

**HENNEPIN COUNTY**

**Department of Community Corrections and  
Rehabilitation**

**Juvenile Detention Alternatives Initiative**

*Solicitation of Interest*

**Culturally Specific Mentoring**

**A. Somali**

**B. Hispanic/Latino**

**January 20, 2010**

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**Exhibit:**

- A. Hispanic Youth on Juvenile Supervision
- B. Youth Level of Service/Case management Inventory (YLSI/CMI)
- C. Mentor Best Practice Works Cited
- D. Universal Referral Form

**Attachments:**

- A: Provider Fact Sheet
- B. Financial Forms

To obtain this document in an alternative format, please notify the County by fax at (612) 728-7596, by email at [sue.sinna@co.hennepin.mn.us](mailto:sue.sinna@co.hennepin.mn.us) (subject line Mentoring SOI), or TTY (612) 348-6915. Please allow a reasonable amount of time for special needs accommodation.

## **I. Introduction**

### **Solicitation of Interest**

On October 28, 2009, the Children's Mental Health Collaborative (CMHC) approved a partnership with the Juvenile Detention Alternatives Initiative (JDAI) of Hennepin County to utilize a portion of the Local Collaborative Time Study (LCTS) funds. These funds are administered by the Hennepin County Children's Mental Health Collaborative and are earned through the Hennepin County Department of Community Corrections and Rehabilitation (DOCCR). A total of \$140,000 will provide funding for two culturally specific mentoring programs (Somali and Hispanic/Latino). The funds will be divided equally between the two populations for a period of 12 months.

Hennepin County is the largest of Minnesota's 87 counties with a population of over 1.1 million residents. Nearly one-fourth of the state population and almost half of the metropolitan population live in one of Hennepin County's 46 municipalities including Minnesota's largest city, Minneapolis. Youth under 18 comprise 24% of the population. As in other urban areas, juvenile crime is a serious societal problem in Hennepin County's metropolitan area that DOCCR aims to address. Within Minneapolis alone, 281 youth were arrested for violent crimes in 2008, down from the decade-high 378 arrests in 2007. Of the 3,800 youth under DOCCR supervision at the end of 2007, 29% were female, 61% were African American, and 10% were Hispanic.

Minnesota is home to the country's largest population of Somali residents. Most Somali immigrants reside in the metro area. The Cedar-Riverside neighborhood, located in Minneapolis, has the largest concentration of Somali families in a 5-mile radius. Unfortunately, Somali youth are not tracked separately in Juvenile Probation statistics from the African American population; however, we know a large concentration of Somali families with youth on supervision live in Minneapolis, Hopkins and Eden Prairie. It is estimated that there are 30 to 50 Somali youth on some level of probation supervision. Hispanic Youth on Juvenile Supervision (Exhibit A) document provides additional information on the Hispanic/Latino population.

The Hennepin County Department of Community Corrections and Rehabilitation – Juvenile Detention Alternatives Initiative is requesting proposals from qualified vendors to provide mentoring programs for our Somali youth and our Hispanic/Latino youth. These services are for post-adjudicated male and female youth under court jurisdiction who are ages 10 through 18 and reside in Hennepin County.

The creation of the culturally specific mentoring programs has been identified as one component of the overall development of community alternatives. The mentoring concept is consistent with the goals stated by the Department of Community Corrections and Rehabilitation, including to:

- Develop and implement prevention programs designed in partnership with the community and criminal justice agencies to prevent crime;
- Utilize supervision, rehabilitation programs and risk assessment to hold youth accountable while meeting their needs; and
- Emphasize accountability and social responsibility for youth in the least restrictive environment.

The goals of this solicitation are to:

- Connect youth to comprehensive and individualized treatment, supports, and services in the community.
- Increase the availability of services that are culturally specific, gender specific, geographically located and services that are evidence-based.
- Provide effective detention alternatives to assure that youth who do not require secure detention can be supervised in the community.
- Improve overall service coordination, communication and outcomes in the juvenile justice system.
- Improve service delivery of prevention or intervention services for youth involved in the juvenile justice system.

This Solicitation of Interest (SOI) does not obligate Hennepin County to complete the SOI process or to enter into a contract. Hennepin County is not obligated to respond to any proposal submitted nor is the County legally bound in any manner whatsoever by the submission of a proposal. It is the intention of the County to enter into a contract with the accepted proposers. Agencies and/or individuals responding to the SOI assume all risk and costs associated with the submission of their proposal.

