

## **REQUEST FOR PROPOSALS**

### **CMSP Building the Healthcare Workforce Grant Program**

#### **I. ABOUT THE COUNTY MEDICAL SERVICES PROGRAM (CMSP)**

The County Medical Services Program (CMSP) was established in January 1983, when California law transferred responsibility for providing healthcare services to indigent adults from the State of California to California's counties. This law recognized that many smaller, rural counties were not in the position to assume this new responsibility. As a result, the law also provided counties with a population of 300,000 or fewer the option of contracting with the California Department of Health Services (DHS) to provide healthcare services to indigent adults.

In April 1995, California law was amended to establish the County Medical Services Program Governing Board (Governing Board). The Governing Board, composed of ten county officials and one ex-officio representative of the Secretary of the California Health and Human Services Agency, is authorized to set overall program and fiscal policy for CMSP. Thirty-five counties throughout California participate in CMSP: Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Imperial, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Modoc, Mono, Napa, Nevada, Plumas, San Benito, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba.

CMSP members are medically indigent adults, ages 21 through 64, who meet CMSP's eligibility criteria and are not otherwise eligible for Medi-Cal. County welfare departments located in the 35 participating counties handle eligibility for and enrollment in CMSP. All CMSP members must be residents of a CMSP county, and their income level must be less than or equal to 300% of the Federal Poverty Level (based on net non-exempt income).

In addition to CMSP, the Governing Board administers the Connect to Care Program, which was launched in December 2020 to provide primary and preventive services to documented and undocumented CMSP county residents, ages 21-64, with income levels between 138% and 300% FPL. The goal for the program is to promote timely delivery of necessary primary and preventive medical services to the target population to improve health outcomes and reduce the incidence of emergency services utilization and inpatient hospitalization. Member enrollment in Connect to Care occurs through contracted community health centers, including Federally Qualified Health Centers, Rural Health Clinics, and

Tribal Health Programs, where many program enrollees also obtain covered primary care services.

The Governing Board also currently administers two healthcare provider educational loan repayment programs (CMSP Loan Repayment Program and the Allied Healthcare Loan Repayment Program), and three grant programs (Specialty Care Access Grant, Local Indigent Care Needs Grant, and the Healthcare Infrastructure Development Matching Grant).

## **II. ABOUT THE CMSP BUILDING THE HEALTHCARE WORKFORCE GRANT PROGRAM**

With the CMSP Building the Healthcare Workforce (BHW) Grant Program, the CMSP Governing Board seeks to support local development and implementation of strategies, policies and pathways that foster and facilitate expansion of the healthcare workforce in CMSP counties. The BHW Grant Program seeks to achieve two key goals:

- Address the chronic shortage of healthcare providers in CMSP counties, which vary by type and number across the 35 counties; and,
- Expand available healthcare providers in CMSP counties in order to reduce barriers to needed healthcare services by residents of CMSP counties, including those directly served by CMSP, Medi-Cal, and other publicly sponsored health benefit programs.

### **A. Eligible Lead Agency Applicants**

Grant funding for healthcare workforce initiatives is available to qualifying, approved proposals from a variety of local healthcare system stakeholders in CMSP counties and specified public education institutions in CMSP counties or contiguous counties that are dedicated to educating the next generation of healthcare professionals and paraprofessionals for CMSP counties. Eligible Lead Agency applicants include:

- Hospitals in CMSP counties;
- Community Health Centers in CMSP counties;
- Tribal Health Organizations in CMSP counties;
- Nonprofit health and behavioral health organizations focused on healthcare workforce development in a CMSP county;
- County department or agency directly providing or contracting for the delivery of health, public health, and behavioral health services in a CMSP county;
- CMSP county workforce development boards; and,
- Public educational institutions providing health provider education and training, including community colleges, universities, medical schools, physician assistant schools, nursing school and dental schools

## **B. Program Tracks and Funding Rounds**

The BHW Grant Program will be implemented through two (2) program tracks and multiple funding rounds as set forth below.

