



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Motion 16263

Proposed No. 2022-0321.1

Sponsors Zahilay

1 A MOTION acknowledging receipt of the updated
2 implementation plan on restorative community pathways
3 required by the 2021-2022 Biennial Budget Ordinance,
4 Ordinance 19210, Section 18, Proviso P2, as amended by
5 Ordinance 19307, Section 7, and Ordinance 19364, Section
6 14, related to the office of performance, strategy and
7 budget.

8 WHEREAS, the 2021-2022 Biennial Budget Ordinance, Ordinance 19210,
9 Section 18, Proviso P2, as amended by Ordinance 19307, Section 7, and Ordinance
10 19364, Section 14, related to the office of performance, strategy and budget, requires the
11 executive to transmit an updated implementation plan on restorative community
12 pathways, and

13 WHEREAS, the proviso further requires the executive to submit a motion that
14 acknowledges receipt of the updated implementation plan;

15 NOW, THEREFORE, BE IT MOVED by the Council of King County:

16 The receipt of the updated implementation plan on restorative community
17 pathways, which is Attachment A to this motion, in compliance with 2021-2022 Biennial
18 Budget Ordinance, Ordinance 19210, Section 18, Proviso P2, as amended by Ordinance

Motion 16263

19 19307, Section 7, and Ordinance 19364, Section 14, related to the office of performance,
20 strategy and budget, is hereby acknowledged.

Motion 16263 was introduced on 9/6/2022 and passed by the Metropolitan King County Council on 12/13/2022, by the following vote:

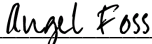
Yes: 8 - Balducci, Dembowski, Kohl-Welles, Perry, McDermott,
Upthegrove, von Reichbauer and Zahilay
No: 1 - Dunn

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

DocuSigned by:

F8830816F1C4427...
Claudia Balducci, Chair

ATTEST:

DocuSigned by:

C267B914088E4A0...
Melani Pedroza, Clerk of the Council

Attachments: A. Updated Implementation Plan on Restorative Community Pathways August 2022

Updated Implementation Plan on Restorative Community Pathways

Original Plan: August 2021

Update: August 2022



King County

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I. Proviso Text

2021-22 Biennial Budget Ordinance, Ordinance 19210, Section 18, Proviso P2, as amended by Ordinance 19307, Section 7, and Ordinance 19364, Section 14:¹

Of this appropriation, \$200,000 shall not be expended or encumbered until the executive transmits an implementation plan on the restorative community pathways program that includes requirements specified in subsections A. through F. of this proviso and an updated implementation plan on the restorative community pathways program that includes requirements specified in subsection G. of this proviso, a motion that should acknowledge receipt of the implementation plan, a motion that should acknowledge receipt of the updated implementation plan and the motion acknowledging receipt of the implementation plan and the motion acknowledging receipt of the updated implementation plan are passed by the council. Both motions should reference the subject matter, the proviso's ordinance number, ordinance section and proviso number in both the title and body of the motion.

The implementation plan should be developed in partnership with community-based organizations and include, but not be limited to, the following:

- A. A program description describing all components of the program, including roles and responsibilities of participating county agencies and community-based organizations;
- B. The request for proposals for awarding contracts to the community-based organizations. The request for proposals shall include the criteria and selection process for awarding contracts to community-based organizations;
- C. A description of how services will be provided equitably to eligible youth in all parts of King County;
- D. A description of the overall program readiness to begin serving an estimated thirty to fifty eligible youth per month;
- E. A description of the evaluation plan, including a listing of the qualitative and quantitative data that will be collected as part of the program evaluation. The data should include demographic data on participating youth including age, ZIP code of the youth's home residence, gender and race;
- F. Milestones for the transition of service provision from juvenile probation staff to community-based organizations; and
- G. NEW SECTION: A progress report summarizing the first three months of the program after referrals begin from the prosecuting attorney's office.**

The executive should electronically file the plan that includes requirements specified in subsections A. through F. of this proviso and motion required by this proviso no later than July 30, 2021, with the clerk of the council, who shall retain an electronic copy and provide an electronic copy to all councilmembers, the council chief of staff and the lead staff for the law and justice committee, or its successor.

¹ Ordinance 19210, Section 18, Proviso P2, as amended by Ordinance 19307, Section 7, and Ordinance 19364, Section 14. [Link](#)

The executive should electronically file the plan with requirement specified in subsection G. of this proviso and motion required by this proviso, nine months after the prosecuting attorney's office begins referring cases to the restorative community pathways program, with the clerk of the council, who shall retain an electronic copy and provide an electronic copy to all councilmembers, the council chief of staff and the lead staff for the law and justice committee, or its successor.