**II. Scope of Service**

**A. Target Population**

Youth eligible for the Mentoring services are males and females residing throughout Hennepin County who are post-adjudicated, under court jurisdiction, and meet all of the following criteria:

- Ages 10 through 18;
- At risk for, or returning from, out-of-home placement;
- At risk, based on Youth Level of Service/Case management Inventory (Exhibit B) scores, hereinafter referred to as YLSI;
- Elevated Peer/Family domains on YLSI, but not limited to those domains; and
- At risk of continuing delinquency or more significant court intervention.

Somali	Hispanic/Latino
Moderate to High Risk youth based on YLSI scores;	Low to Moderate Risk youth based on YLSI scores;
Identified gang members	

Youth who do not fit the target population are those who meet any of the following criteria:

- Petty level offenders;
- Youth who are imminently dangerous to themselves or others;
- Youth who are actively psychotic;
- Youth who are adjudicated of homicide or first degree assault;
- Untreated sex offenders; and
- Verified Hispanic/Latino gang members.

**B. Expected Outcomes**

**Outcome objectives:**

- I. Recidivism

- a. 80% of youth receiving services will not receive a new delinquency adjudication for an offense at the misdemeanor level or higher during their participation in the program.
- b. 70% of youth who successfully complete the program will not receive a new delinquency adjudication for an offense at the misdemeanor level or higher within 6 months of program completion.
- c. 60% of youth who successfully complete the program will not receive a new delinquency adjudication for an offense at the misdemeanor level or higher within 12 months of program completion.

## II. Out-of-home Placement\*

- a. 95% of youth participating in the program will not be ordered by the court into out-of-home placement for primarily correctional reasons (i.e., offense-based intervention services and/or disciplinary action) during participation in the program.
- b. 80% of youth participating in the program will not be ordered by the court into out-of-home placement for primarily correctional reasons (i.e., offense-based intervention services and/or disciplinary action) within 6 months of program completion.
- c. 75% of youth participating in the program will not be ordered by the court into out-of-home placement for primarily correctional reasons (i.e., offense-based intervention services and/or disciplinary action) within 12 months of program completion.

\* Placements made primarily for treatment of mental health or chemical health conditions or to address other social service needs (e.g., loss of domicile) would not be counted as placements for the purposes of this goal.

## III. Re-offense Risk

80% of youth who successfully complete the program will obtain a reduction in their overall YLSI score when comparing their YLSI score at the time of admission to their score at the time of discharge.

## IV. Supplemental Outcome

80% of youth who successfully complete the program will show a reduction in Peer and Leisure/Recreation domains on their YLSI score when comparing their YLSI score at the time of admission to their score at the time of discharge.

## V. Process Outcomes

- a. Provider will successfully engage 80% of youth and families as determined by participation in a minimum of three months of mentoring.
- b. 80% of youth referred to the mentor will complete the program.

## VI. Hennepin County DOCCR will also analyze outcome data on youth who fail to successfully complete the program

Data collected will include program and process outcome measures and outputs. Specific data points and level of reports will be determined in partnership with DOCCR. The following data and outputs will be tracked by the contracted agency:

- Client name

- Date of birth
- Number of hours of service provided to youth
- Length of time working with mentor
- Goal completion
- Reason for termination

### **C. Service Design**

The service design selected for this SOI is based on best practice literature. (Exhibit C. Mentor Best Practice Works Cited.) When implemented in accordance with evidence-based practices, mentor programs have been shown to facilitate successful outcomes for youth involved in the juvenile justice system. Mentor, family, probation officer, and/or youth may jointly determine that the mentoring relationship may end prior to the one-year length recommended by best practices.

#### **1) Program Philosophy:**

- A. Youth are treated with respect by mentor.
- B. Youth are expected to respect each other and their mentor.
- C. Youth are expected to be respectful in group settings.
- D. Youth learn to respect the community.
- E. Mentor identifies strengths and provides youth with recreational opportunities that will continue after program completion.
- F. Mentor encourages youth to find something at which they can excel.
- G. Youth has clear rules for attendance and behavior.
- H. Youth learn how to resolve differences non-violently.
- I. Mentor provides youth a safe place for their participation.
- J. Youth develop community connection or engagement that will remain after mentor and probation ends.

