

Kittitas County Human Services

Opioid Abatement Strategies

2026 One-Time Request for Proposals (RFP) Guidelines and Instructions

Key Dates

Applications Open	April 8, 2026
Deadline for Questions	April 15, 2026
Applications Due	April 29, 2026
Award Recipients Announced*	June 3, 2026
Performance Period	July 1, 2026 – June 30, 2027

** subject to change*

Funding

Total Funds Available	\$380,000
Award Floor	\$10,000
Award Ceiling	\$100,000

Fund Source, Priorities, and Administration

A. Funding Source and Use Requirements

The one-time RFP is funded by the opioid settlement to provide opioid abatement strategies as authorized by the One Washington Memorandum of Understanding Between Washington Municipalities.

B. Funding Purpose and Goals

Opioid abatement strategies are outlined the activities listed in Attachment A, with priorities to address treatment, supporting people in treatment and recovery, or prevent the misuse of opioids. All proposals are required to align with opioid abatement strategies listed in the MOU.

C. Administration

The BOCC and City of Ellensburg have primary responsibility for administration of the program funds. The BOCC and City of Ellensburg have delegated contract oversight and fiscal monitoring to the Kittitas County Public Health Department (KCPHD).

D. Review Board

All proposals will go through a review and recommendation process by a review team comprised of city and county employees. Reviewers cannot work for a department that is requesting funds from the Opioid Abatement Strategies RFP. The BOCC and the City of Ellensburg shall make the final determinations of awards.

E. Fund Availability

The amount of funds available for the one-time RFP cycle is dependent on estimated settlement funding and existing fund balance.

Eligibility and Application Requirements

A. Eligible Applicants

Eligible applicants are:

- Nonprofit 501(c)(3)
- Governmental/public agency
- Tribe

Organizations must have a Federal Tax Identification Number (also known as Employer Identification Number/EIN), be in good standing with Washington State, Kittitas County, and the City of Ellensburg, and not have been debarred.

All nonprofit 501(c)(3) organizations must provide a 501(c)(3) determination letter.

All applicants must have established, appropriate financial internal controls and accounting procedures to ensure proper dispersant and accounting of funds awarded.

Applicants must have general and professional liability insurance with coverage for the activities of this grant with minimum occurrence and aggregate limits as described further in this disclosure. Please see Attachment D: Proof of Insurance for more information.

B. Application Requirements

A completed application packet must be submitted by 5 p.m. on April 29, 2026. Applicants must complete all questions on the application, and submit the following documents:

- RFP Summary Form
- Completed Application
- Budget Worksheet (Attachment B)
- Letters of Support (2)
- Letters of Commitment (only required if proposing a collaborative project)
- W-9 Request for Taxpayer Identification Number and Certification Form
- 501(c)(3) determination letter (if applicable)
- Proof of Insurance (Attachment D)
- Indirect Cost Allocation Documentation (if applicable)
- Certification and Authorized Signature (Attachment E)

C. Application Submission

All application documents are provided on the county webpage at [Kittitas County WA | From the Cascades... to the Columbia](#). Applicants will email the required documents in PDF format. There is no limit to the number of applications that a single entity may submit for different project proposals.

All application documents must be submitted via email by April 29, 2026, at 5:00 pm to healthandhumanservices@co.kittitas.wa.us . Incomplete applications will not be considered.

The application email must use the subject line: Opioid Abatement Strategies RFP Submission [YOUR AGENCY NAME].

All attachments to the email must be in PDF format and titled with the agency name, the name of the document, and the year. Example: Kittitas County Budget Worksheet 2026.

If the attachments exceed the allowed size limit, please label the emails as 'Email 1 of 2,' 'Email 2 of 2,' and so on.

D. Reporting requirements

Successful applicants will provide progress reports and a final report at the end of the contract detailing the use of funds, and a summary of progress. Reports will be submitted to KCPHD, who will distribute reports to the City of Ellensburg and the BOCC. These entities retain the ability to request clarification or additional information of the applicant as needed to assess project progress and/or appropriate use of funds.

A lack of meeting the reporting requirements may result in delayed reimbursement payments, denial of invoices, or contract termination.

All reporting requirements will be outlined in detail during the contracting process for successful applicants.

Available Funds and Timeline

A. Total funds available

\$380,000 in total will be available for disbursement through this one-time RFP.

B. Proposal amounts

The maximum amount of funds for any one project proposal is \$100,000, and the minimum is \$10,000.

C. Performance Period

The performance period for these funds is July 1, 2026 – June 30, 2027.

Funding must be spent within the contracted program period. There will be no rollover of unspent funds, and contract amendments to extend program periods will generally not be considered. Requests to extend contract program period and increase total funding to continue the work of the executed contract through contract amendments will not be considered. Exceptions due to unforeseen circumstances may be approved by special request to the City of Ellensburg and the BOCC.