### **1. Track One – Coalition Planning Grants**

Grant funding shall be available for qualified proposals from eligible applicants for the creation of new healthcare workforce development coalitions and/or in support of existing healthcare workforce development coalitions focused on completing the following set of activities:

- Assessing and documenting local healthcare workforce needs;
- Identifying and engaging local healthcare, county, public education, and nonprofit partners;
- Preparing a written plan of workforce development strategies designed to achieve:  
1. An increase in the number of needed local health professionals; and 2. Linkage and integration of existing healthcare workforce development efforts in the county. Such plans shall be developed in alignment with Track Two grant funding options and serve as the basis for the healthcare workforce development coalition to submit a proposal for funding under Track Two – BHW Initiative grants.

BHW Coalition Planning grants of up to \$60,000 per project (or up to \$85,000 if the project serves more than one CMSP county) shall be made available to approved applicants on a one-time basis. Coalition planning efforts are expected to last no more than nine (9) months and produce a final report of activities and a BHW Initiative grant application. Coalition Planning grant funding shall be available through two (2) funding rounds of the BHW Grant Program. Total funding appropriated for Coalition Planning grants is \$2 million.

### **2. Track Two – Initiative Grants**

Grant funding shall be available for qualified proposals from eligible applicants for the following types of activities:

- Establishing or expanding educational pathways for healthcare professions and para-professions development in high schools, community colleges, and universities;
- Establishing or expanding internships, fellowships, residencies, apprenticeships or other clinical training for health professions education for health system employers in CMSP counties, including private sector, county, and non-profit provider organizations;
- Expanding educational opportunities for enrollment of residents in CMSP counties in medical school, physician assistant (PA) school, nursing school, professional dental programs, and professional behavioral health programs through targeted recruitment and support;
- Expanding opportunities for expedited medical education in primary care and psychiatry for physicians, PAs, and nurses intending to serve rural areas of California;

- Expanding the footprint of medical school, PA school, and nursing school education in CMSP counties so that education and clinical training are provided in these counties;
- Creating new or expanded stipend or other programs for licensed healthcare providers to take on clinical training responsibilities in CMSP counties;
- Facilitating and supporting efforts of healthcare providers in CMSP counties, including county health, public health and behavioral health departments, to obtain H-1B Visa healthcare employees to address workforce shortages.
- Facilitating and supporting efforts of healthcare providers in CMSP counties to increase the community health worker and peer support specialist workforce.
- Establishing or expanding provider recruitment and retention strategies focused on any of the following: the needs of bilingual/bicultural employees; addressing racial equity; and, mitigating secondary trauma experienced by employees.

BHW Initiative grants may be made available for up to three-years for a maximum award total of up to \$450,000 if the project serves one CMSP county or \$750,000 if the initiative serves more than one CMSP county. Funding for Initiative grants shall be made available through up to four (4) RFP rounds of the BHW Grant Program. Total funding appropriated for Initiative Grants is \$12 million.

### **III. LEAD AGENCY APPLICANT AND PARTNER REQUIREMENTS**

Coalition Planning grant and Initiative grant efforts must be focused in one or more counties that participate in CMSP. The lead applicant must be an eligible organization located in a CMSP county or a county contiguous to a CMSP county that is a part of the regional healthcare delivery market. The lead agency applicant organization and all Coalition Planning partners must be in good standing with the Governing Board. Coalition Planning grant applicants must demonstrate involvement of representatives from all of the following organizations in their coalition and planning efforts: at least one local hospital; at least one community health center; at least one public educational institution from those identified above; and at least one county agency (Health and Human Services, Health/Public Health, or Behavioral Health); and, a representative of the County's Workforce Development Board. Participation and support from coalition members shall be demonstrated by Letters of Commitment and Participation from each organization that describe the role each organization will play in the coalition.