#### **2) Functions/Role of the Mentor/Youth Coach:**

- A. To understand their role is that of a Mentor, and not a Social Worker, Probation Officer, Law Enforcement or extension of any of the formal systems that exist in the life of the youth.
- B. To coordinate and involve youth in decisions about mentoring activities.
- C. To be able to develop an individual and unique relationship with each youth respectful of personal and professional boundaries.
- D. To listen, engage, problem-solve and build trusting relationships with all referred youth.
- E. To provide age and developmentally appropriate support and guidance to the youth.
- F. To provide face-to-face support to youth consistent with best practice established minimums of one hour per week for up to a one year commitment.
- G. In conjunction with the probation officer, youth and parent (if available), establish Mentor Action Steps that address what the Probation YLSI has identified as areas of need
- H. To provide referrals to other appropriate community providers and services based on the youth's needs or desires.
- I. To provide opportunities for youth to interact with positive role models such as community leaders, community business owners, and other professionals.

- J. To identify, develop and provide informational, educational, and recreational experiences for the youth that provide them with opportunities to develop healthy relationships with other pro-social youth.
- K. To track and monitor activities and learning opportunities provided to the youth.
- L. To communicate in writing with Hennepin County's probation officer on a bi-weekly basis about the youth's participation, minimally reporting name, date of contact, description of contact, and hours spent with the youth.
- M. Mentor must be able to effectively communicate with parent/guardian in their language.
- N. Maintain scheduled commitments to mentees and communicate about any appointment changes.
- O. Maintain regular contact with parent/guardian regarding time of pick up/drop off, planned destination, etc.
- P. If youth is detained, at the discretion of their probation officer, mentor shall maintain contact with youth while in Juvenile Detention Center.

### **3) Staffing Expectations:**

- A. A minimum of one full time equivalent Mentor/Youth Coach
- B. At least 24 years of age.
- C. Work non-traditional hours.
- D. Pass a criminal background check.
- E. Demonstrated ability to work effectively with youth ages 10-18.
- F. A minimum of two years experience working with youth from diverse backgrounds or the specific cultural background with which they will work, or be a person of Somali or Latino/Hispanic heritage.
- G. Able and willing to function as a positive role model and engage the youth in a pro-social supportive relationship and activities for a minimum of one year.
- H. Hold permanent residence in the local community where the majority of prospective mentee youth will be living and be willing to spend time weekly in that community with their mentee.
- I. Preference for some college education.
- J. Attend initial orientation training and quarterly trainings.

### **4) Background Checks:**

The Mentoring provider must obtain a satisfactory criminal background check, satisfactory current driving history, and check references for all employee applicants involved in supervision, direct services, or transportation of youth prior to the employee having contact with any youth in the program. The criminal background check must provide a clear record of any criminal convictions. Any criminal activity that would be a direct conflict with this program type or with providing any service to youth shall eliminate the applicant from consideration. Background checks must be rechecked each two years on employees in accordance with their duties. When applicable in accordance with their duties, a check of driving records of employees must occur, at a minimum, each six months.

### **D. Provider Qualifications**

Eligible proposers are 501(c)3 not-for-profits, for profits, schools, individuals or

governmental agencies. Providers must be eligible to be licensed, certified, and registered as required by state law or rule. Providers must be able to certify that their agency and principals are not suspended or debarred from receiving Federal funds.

**E. Contracts**

A contract is anticipated to be awarded to the successful proposer(s) for a term to commence by May 2010. The length of the contract term may vary at the discretion of the County. It is anticipated that the contract would be for a 12-month term.

Hennepin County Human Services and Public Health Department will administer the contracts. Agencies must be willing to meet all standard contract requirements, including insurance requirements, of Hennepin County. The proposal response to this Solicitation of Interest will serve largely as the contract proposal.

Proposers intending to subcontract part or all of one or more of the service components to another service provider(s) must identify the subcontractor(s) and describe the specific services and/or activities that will be provided by the subcontractor(s). The contract will be written solely with the proposer, who will be required to assume responsibility for all obligations under the contract. Any proposed subcontractor(s) will be subject to the County's approval.

**F. Reimbursement**

A total of \$140,000 of Local Collaborative Time Study Funds from Hennepin County Department of Community Corrections will be divided between two proposals. Awards will be made with these funds for \$70,000 for one year. Payment may be based on a combination of limited start-up funds and unit of service payments.