II. Executive Summary

The format of this report includes the original plan and provides the required updates pursuant to the adopted budget Proviso. Updated material is highlighted in the blue shaded box in each section and subsection. This approach ensures vital historical context and information is preserved and provided along with the required updated information.

Implementation Plan Update as of February 1, 2022: For the first three months of Restorative Community Pathways (RCP) implementation between November 2021 and January 2022, the community partners selected Youth Steering Committee members, hired community navigators, implemented a new referral process with the PAO, received 244 referrals, and begin delivering services to referred youth and harmed parties. There were no changes in the planned objectives, eligibility, and process for referrals and service delivery of RCP.

DCHS and the community completed the Request for Proposals (RFP) process in August 2021. Nine agencies were selected for funding and are the RCP Consortium: Choose 180, Community Passageways, Collective Justice, Creative Justice, Congolese Integration Network, East African Community Services, Gathering Roots, Pacific Islander Community Associations, and Puentes. The RCP Consortium members hired 13.7 Community Navigators and selected nine youth to serve as the RCP Youth Steering Committee. Prior to starting referrals from the Prosecuting Attorney's Office (PAO) to RCP, all RFP process milestones were met while two implementation milestones were delayed. No agency applied to serve as the fiscal agent for the Restitution Fund and for the Youth Steering Committee, and the PAO and RCP were still working on a data sharing agreement.

The PAO began referring youth and community members who experienced harm to RCP on November 1, 2022. From November 2021 through March 2022, RCP accepted 388 referrals from the PAO, including both youth and harmed parties. As of March 31, 2022, 75 youth had consented to participate in services, and 139 were in the process of being connected to services.

Once referred, all participants have been paired with an RCP Community Navigator, typically from their geographic area, who worked with them to develop an action plan, and then directed them to programs to help realize that plan. The RCP navigators also assisted participants to access the Restitution Fund for individuals that experienced harm, and the Youth and Families Fund for stipends and basic needs support.

The decision of which RCP community navigator to assign the referred individual to has been based mostly on geography; the community member has been assigned to an RCP navigator who is geographically closest. Restorative Community Pathways has successfully launched a community-based diversion process that centers healing and unified communities to support youth and community members who experience harm. The Executive remains committed to supporting Restorative Community Pathways and this collective response to set youth in crisis on a path toward well-being.

Report Methodology for the Updated Plan: Unless otherwise stated, all information reflects the first three months of program implementation. Due to data complexities, five months of referral and service data is provided. Within each section from the original plan, updates are included in blue text boxes, with original text included below. A new subsection IV.G has also been added to report on progress during the first three months of implementation.

Restorative Community Pathways (RCP) is a community-based diversion process that divests from the current juvenile legal system and invests instead in community-driven supports for referred youth, their families, community members who have experienced harm, and the community.²

Background

RCP is the result of decades-long community organizing by black organizers, youth organizers, and other communities of color to advocate in King County and speak to the harm and ineffectiveness of the current juvenile legal system.^{3,4}

RCP builds on King County's current plans and investments to realize the vision of a community where every person can thrive.⁵ This includes the goals and values set forth in King County's Strategic Plan,⁶ Equity and Social Justice Strategic Plan,⁷ Youth Action Plan,⁸ and the Roadmap for Zero Youth Detention.⁹ It also builds on and complements investments of the Best Starts for Kids¹⁰ initiative's Stopping the School-to-Prison Pipeline strategy area.

RCP is an important step on King County's journey to zero youth detention, as the County divests from the juvenile legal system responses to youth in crisis and invests in a community-based diversion response. The Road Map to Zero Youth Detention states, "The journey to Zero Youth Detention means carefully expanding the range of community-based diversion options until it becomes the primary response for most youth who come into contact with the legal system."¹¹ RCP, community and system partners come together to promote the positive development and well-being of all youth, expand the use of the best evidence and promising practices related to adolescent development, and ensure that the collective response to youth in crisis restores them to a path towards well-being.

² Juvenile diversion programs and approaches hold youth accountable for their behavior without resorting to legal sanctions, court oversight or the threat of confinement. [{Link}](#) Diversion programs are alternatives to initial or continued formal processing of youth in the juvenile legal system. [{Link}](#)

³ Barnert, Dudovitz, Nelson, Coker, Biely, Li, and Chung. (2017). How does incarcerating young people affect their adult health outcomes? *Pediatrics* 139(2). [{Link}](#) See also: Justice Policy [{Link}](#) and Common Justice [{Link}](#); Impact Justice [{Link}](#); and Office of the Attorney General for the District of Columbia Restorative Justice Program. [{Link}](#)

⁴ Additional perspective from RCP community workgroups on the history and development of RCP is included as Appendix C.

