Cherkos, Carol Chin y Jennifer Fricas) se enorgullece en apoyar a las organizaciones comunitarias (CBO), pequeñas empresas y otras organizaciones para solicitar financiamiento. Nuestro equipo habla amárico, cantonés, coreano, malayo, español y tigrina. Tenemos muchos años de experiencia redactando propuestas que obtienen financiamiento, diseñando proyectos, analizando y visualizando datos, y realizando evaluaciones. Nos centramos en construir relaciones transformadoras basadas en la confianza y el respeto. Para promover la justicia social, enfocamos nuestro trabajo en el conocimiento, la experiencia y los valores de la comunidad. Entendemos que cada persona tiene valor y queremos ayudarle a promover las voces de su comunidad. Primero escucharemos para comprender la visión y misión de su CBO o pequeña empresa, y lo que espera hacer con los fondos que reciba. Luego juntos acordaremos la mejor manera en que podamos apoyarlo para contar su historia. ¡Nos entusiasma ayudarle a elaborar propuestas sólidas que reciban financiamiento y generen programas exitosos!



Swee May Cripe

Ashenafi Cherkos

Carol Chin

Jennifer Fricas

Contacto: askdicentra@gmail.com

Inclusive Data

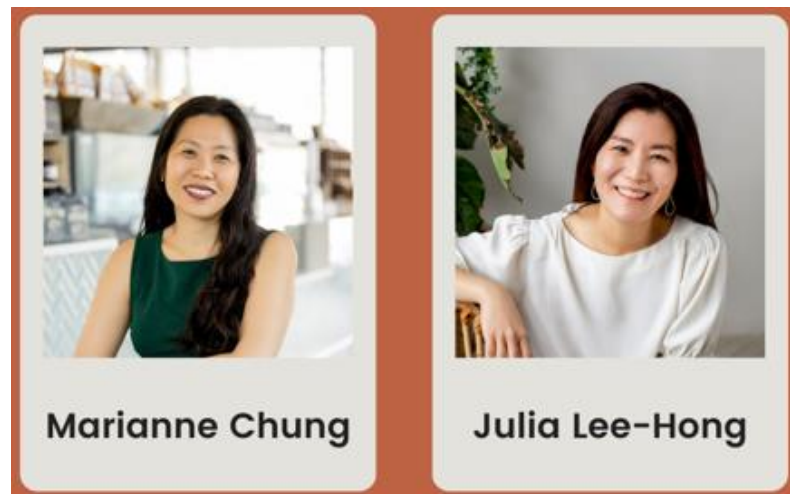
Inclusive Data es un equipo consultor de ganadores de subvenciones y expertos en tecnología que enseñan y apoyan a los clientes en la creación de soluciones lideradas por la comunidad. Perfeccionamos nuestros conocimientos en subvenciones hasta convertirlos en un manual de más de 30 millones para organizaciones sin fines de



lucro y pequeñas empresas de nuestra comunidad. Nos enorgullece reflejar las comunidades a las que atendemos. Para Best Starts, proporcionamos asistencia técnica y desarrollo de capacidades en inglés, español, hiligaynon y tagalo. Si necesita ayuda para crear sus propias propuestas de subvención irresistibles y desarrollar la capacidad de su equipo para crear sus propias soluciones, estamos aquí para apoyarlo. Comuníquese hoy para comenzar con su propuesta ganadora.

Contacto: bsk@inclusivedatasolutions.com

reimagine collective



[reimagine collective](#) proporciona asistencia técnica personalizada para ayudar a las organizaciones a solicitar con éxito oportunidades de financiamiento, aprovechando más de 20 años de experiencia trabajando con organizaciones comunitarias de todo el condado. Ayudamos a aclarar el proceso de financiamiento ayudando a las organizaciones a identificar oportunidades, alinear sus objetivos con las prioridades de financiamiento y elaborar

solicitudes atractivas. Hemos apoyado a organizaciones que solicitan oportunidades de financiamiento de Best Starts for Kids, así como subvenciones del condado, estatales y federales. Nuestro enfoque es

ayudar a los líderes de organizaciones sin fines de lucro a adquirir más confianza en el arte y la ciencia de la redacción de subvenciones.