### **IV. GRANT PROJECT TENTATIVE TIMELINES**

The following is an anticipated timeline for the first funding round of the program and proposed release dates for future funding rounds. Timelines are tentative and subject to change at Governing Board discretion.

Applicants that need to engage partners to create or strengthen a coalition, or who need time and resources to assess and document local healthcare workforce needs, should apply for a Coalition Planning grant.

<b>BHW Coalition Planning Grants: Round 1</b>	
02/05/25	Round 1 RFP Released
02/25/25	RFP Assistance Webinar
03/12/25	RFP Assistance Webinar repeated
04/01/25	Grant Applications Due
05/28/25	Governing Board Review
06/01/25	Award Notices Sent
07/01/25	Grant Contracts Begin
<b>BHW Coalition Planning Grants: Round 2</b>	
02/05/26	Round 2 RFP Released

Applicants that are ready to implement an Initiative may apply directly for an Initiative grant without first completing a Coalition Planning Grant.

<b>BHW Initiative Grants: Round 1</b>	
02/05/25	Round 1 RFP Released
02/25/25	RFP Assistance Webinar
03/12/25	RFP Assistance Webinar repeated
04/01/25	Grant Applications Due
05/28/25	Governing Board Review
06/01/25	Award Notices Sent
07/01/25	Grant Contracts Begin
<b>BHW Initiative Grants: Round 2</b>	
07/01/26	Round 2 RFP Released
<b>BHW Initiative Grants: Round 3</b>	
07/01/27	Round 3 RFP Released
<b>BHW Initiative Grants: Round 4</b>	
07/10/28	Round 4 RFP Released

## **V. ALLOCATION METHODOLOGY**

The Governing Board, within its sole discretion, may fund awards or not fund awards for Coalition Planning grants and Initiative grants. Total grant awards by the Governing Board may equal up to \$14 million.

### **A. Coalition Planning Grants**

One-time awards up to \$60,000 per project (or up to \$85,000 if the project serves more than one CMSP county) may be made for Coalition Planning grants. Grant awardees are required to provide matching funds in the amount of no less than fifteen percent (15%) of the Coalition Planning grant amount. Matching funds may be hard dollars or in-kind and may be provided solely by the lead applicant or through a combination of funding sources contributed by partner agencies. No project funds shall be used for administrative and/or overhead costs not directly attributed to the project. Administrative and/or overhead expenses shall equal no more than ten percent (10%) of the Coalition Planning grant amount. Planning efforts are expected to last no more than nine (9) months and to produce a final report as well as a BHW Initiative grant application.

## **B. Initiative Grants**

Awards may range up to \$450,000 per project (or up to \$750,000 if the project serves more than one CMSP county) for 3-year Initiative Grants. Non-educational institution grant awardees shall be required to provide hard dollar matching funds in the amount of no less than twenty-five percent (25%) of the Initiative grant amount per year. Educational institution grant awardees shall be required to provide hard dollar matching funds in the amount of no less than forty percent (40%) of the Initiative grant amount per year. Matching funds may be provided solely by the lead applicant or through a combination of funding sources contributed by partner agencies. No project funds shall be used for administrative and/or overhead costs not directly attributed to the project. Administrative and/or overhead expenses shall equal no more than 10% of the Initiative grant amount.

## **VI. AWARD METHODOLOGY**

The Governing Board shall have sole discretion on whether to award funding for a proposal. Geographic distribution of award funds among CMSP counties will be taken into consideration. Awardees shall be selected on a competitive basis based upon responses to this RFP and approval from the Governing Board.