D. Funding disbursement

Funds are distributed via monthly reimbursement of actual costs. Invoicing instructions will be provided to successful applicants during the contracting process.

E. Contracting agency

Successful applicants will contract with Kittitas County. Contract oversight, invoicing, and reporting will be administered by the Kittitas County Public Health Department (KCPHD).

Use of Funds

A. Allowable expenses

As part of the application process, applicants will complete a budget template. Expenses must support the project's proposed scope of work outlined in the narrative questions and be reasonable and necessary to achieve the project goals.

Per Kittitas County contract oversight, allowable expenses include, but are not limited to salaries, wages, benefits, capital projects and construction, direct client services, promotion, outreach activities, professional development, travel, equipment, and subcontracts. In general, the purchase of food or beverages, clothing, and incentives is not an allowable expense, however specific allowable expenses for each successful project will be detailed in the contracting process for successful applicants. Any expenses not included in the contract will require written approval by Kittitas County.

B. Administration and indirect costs

If the applicant has a federally approved indirect cost rate method, applicants may request use of the established rate by providing documentation of rate establishment. Applicants who do not use an established administrative/indirect cost rate may budget up to 10% of the funds received. Administrative/indirect costs are limited to expenses incurred for common or joint purposes and in support of all programs. Costs coded to individual programs are considered direct costs, and should be billed as line items, and not included in administrative/indirect costs.

C. Subcontracting

Successful applicants may only subcontract work contemplated under this grant if they obtain the prior written approval from the Kittitas County Public Health Department. If subcontracting is approved, the applicant shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, Kittitas County in writing may:

- require the applicant to amend its subcontracting procedures as they relate to this grant;
- prohibit the applicant from subcontracting with a particular person or entity; or
- require the applicant to rescind or amend a subcontract.

Every subcontract shall bind the subcontractor to follow all applicable terms of this grant. The applicant is responsible to Kittitas County if the subcontractor fails to comply with any applicable term or condition of this grant. The applicant shall appropriately monitor the activities of the subcontractor to assure fiscal conditions of this grant. In no event shall the existence of a subcontract operate to release or reduce the liability of the applicant to Kittitas County for any breach in the performance of the applicant's duties.

D. Collaborative Projects

Collaborative projects between two or more collaborators are allowed. A single application must be submitted by the designated lead agency for the collaborative project. This agency will serve as the contracting and fiscal agent for the project. Letters of Commitment from each collaborating agency must be submitted with the project application.

For collaborations that involve shared use of funding, the lead agency must subcontract with project collaborators following the Kittitas County subcontracting requirements above. If collaborators are providing in kind or other support of the project that does not require financial compensation, the agency lead may decide on the type of agreement needed.

Proposal Review and Selection

A. Application scoring

Applications will be scored according to the scoring matrix, found in Attachment C on the County website

Applicants must demonstrate capacity, procedures, and subject matter expertise to effectively address the priorities found in Attachment A.

The funding recommendations will be presented to the City of Ellensburg and the BOCC. Applicants will be encouraged to attend to address potential questions.

B. Final funding decisions

All final decisions on funding are made by the City of Ellensburg and the Kittitas County Board of County Commissioners.

Questions

A. Question-and-answer period

Questions regarding the RFP process may be submitted via email to healthandhumanservices@co.kittitas.wa.us . The deadline for questions is April 15, 2026, at 5:00 pm.

Instructions to Apply

All applications must include the following:

- **RFP Summary Form**

This form is a snapshot of your organizational information.

- **Completed Application**

Applicants must complete the form in its entirety. Incomplete application forms will not be considered.

- **Budget Worksheet (Attachment B)**

The budget proposal form should align with your budget narrative description in the completed application.

- **Letters of Support (2)**

Letters should be written by people and/or agencies who have worked closely with the applicant in a substantive capacity and should speak to the applicant's ability to fulfill the proposed scope of work.

- **Letters of Commitment (only required if proposing a collaborative project)**

A letter of commitment must be submitted from each proposed project collaborator outlining the collaborator's roles and responsibilities in the project, and authorization from agency leadership to participate in the collaborative project.

- **W-9 Request for Taxpayer Identification Number and Certification Form**

- **Proof of Insurance (Attachment D)**

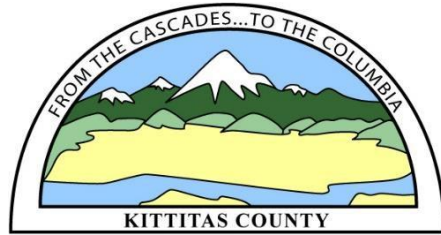
Proof of insurance is required for all successful applicants. Please provide proof of insurance as outlined in Attachment E.

- **501(c)(3) determination letter (if applicable)**

- **Indirect Cost Allocation Documentation (if applicable)**

- **Certification and Authorized Signature (Attachment E)**

Please use links on the [Kittitas County WA | From the Cascades... to the Columbia](#) to access electronic documents.