Contacto: marianne@reimaginecollective.co

RHL Consulting

[RHL Consulting](#) proporciona asistencia técnica gratuita a organizaciones que presentan su solicitud para Best Starts for Kids (BSK). Entendemos que redactar solicitudes de subvenciones puede ser desafiante y demandar mucho tiempo, requiriendo recursos que pueden ser limitados o no estar disponibles dentro de su organización; sin embargo, es crucial para la sostenibilidad organizacional. Nuestros servicios de asistencia técnica incluyen:



- Evaluación de solicitudes: ayudamos a evaluar la elegibilidad de su organización y garantizamos que la propuesta se apegue a los requisitos de financiamiento.
- Apoyo en la búsqueda de subvenciones: nuestro equipo lo orientará mediante los requisitos de la subvención y sirve de enlace entre su organización y los coordinadores del proyecto de BSK cuando sea necesario.
- Revisión integral: proporcionamos opiniones detalladas y apoyo de edición en todos los elementos de la solicitud, como las respuestas a preguntas narrativas y los presupuestos.

Nuestro compromiso es ayudarle a contar su historia de forma auténtica, con su propia voz. Nuestros clientes informan que se sienten realmente apoyados durante todo el proceso mientras adquieren valiosas habilidades de redacción de subvenciones que los benefician a largo plazo.

Contacto: rhiconsultingteam@gmail.com

Technical Assistance for Applicants



To support organizations as they navigate Best Starts for Kids' RFP application processes, we partner with Technical Assistance (TA) consultants who bring a wide range of skills, areas of expertise, and language abilities to listen, support, and amplify the strengths of community-based organizations across King County. TA is free of charge to applicants!

TA consultants can support you by:

- Helping to determine appropriate fit between your program and the funding opportunity.
- Providing guidance on how best to answer application questions.
- Supporting your application's development, including editing and budget review.

If you are applying for an open and/or upcoming funding opportunity and would like the help of a TA consultant, please **reach out directly to them using their email addresses provided below.** We encourage you to only contact one TA consultant and provide them 24 hours to respond. Please only get TA from one consultant at a time.

Please reach out to a TA Consultant as early as possible. We cannot guarantee TA provider availability within 5 business days of when the funding opportunity closes.

Contact information and more about the Best Starts TA consultants is below. Once you've chosen a TA provider you want to work with, write them an email requesting TA!

Big Beard Media

Big Beard Media (BBM)'s strategists and problem-solvers can support with grant proposal development and technical writing. Rooted in cultural humility, lived experiences and inclusivity, we honor the unique practices and voices of the communities we serve. Our multilingual team speaks English, Somali, Arabic, and French, ensuring that our communication is accessible and equitable. We listen intentionally, collaborate closely, and co-create strategies that align with your mission and vision. We are committed to fostering innovation, adaptability, and community empowerment, equipping CBOs to grow, lead, and drive sustainable, lasting change.



Contact: mustafa@bigbeardstudio.com

Communities Rise



Communities Rise fosters movements to build power in communities in Washington impacted by systemic oppression. Communities Rise provides technical assistance on grant applications for BSK funding opportunities. We can work directly with you to give feedback and editing advice on your draft proposal. Please note that we can assist at many stages in the process of brainstorming, development, editing, and polishing, but TA does not include writing your proposal. By valuing community voices, prioritizing racial equity, and sharing knowledge, we aim to build thriving communities. Communities Rise prioritizes providing TA to organizations that:

- Meet all eligibility requirements for the relevant RFP;
- Have an operating budget of \$500,000 or less; some exceptions for those under \$1M;
- Serve communities impacted by systemic oppression, which includes communities of color, immigrant and refugee communities, LGBTQ communities, persons with disabilities;
- Whose leadership (Leadership Staff and Board of Directors) reflect the communities they serve.

Contact us at: cbclinics@communities-rise.org

Collaborative Partners Initiative (CPIN)



Collaborative Partners Initiative (CPIN) is a woman-led, veteran-owned organization committed to turning ideas into action. Our team brings over 50 years of combined experience providing technical assistance and capacity-building support to diverse organizations. We specialize in grant writing support, grant management and grant accounting, strategic planning, & community outreach, always tailoring our services to meet each organization's unique needs. With team members fluent in Somali, Swahili, Urdu, Spanish, and English, and support potentially

available in other languages, CPIN works with organizations to strengthen their capacity and tell their stories in ways that resonate with funders and communities alike. CPIN values accessibility, cultural humility, and authentic relationship-building. We have partnered with 40+ organizations—many led by Black, Indigenous, and People of Color—helping them secure resources, overcome barriers, and achieve sustainability in areas including homelessness, community health, workforce development, the arts, immigrant rights, and more.

Contact: asilva@thecpin.com

Crux Consulting Consortium

Crux is a multidisciplinary consulting group that supports the development of strong leaders and leadership. At the heart of all that we do is a deep commitment to principles of diversity, equity, and inclusion. At Crux we use our skills in grant and technical writing to elevate your expertise and your organization in order to develop a winning proposal. We listen deeply to understand your organization's



needs and values, and work with you to craft the clearest expression of that for each proposal. Crux is 20+ members, partners, and staff with rich experiences working with non-profits, grassroots organizations, and public institutions. Crux decades of experience in leadership in multiple sectors including health and human services, community action networks, early childhood education, among others. We work with communities of color in the areas of youth development, education, workforce development, community health, homelessness, food security and immigrant/refugee issues.