BHW Coalition Planning grant applications will be reviewed and scored based upon the following criteria:

1. Project Narrative (75% in total)
  - Statement of Need (5%)
  - Targeted Healthcare Provider Population(s) (10%)
  - Proposed Project/Approach (25%)
  - Evidence of Linkage with Existing Workforce Development Efforts (10%)
  - Organization and Staffing (10%)
  - Planning Grant Project Timeline (15%)
2. Budget (15%)
3. Role of Partners and Letters of Commitment and Participation (10%)

BHW Initiative grant applications will be reviewed and scored based upon the following criteria:

1. Project Narrative (65% in total)
  - Statement of Need (5%)
  - Targeted Healthcare Provider Population(s) (10%)
  - Proposed Project/Approach (25%)
  - Organization and Staffing (10%)
  - Project Implementation Plan and Timeline (15%)
2. Budget (15%)
3. Proposed Data Collection and Outcome Reporting (10%)
4. Role of Partners and Letters of Commitment and Participation (10%)

## **VII. APPLICATION ASSISTANCE**

### **A. RFP Assistance Webinar Information**

To assist potential applicants, two (2) RFP assistance webinars will be offered. Potential applicants are encouraged to ask specific questions regarding this RFP and the application process. Webinar information is below.

#### **RFP Assistance Webinar**

February 25, 2025, at 11:00 AM PST

[Zoom Link](#)

Webinar ID: 881 8860 6161

Zoom Password: BHW

#### **RFP Assistance Webinar (repeated)**

March 12, 2025, at 1:00 PM PST

[Zoom Link](#)

Webinar ID: 813 0387 2442

Zoom Password: BHW

### **B. Frequently Asked Questions (FAQ)**

Responses to frequently asked questions will be posted on the Governing Board's website [HERE](#).

### **C. Project Contact Information**

Please direct questions regarding this RFP to:

Laura Moyer, Grants Administrator  
CMSP Governing Board  
1545 River Park Drive, Suite 435  
Sacramento, CA 95815  
(916) 649-2631 ext. 110  
[grants@cmspcounties.org](mailto:grants@cmspcounties.org)

## **VIII. BHW COALITION PLANNING GRANT PROPOSAL FORMAT AND REQUIREMENTS**

*This section only applies to applicants applying for a BHW Coalition Planning grant. Applicants that wish to apply for a BHW Initiative grant should proceed to Section IX.*

The CMSP Governing Board expects that, through the Coalition Planning process, planning efforts will be designed to support the development of a BHW Initiative grant application for future submission.

## **A. Application Cover Sheet** (Excel template)

Using the template provided, please include the applicant's name, address and email contact information. The application cover sheet is an Excel template available for download at the Governing Board's website [HERE](#).

## **B. Project Plan and Summary** (Word Template)

Complete a Project Plan and Summary that describes key elements of the proposed project concisely including its objectives, approach, workforce need(s) to be researched, location(s) where need is demonstrated, profession(s) to be targeted, coalition partners and their roles, planned data sources, measures of success and anticipated outcomes. The Project Plan and Summary is a Word template available for download at the Governing Board's website [HERE](#).

## **C. Coalition Planning Grant Narrative** (Word document, no longer than 8-pages)

Create a Narrative that includes:

### 1. Clear Statement of Workforce Need Within County

All Coalition Planning grants must focus on identified healthcare workforce shortage(s) and one or more targeted healthcare professions (or para-professions) needed in the county or counties. Please provide a description of the proposed target healthcare profession(s) and the questions and/or issues planning efforts seek to address. In the context of the selected target profession(s), please specify the goals of the planning effort and how these goals align with the goals set by the Governing Board for the BHW Grant Program overall (see Section II).

Please provide relevant background information relating to the proposed county or counties to be served, unique features of these jurisdictions, and any other pertinent information that helps shape the healthcare provider shortage identified in the county or counties. Applicants should use county-level and/or community-level data to demonstrate need, among other sources.

### 2. Local Healthcare Delivery System Context

Please identify and describe the main strengths and shortcomings of the healthcare delivery system in the county or counties identified in the proposal, along with any foreseen challenges to the delivery system in the coming years. Describe the lead agency, all Coalition planning partners, and their current roles in or association with the delivery system. Identify additional organizations and/or agencies the lead agency wishes to establish relationships with through the planning process.