**III. Submission of Proposal**

**A. Time Line**

Wednesday, January 20, 2010	Release of Solicitation of Interest (SOI)
Monday, February 1, 2010	Pre-proposal conference - 9:00 AM CDT: Health Services Building 525 S. Portland., Room 112 Minneapolis
Monday, February 22, 2010	Proposals due by 4:00 p.m. CST
February/March 2010	Review, interview, selection and notification process
March/April 2010	Contract process and submission to the County Board
May 2010	Anticipated effective date of contract

**B. Proposal Submission**

Please submit an electronic proposal to:

[Sue.Sinna@co.hennepin.mn.us](mailto:Sue.Sinna@co.hennepin.mn.us)

with the subject line

Proposal: Mentoring SOI

Proposals must be received by 4:00 p.m. CST, Monday, February 22, 2010.

Failure to submit a proposal on time may be grounds for rejection of the proposal. The County is not responsible for delays caused by internet delivery service. The County reserves the right to accept proposals after the date specified.

An e-mail confirmation is returned when a proposal is received; however, if you need to confirm by telephone that your e-mail has been received, you may call Sue Sinna at 612-596-0450.

### **C. Technical Support from Hennepin County**

A pre-proposal conference for interested proposers will be held on Monday, February 1, 2010 at 9:00 a.m. CST in the Health Services Building, 525 S. Portland, Room 112, Minneapolis. While attendance at the pre-proposal conference is not mandatory, it is encouraged as this will be the only opportunity to ask questions directly to County staff.

Questions and inquiries concerning any aspect of the SOI and potential contract award may also be submitted in writing no later than 12 noon CST on Tuesday, February 9, 2010 to: [sue.sinna@co.hennepin.mn.us](mailto:sue.sinna@co.hennepin.mn.us) (subject line should reference Mentoring SOI).

Department staff will record minutes at the pre-proposal conference and distribute them to interested parties upon request. These minutes, along with answers to questions submitted via e-mail by February 9<sup>th</sup>, will be posted on the Hennepin County website no later than end of day on Thursday, February 11, 2010.

***There will be no information provided outside of this process.***

Below is how to access the information on the Hennepin County website:

1. Find the Hennepin County website at [www.hennepin.us](http://www.hennepin.us)
2. In the top right hand portion of the screen enter "SOI" in the search box.
3. Select the first search result listed "Provider Relations Current SOIs and RFPs in Human Services" which will take you to all posted SOIs and RFPs.

## **IV. Proposal Requirements**

### **A. Format**

Proposers are instructed to use the following format in preparing all proposals. Failure to do so may result in a reduced rating by the Proposal Review Committee.

1. Use Arial / 10 point font, one inch margins, single-spaced to fit on 8 ½ x 11 inch paper. Use a Word format or Excel.
2. Number all pages at the bottom. Do not include unnumbered appendixes or attachments; rather, all material should be consecutively numbered to facilitate easy reference for discussion.
3. The Provider Fact Sheet will serve as the proposal cover page. Next include a Table of Contents.
4. The maximum page limitations on the proposal components are as follows: Agency Overview – 2 pages; Service Design – 6 pages. The Attachments - Assorted Financial Forms, should be attached as additional pages. Please limit the Program Budget Narrative to two narrative pages.

## **B. Contents of Proposal**

The proposal must be completed and submitted in the following order. Agencies submitting proposals must include each section listed below:

1. Provider Fact Sheet (Attachment A)
2. Table of Contents
3. Agency Overview (Narrative Section 1.)
4. Service Design (Narrative Section 2.)
5. Financial Forms (Attachment B)
6. Additional Proposal Attachments (label these as attachments)
  - Budget Narrative
  - Organizational Chart (not applicable if an individual proposer)
  - Mentor Job description
7. Audited Financial Statements or Tax Forms for the last 2 years

**Agencies not directly under contract with Hennepin County are also required to submit the following items along with their proposals:**

- A. Affirmative Action Plan or Certificate of Compliance (receiving at least \$100,000 in Hennepin County funding)
- B. Evidence of Compliance – Worker’s Compensation Insurance and Commercial General Liability Insurance
- C. 501 (c)(3) letter (if applicable)
- D. Agency or Program Grievance Policy

The proposal must include a detailed plan to fulfill the services described under II. A, Target Population; II. B, Expected Outcomes; II.C, Service Design; and II. D, Provider Qualifications. Respond to the items below and include the following headings with the respective subcategories indentified under each: Agency Overview and Service Design.