Kittitas County Human Services

Opioid Abatement Strategies

2026 One-Time Request for Proposals

Application

Application Instructions

Thank you for your interest in applying for funding through Kittitas County and the City of Ellensburg. Detailed information and instructions are found in the 2026 One-Time Request for Proposals Guidelines and Instructions. Please review the Guidelines and Instructions thoroughly before completing this application.

To be considered for funding, please complete each of the following sections. All elements of this application are required to be completed in full.

1. RFP Summary Form
2. Funding Application Narrative
3. Required Attachments

All application documents must be submitted via email by April 29, 2026, at 5:00 pm to healthandhumanservices@co.kittitas.wa.us. Incomplete applications will not be considered.

All application documents are provided on the county website [Kittitas County WA | From the Cascades... to the Columbia](#) . Applicants will email the required documents in PDF format. There is no limit to the number of applications that a single entity may submit for different project proposals.

The application email must use the subject line: Opioid Abatement Strategies RFP Submission [*YOUR AGENCY NAME*]. Example: Opioid Abatement Strategies RFP Submission Kittitas County.

All attachments to the email must be in PDF format and titled with the agency name, the name of the document, and the year. Example: Kittitas County Budget Worksheet 2026.

If the attachments exceed the allowed size limit, please label the emails as 'Email 1 of 2,' 'Email 2 of 2,' and so on.

1. RFP Summary Form

Please complete the following form in its entirety and attach as a PDF to your submission email.

Project Title	
Agency Name	
Mailing Address	
Physical Address (if different)	
Website (if applicable)	
Agency Type	<input type="checkbox"/> Nonprofit 501(c)(3) <input type="checkbox"/> Governmental/public agency <input type="checkbox"/> Tribe
Federal Tax ID (EIN)	
Unified Business Identifier (UBI)	
Total Funding Request	
Brief Project Description (50 words or less)	

Applicant Eligibility

YES NO - Is your agency operating in/providing services in Kittitas County?

YES NO - Is your agency in good standing with Washington State, Kittitas County, and the City of Ellensburg?

YES NO - Has your agency been debarred from operations?

Applicant Contact Information

Primary project contact name	
Primary contact title	
Primary contact email	
Primary contact phone	

Fiscal contact name	
Fiscal contact title	
Fiscal contact email	
Fiscal contact phone	

Authorized signatory name	
Signatory title	
Signatory email	
Signatory phone	

2. Funding Application Narrative

Please provide responses to each of the following questions as a PDF attachment to your submission email.

All word counts are maximums.

A. Applicant Profile and Qualifications (500 words)

Tell us about your organization including the purpose of your work, your goals, any history and experience working on opioid abatement projects, programs and services, experience managing public funds, and anything else that describes the organization's qualifications.

B. County Goals (500 words)

Indicate which of the abatement strategies will be addressed by this project and why that goal has been selected. See Attachment A: Kittitas County Purpose and Goals

C. Project Description and Design (1,000 words)

Explain the project being proposed and how it will address opioid abatement in Kittitas County.
Outline the practices that this project will employ to reach the desired outputs and outcome(s).

D. Capability and Capacity (500 words)

Describe your agency's capabilities and capacity to execute this specific project.

E. Credentials and Licenses (300 words)

Does this project require specific credentialed or licensed staff or contractors to provide professional services? If so, please summarize. Successful applications will be asked to provide proof of credential or license.

F. Gaps and Duplication in Services (300 words)

Describe how your proposed project fills a gap in opioid abatement in Kittitas County. Include a description of how the project is or is not a duplication of current services.

G. Partnerships (300 words)

List your key community partnerships (if applicable) for the proposed project and what their role will be.

H. Budget Narrative (300 words)

Describe how the funds will be used to support the proposed project. Why is this an effective use of funds? Please be sure to fully align with data provided in Attachment B: Budget Worksheet.

I. Other Support (300 words)

Describe any monetary, in-kind, donations, grants, or other types of support that will be used for the project. Include both confirmed and potential funding sources.

J. Partial Funding (300 words)

If this project were to receive only partial funding from this source, how would the project be impacted? How would the proposal be adjusted for less than the requested amount of funds?

K. Sustainability (300 words)

Describe how the project will build sustainability to operate beyond the funding period.

3. Required Attachments

Please provide the following documents as separate PDF attachments to your submission email.

All of the required attachments can be found on the county website at [Kittitas County WA | From the Cascades... to the Columbia](#).

- Attachment B: Budget Worksheet
- Letters of Support (2)
- Letter(s) of Commitment (If applicable)
- W-9 Request for Taxpayer Identification Number and Certification Form
- Attachment D: Proof of Insurance
- 501(c)(3) determination letter (if applicable)
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