### 3. Description of Proposed Coalition Planning Project

This section should identify which one or more healthcare profession(s) is the subject(s) of the planning effort. Further, this section should discuss the proposed activities to be



performed in the Coalition planning project and clearly describe all steps necessary for the planning effort to be effectively completed and produce an Initiative grant program proposal. Finally, this section should describe how the planning effort will facilitate linkage and integration of existing healthcare workforce development efforts in the county or counties.

#### **4. Organization and Staffing**

This section should describe and demonstrate the lead applicant's organizational capability to bring local stakeholders together to undertake a planning process that leads to the development of an Initiative grant proposal. It should:

- Clearly outline and delineate the roles and responsibilities of the applicant organization(s) and key partners in relation to the planning effort;
- Provide a basic organizational chart and description of organizational structure for the lead applicant agency; and,
- Identify a lead agency project manager with day-to-day responsibility for key tasks such as leadership, monitoring ongoing progress, preparing project reports, and communicating with partners.

#### **D. Coalition Planning Work Plan (Excel template)**

Using the template provided, make a Coalition Planning Work Plan that lists all planned activities and a timetable for their completion. The Coalition Planning Work Plan is an Excel document available for download at the Governing Board's website [HERE](#).

#### **E. Budget and Budget Narrative (Excel template)**

Using the template provided, create the Coalition Planning grant budget. Detail all expense components that make up total operating expenses and the source(s) of in-kind and/or cash match funding. Describe all administrative costs and efforts to minimize use of project funds for administrative and overhead expenses. No project funds shall be used for administrative and/or overhead costs not directly attributed to the project. Administrative and/or overhead expenses shall equal no more than 10% of the total award amount.

The Budget template is available as an Excel spreadsheet for download [HERE](#).

Please note, prior to contracting, the Governing Board reserves the right to request copies of the applicant's most recent audited financial statements.

#### **F. Letters of Commitment and Participation (PDF documents)**

Coalition Planning grant applicants must demonstrate involvement of representatives from all the following organizations in their coalition and planning efforts:

- At least one local hospital;
- At least one community health center or rural health clinic;

- At least one public educational institution of higher learning, including community colleges and universities, and medical schools, physician assistant schools, nursing schools, and dental schools;
- At least one county agency (Health and Human Services, Health/Public Health, or Behavioral Health), from each county to be served by the plan; and,
- The County Workforce Development Board, from each county to be served by the plan.

Participation and support from coalition members shall be demonstrated by Letters of Commitment and Participation from each organization that describe the role each organization will play in the coalition planning effort.

Each Letter of Commitment and Participation shall be submitted as a PDF. A template to use as a guide is available for download [HERE](#).

All Letters of Commitment and Participation must be submitted as a part of the application. Any letters submitted outside of the application will **not** be considered in scoring the application.

#### **G. Grant Proposal Signature Page** (PDF template)

The grant proposal must be signed by the applicants' authorized signatory using the required Grant Proposal Signature Page template, which is available for download [HERE](#).

### **IX. BHW INITIATIVE GRANT PROPOSAL FORMAT AND REQUIREMENTS**

*This section only applies to applicants applying for a BHW Initiative grant. Applicants that wish to apply for a BHW Coalition Planning grant should refer to Section VIII.*

#### **A. Application Cover Sheet** (Excel template)

Using the form provided, please include the applicant's name address, telephone, and e-mail contact information. The application cover sheet is an Excel document available for download at the Governing Board's website [HERE](#).

#### **B. Project Plan and Summary** (Word template)

Complete a Project Summary that describes key elements of the proposed project concisely including identified healthcare provider needs to be addressed, project objectives and approach, location(s) where need is demonstrated, profession(s) to be targeted, measures of success, anticipated outcomes and key project partners. The Project Plan and Summary is a Word template available for download at the Governing Board's website [HERE](#).