Contact: douglas@cruxnw.com

Dicentra

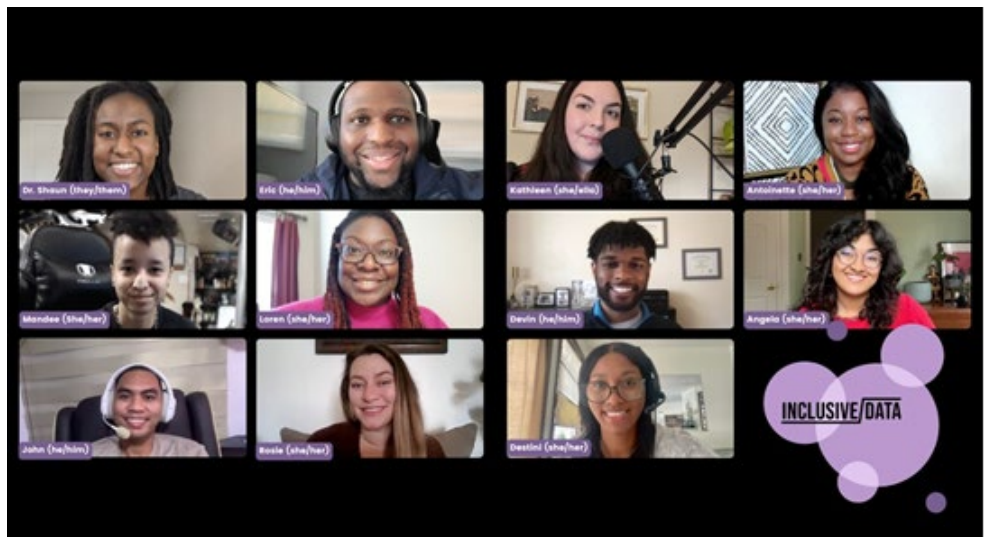
Dicentra Consulting's team — Swee May Cripe, Ashenafi Cherkos, Carol Chin, and Jennifer Fricas — is delighted to support community-based organizations (CBOs), small businesses, and other organizations in applying for funding. Our team speaks Amharic, Cantonese, Korean, Malay, Spanish, and Tigrina. We have many years of experience writing proposals that get funded, designing projects, analyzing data, visualizing data, and conducting evaluations. We focus on building transformational relationships that are based on trust and respect. To promote social justice, we orient our work around community knowledge, experience, and values. We understand that every person has value, and we want to help you promote voices from your community. We will first listen to understand the vision and mission of your CBO or small business and what you hope to do with the funding received. Then we will agree together on how we can best support you to tell your story. We are excited to help you craft strong proposals that will be funded and lead to successful programs!



Contact: askdicentra@gmail.com

Inclusive Data

Inclusive Data is a consulting team of grant winners and tech wizards who teach and support clients to create community-led solutions. We've honed our grant skills into an \$18+ million playbook for Black non-profits and small businesses in our community all while centering liberation frameworks. For Best Starts, we provide both Technical Assistance and IT Capacity-Building in English, Spanish, and Mandarin. A strong grant proposal demonstrates an organization's ability to build effective partnerships. If you want help creating your own irresistible grant proposals or robust coalitions, we're your team. We will work with you on grant proposal strategies, planning, checklists, and reviews. Contact us today to start your winning proposal.



Contact: bsk@inclusivedatasolutions.com

reimagine collective



opportunities, as well as county, state and federal grants. Our approach is to help nonprofit leaders become more confident in the art and science of grantwriting.

Contact: marianne@reimaginecollective.co

RHL Consulting

[RHL Consulting](#) provides free technical assistance to organizations applying for Best Starts for Kids (BSK). We understand that grant writing can be challenging and time-intensive, often requiring resources that may be limited or unavailable within your organization—yet it's crucial for organizational sustainability. Our technical assistance services include:



- Application Assessment - We help evaluate your organization's eligibility and ensure proposal alignment with funding requirements.
- Grant Navigation Support - Our team guides you through grant requirements and serves as a liaison between your organization and BSK project coordinators as needed.
- Comprehensive Review - We provide detailed feedback and editing support for all application components, including narrative question responses and budgets.

Our commitment is to help you tell your story authentically, in your own voice. our clients report feeling genuinely supported throughout the process while gaining valuable grant-writing skills that benefit them long-term.

Contact: rhlconsultingteam@gmail.com