### **Section 1. Agency Overview:**

Note: If the proposer is an individual, please substitute “individual” for “agency/organization” in reading the following.

**Agency History/Demonstrated Effectiveness** - Proposers must address the following items, at a minimum, in the discussion of their demonstrated effectiveness:

- a. Organization history and description of any activities similar to or relevant to the proposer’s ability to meet this SOI’s program design specifications;

- b. Any experience working with the target populations identified in this SOI;
- c. A satisfactory record of past performance in providing youth services, including examples of supporting youth and families, number of youth served and youth program outcomes;
- d. The ability to provide appropriate culturally specific and gender-specific services.
- e. The ability to provide services to non-English speaking youth and/or families.
- f. Adequate financial resources or the ability to obtain them;
- g. A satisfactory record of integrity, business ethics, and fiscal accountability;
- h. The necessary organization, experience, accounting, and operational controls;
- i. The technical skills to perform the work; and
- j. Indicate whether the organization has a current, approved Equal Opportunity/Affirmative Action plan. If the organization is not required to develop one please specify why.

NOTE: If the proposer plans to subcontract to perform the work, a statement of demonstrated effectiveness must be provided for the subcontractors and/or consultants.

#### **Target Populations' Needs and Understanding –**

Define the target population the agency proposes to serve. Specifically:

- If the intention is to serve only a segment of the broader target population, it should be clearly defined who will be served and why.
- If the intention is to serve a specific age range, gender, or cultural segment, please identify it and discuss the agency's expertise with this specialty population.
- If the intention is to serve an area smaller than all of Hennepin County, please define the proposed geographic boundaries and explain the reason for the limitation.
- State the number of youth that can be served.
- Describe the approach and philosophy the agency will use to mentor Somali or Hispanic/Latino youth.

#### **Section 2. Service Design:**

**Outcomes** - Describe how the agency will meet the SOI's Expected Outcomes. Explain what tools will be used to measure Process Outcomes and at what intervals will they be applied.

**Direct Services** – Describe the proposed direct services in relation to each of the components listed below.

- Describe the location where any face-to-face services will be provided, and the days/hours during which staff will be available to youth/families/County staff.
- State the maximum case load size per Mentor FTE, the expected amount of service per youth per week, and the length of time youth will be served
- Provide examples of the activities in which Mentors will engage with youth.
- Explain how the Mentor will ensure a referral network that can meet the needs of youth and families requiring additional resources or services.

- Identify whether gender-specific programming will occur. If yes, describe the proposed gender-specific programming.
- Identify whether the mentor will provide any services in a group setting (e.g. one mentor with 2 or more mentees). If yes, describe the proposed group programming.
- Include a plan for assuring quality service is provided.

**Referral Process** – Describe the proposed referral process, including how Probation Officers will access services and what the PO's can expect for responsiveness to phone calls and/or e-mails. Explain what will be expected from PO's for a referral to be considered complete. (See Example D "Universal Referral Form")

**Intake / Discharge** –

- Identify any tools or criteria used in determining whether youth is a fit for the services.
- Describe the expected timeliness of intake appointment, from point of initial referral.
- State how soon after intake youth begin the program.
- Explain the components of the orientation.
- Identify persons involved in intakes.
- Discuss the process of development of Mentor Action Steps
- Explain parent/guardian/primary caregiver involvement
- Explain the criteria for discharge from the program, distinguishing between successful and unsuccessful discharges.

**Safety/Supervision** –

- Explain the plan for safety and supervision of youth, as well as safety of the broader community.
- Indicate past experience with assuring this safety and what that experience was.
- Specify how the agency plans to address control of weapons, contraband, and gang involvement.

**Staffing** –

- Describe how the agency provides culturally specific training to staff.
- Indicate any language(s) other than English that is spoken by an individual to be assigned as a Mentor/Youth Coach, or included as a job requirement.
- If the agency intends to assign a current employee to do Mentoring, provide a copy of that individual's resume, as well as a copy of the Mentor job description.
- If the position will be filled by a new hire, state that and provide only a copy of the Mentor job description.
- If the intention is to sub-contract for the Mentoring role, state that and confirm in writing that the agency understands the County's sub-contracting expectations.
- Provide a copy of the sub-contract proposed to be used. (The subcontract may be in addition to the previously stated proposal page limitations.)
- If an individual is applying, two reference letters should be submitted from people who know of his/her work with youth/families and his/her organizational skills, including recordkeeping and compliance reporting.