### **C. Initiative Grant Proposal Narrative** (Word document, no longer than 10-pages)

Create a Narrative that includes:

#### **1. Clear Statement of Workforce Need Within County**

All Initiative grants must focus on identified healthcare workforce shortage(s) and one or more targeted healthcare professions and/or para-professions needed in the county or counties. Please provide a description of the proposed target profession(s) and/or para-professions and the specific strategy(ies) that will be used to increase the number of these healthcare providers that will serve the county or counties. In the context of the selected target profession(s), specify how the initiative will fulfill the CMSP Governing Board's goals for the BHW Grant Program (see Section II).

Please provide relevant background information relating to the proposed county or counties to be served, any unique features of these jurisdictions, the healthcare market, and any other pertinent information that explains the healthcare provider shortage identified in the county or counties. Applicants should use county-level and/or community-level data to demonstrate need, among other sources.

Describe the role(s) of each partner engaged in the Initiative grant project, their promised contributions to the project and their commitment over the life of the project. Describe the expected impact on the identified professional shortage as a result of the initiative and provide concrete estimates of the expected impacts. For example, such impacts\* could include:

- Number of new medical or new nursing students from CMSP counties to be recruited and educated;
- Number of new community college or university students from CMSP counties introduced to health careers and provided support to pursue a health profession or para-profession;
- Number of new clinical placements developed for medical, physician assistant, nursing or behavioral health training;
- Number of new providers (by type) with practice rotations in CMSP counties; and,
- Number of high school students reached through healthcare professions programs.

\*Note: This list is for demonstration purposes only. It is not intended to be definitive or limiting.

#### **2. Local Healthcare Delivery System Context**

Please identify and describe the main strengths and shortcomings of the county or counties healthcare market, along with any foreseen challenges in the healthcare delivery system anticipated in the coming years. Describe the lead agency and all key Initiative project partners and their current roles associated with the healthcare delivery system.

### 3. Description of Proposed Project

Describe the proposed activities to be performed in the Initiative. This section should be used to clearly present all steps necessary for successful development, implementation, and operation of the proposed project. This section also must identify which one or more healthcare professions is the subject(s) of the initiative. All plans and activities discussed should correspond with the plans listed in the Project Plan and Summary (see Section IX B above) and items in the Initiative Work Plan (see Section IX D below).

### 4. Organization and Staffing

This section should describe and demonstrate organizational capability to develop, implement, operate, collect data and report on the proposed project. Additionally, the information provided should clearly delineate the roles and responsibilities of the applicant organization and key partners and include the following:

- An organizational chart and description of organizational structure, lines of supervision, and management oversight for the proposed project, including oversight and evaluation of consultants and contractors;
- Identification of a project manager with day-to-day responsibility for key tasks such as leadership, monitoring ongoing progress, preparing project reports, and communicating with other partners; and,
- The roles, qualifications, expertise, and auspices of key personnel.

### **D. Initiative Work Plan** (Excel template)

Using the template provided, make an Initiative Work Plan that lists all planned activities and a timetable for their completion. The Initiative Work Plan is an Excel document available for download at the Governing Board's website [HERE](#).

### **E. Data Collection and Reporting** (Word or Excel)

Create an Excel or Word document detailing the plan for data collection, data analysis and outcome reporting that specifies the data that will be collected, retrieved and reported upon, who will collect it, when it will be collected and how that data will be used to document the outcomes expected to be achieved through the Initiative .

### **F. Budget and Budget Narrative** (Excel template)

Using the template provided, create the Initiative grant budget. Detail all expense components that make up total operating expenses and the source(s) of cash match funding. Describe all administrative costs and efforts to minimize use of project funds for administrative and overhead expenses. No project funds shall be used for administrative and/or overhead costs not directly attributed to the project. Administrative and/or overhead expenses shall equal no more than 10% of the total award amount.