- h. Explain the components of orientation training for staff and length of training prior to working with youth.
- i. Explain subsequent training opportunities, including mandatory topics, those of general interest, and the duration and frequency.

### **Section 3. Attachments:**

#### **Cover Page/Attachment A: Provider Fact Sheet**

Complete the Provider Fact Sheet found in Attachment A. Name and telephone number of the key contact person must be clearly indicated. The Provider Fact Sheet will serve as the proposal cover page.

#### **Attachment B: Financial Forms**

A variety of budget forms which may or may not apply to a specific agency can be found in Attachment B. Financial information should be prepared for an annual (12 month) budget period.

When the mentoring program is the only program the agency will operate, complete only column one on the appropriate forms. The required two forms are both titled "Total Agency Budget by Program". One covers Revenues and Expenses; the other Positions.

When an agency has programs in addition to the proposed mentoring service, provide a 12 month Revenue, Expense and Position information on the appropriate allocated agency budget forms.

Also include a one to two page budget narrative to provide more clarity and detail on the budget items for which funds are being requested.

### **V. SOI and Proposal Conditions**

The issuance of this Solicitation of Interest (SOI) constitutes only an invitation to submit proposals to the County. It is not to be construed as an official request for bids, but as a means by which the County can acquire information related to the purchase of services. Any proposal submitted as provided herein constitutes a suggestion to negotiate and is not a bid.

It is understood that any proposal received and evaluated by the County can be used as a basis for direct negotiation of the cost and terms of a contract between the County and the particular agency submitting such a proposal. The County reserves the right to negotiate pertinent contract terms concurrently with any number of agencies as it deems in its best interest, whether or not such agency has submitted a proposal. The County is not obligated to respond to any proposal submitted nor is it legally bound in any manner whatsoever by the submission of a proposal. It is the intention of the County to enter into contracts with providers with whom the County can make the most satisfactory arrangements for its needs. In the process, the County reserves the right to conduct an on-site monitoring review of the proposer and/or request additional data, oral discussion or presentation in support of the proposal.

The County reserves the right to reject any or all proposals with or without cause, and the right to cancel and/or amend, in part or entirely, the SOI. The solicitation does not commit the County either to award a contract or to pay for any costs

incurred in the preparation of a proposal. Agencies responding to the SOI assume all risks and costs associated with the submission of their proposals.

Information supplied by each proposer to the County is subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (the "Act"). Proposals submitted become a matter of public record as set forth therein. Such information shall become public unless it falls within one of the exceptions in the Act, such as security information, trade secret information, or labor relations information pursuant to Minnesota Statute, Section 13.37. If the proposer believes any non-public information will be supplied in response to the SOI, the proposer shall take reasonable steps to identify and provide reasonable justification to the County regarding which data, if any, falls within exceptions to the Act. However, the proposer agrees as a condition of submitting a proposal that the County will not be held liable or accountable for any loss or damage which may result from a breach of confidentiality as may be related to the responses submitted. The County will not consider any cost information and references submitted by the proposer to be non-public, confidential or trade secret material. Simply stating that the document is confidential or making a blanket claim of confidentiality without proper supporting justification is also not a valid reason to declare the document confidential.

**VI. Evaluation and Selection**

A selection committee will review proposals and make final determinations. Any awarding of final contracts by the Department of Community Corrections and Rehabilitation is subject to final approval by the Hennepin County Board of Commissioners. Proposers will be notified in writing of the selection decisions. Hennepin County reserves the right to reject any and all proposals. If clarifications are needed, the County reserves the right to notify the proposer. The County reserves the right to interview any or all proposers at its discretion, to waive minor irregularities in the SOI process, and to award contract(s) to non-proposer(s) if it so chooses.

The County will make every effort to manage conflicts of interest during the review process. Conflict of interest is defined as the reviewer being involved with an applying agency or benefiting in any way from an award being made to an applying agency. Involvement is defined as the reviewer being employed, volunteering (including board membership), consulting, receiving services, or connected with the organization through a family member/significant other.

Proposals will be evaluated on a 100 point scale. Evaluation criteria are weighted as follows:

- 1. Agency Overview .....30 Points
- 2. Service Design ..... 60 Points
- 3. Budget.....10 Points

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