The Budget template is available as an Excel spreadsheet for download [HERE](#).

Please note, prior to contracting, the Governing Board reserves the right to request copies of the applicant's most recent audited financial statements.

### **G. Letters of Commitment and Participation (PDF)**

Letters of Commitment and Participation will be utilized in scoring. Letters should detail the key partner's understanding of the proposed project and their organization's role in the project. BHW Initiative grant proposals must have Letters of Commitment and Participation from all the following:

- At least one local hospital;
- At least one community health center or rural health clinic;
- At least one public educational institution of higher learning, including community colleges and universities, and medical schools, nursing schools, and dental schools dedicated to preparing the next generation of professional healthcare providers.
- At least one county agency (Health and Human Services, Health/Public Health, or Behavioral Health), from each county to be served by the plan.
- County Workforce Development Board from each county to be served by the plan.

Each Letter of Commitment and Participation shall be submitted as a PDF. A template to use as a guide is available for download [HERE](#).

All Letters of Commitment and Participation must be submitted as a part of the application. Any letters submitted outside of the application will **not** be considered in scoring the application.

### **H. Grant Proposal Signature Page (PDF template)**

The grant proposal must be signed by the applicants' authorized signatory using the required Grant Proposal Signature Page template, is available for download [HERE](#).

## **X. APPLICATION INSTRUCTIONS**

***This section applies to both BHW Coalition Planning Grant and Initiative Grant Applications.***

- A. All grant applications must be complete at the time of submission and must follow the required format and use the templates provided:
  1. The font must be Arial, size 12 point.
  2. Text must appear on a single side of the page only.
  3. Assemble each required document within the page number limits listed in the Proposal Format & Requirements sections.
  4. Clearly paginate each submitted document.
  5. Any templates provided by CMSP meet the required form and format.
- B. The application shall be signed by a person with the authority to legally obligate the Applicant.

- C. Submit an electronic copy of the following application components in one email:
- Application Cover Sheet (Excel template)
  - Project Plan and Summary (Word template)
  - Grant Narrative (Word document)
  - Workplan (Excel template)
  - Data Collection and Reporting (Word or Excel document, Initiative applicants only)
  - Budget and Budget Narrative (Excel template)
  - Letters of Commitment and Participation (PDF documents)
  - Grant Proposal Signature Page (PDF template)
- D. Do not provide any materials that are not requested, as reviewers will not consider the materials.

**Complete proposals responding to this RFP must be received by April 1, 2025, no later than 3:00 PM PST via email to [grants@cmspcounties.org](mailto:grants@cmspcounties.org).**

## **XI. GENERAL INFORMATION**

- A. All applications become the property of the Governing Board and will not be returned to the Applicant unless otherwise determined by the Governing Board in its sole discretion.
- B. Any costs incurred by the responding Applicant for developing a proposal are the sole responsibility of the responding Applicant and the Governing Board shall have no obligation to compensate any responding Applicant for any costs incurred in responding to this RFP.
- C. Proposals may remain confidential during this process only until such time as determined by the Governing Board in its sole discretion. Thereafter, the Governing Board may treat all information submitted by a responding Applicant as a public record. The Governing Board makes no guarantee that any or all of a proposal will be kept confidential, even if the proposal is marked “confidential,” “proprietary,” etc.
- D. The Governing Board reserves the right to do the following at any time, at the Governing Board’s sole discretion:
1. Reject any and all applications or cancel this RFP.
  2. Waive or correct any minor or inadvertent defect, irregularity or technical error in any application.
  3. Request that certain or all Applicants supplement or modify all or certain aspects of their respective applications or other materials submitted.
  4. Modify the specifications or requirements for the grant program in this RFP, or the required contents or format of the applications prior to the due date.
  5. Extend the deadlines specified in this RFP, including the deadline for accepting applications.
  6. Award, or not award, any amount of grant funding to any applicant.