⁵ True North and Values - King County [{Link}](#)

⁶ King County Strategic Plan [{Link}](#)

⁷ King County Equity and Social Justice Plan [{Link}](#)

⁸ King County Youth Action Plan [{Link}](#)

⁹ King County Roadmap to Zero Youth Detention [{Link}](#)

¹⁰ King County Best Starts for Kids initiative [{Link}](#)

¹¹ Road Map to Zero Youth Detention, Executive Summary, page 1. [{Link}](#)

RCP was built on the foundation of existing community-based diversion options¹² and decades of community organizing in efforts to end youth prosecution and incarceration. In 2018, King County launched the Community Empowered Disposition Alternative and Resolution (CEDAR) program. Through CEDAR, the King County Prosecuting Attorney's Office (PAO) refers eligible youth to CHOOSE180 for community-based navigation services. Community navigators connect referred youth to services and supports based on the young person's interests and goals. Community-based diversion plans further evolved when CHOOSE180, Creative Justice, Community Passageways, and Collective Justice fought for more cases, including those being referred to CEDAR, to be diverted away from the legal system. These community groups drafted the Pre-filing Individualized Needs-based and Expedited Services (PINES) proposal in consultation with the King County Department of Public Defense (DPD) and the PAO.

In 2020, these community organizations and DPD renamed the PINES proposal to Restorative Community Pathways and the PAO agreed to update it to include felonies eligible under the newly expanded state diversion statute. Community organizations working with youth and young adults impacted by the legal system¹³ proposed RCP to the PAO and DPD. King County funded the RCP proposal in its 2021-22 adopted biennial budget.¹⁴ The King County Department of Community and Human Services' (DCHS) Children, Youth, and Young Adults Division (CYAD) will administer the County funds for RCP community partners.

Report Methodology

In partnership with community-based organizations, DCHS developed this plan. These community organizations provided detailed input and edits to this document. Since RCP is a community-based process led by youth and embedded in community, youth, families, and community played a central role in planning, designing, and deciding on the RCP processes. The implementation plan builds on the original RCP proposal¹⁵ and includes additional components developed with community workgroups, including youth and young adults.

Description of Restorative Community Pathways

Restorative Community Pathways workgroups defined four community-driven objectives of the RCP process:

- 1) Divest funds and services from the current juvenile legal system, that is racially disproportionate and often harmful.
- 2) Invest in a community-driven support system that leads with racial equity and care for the referred youth, their families, the community members who have experienced harm, and the community.
- 3) Create processes of care and support centered in youth agency.

¹² When implemented, RCP will join other diversion options which include: CHOOSE180, Family Intervention and Restorative Services (FIRS), CEDAR and Superior Court Diversion.

¹³ The community organizations partnering with King County in the initial RCP proposal were Creative Justice, CHOOSE180, Collective Justice, and Community Passageways. They have deliberately stepped back in developing this implementation plan to elevate the voices and decisions of youth and community members in the process.

¹⁴ Ordinance 19210 King County 2021-22 biennial budget [{Link}](#)

¹⁵ The original RCP proposal is included as Appendix B of this plan.

- 4) Dismantle the culture of white supremacy,¹⁶ settler-colonialism,¹⁷ and all forms of oppression.

Once the program is fully operational in 2022, prior to filing charges, the PAO will refer up to 600 eligible¹⁸ youth to RCP annually.¹⁹ RCP will operate as a consortium consisting of community-based organizations selected in the Request for Proposal process administered by DCHS and attached as appendix A. RCP consortium members will hire, train, and support community navigators who will work with referred youth and their families and community members who have experienced harm. A Youth Steering Committee will serve as the collective decision-making body of RCP and will partner with the consortium and community navigators in supporting youth participating in RCP.

The RCP workgroups have described the Youth Steering Committee as a decision-making body consisting of youth from across King County, representative of the geographic and racial disparities present in the county. The Youth Steering Committee will be responsible for development of the RCP process after it launches and will partner with the RCP consortium in the selection and oversight of community navigators. The Youth Steering Committee will have a central role in supporting community evaluations of RCP, and support in the distribution of funds. The Youth Steering Committee will work on creating an accountable relationship with community organizations to ensure that the work of RCP continues to be rooted in youth liberation and healing, not punishment. The Youth Steering Committee will consist of youth from the RCP workgroups and will ultimately include youth who have gone through the RCP process.

The RCP process for a young person will begin when the PAO refers an eligible youth to the RCP consortium, rather than filing and referring to the court system. The RCP consortium will then assign the referral to a community navigator based on geographic location, race/ethnicity, language spoken, and navigator capacity. RCP community navigators are intended to be a diverse group of individuals in terms of geographic location, age, race/ethnicity, gender, and languages spoken. As much as feasible, navigators hired by RCP operator organizations will be people representative of populations disproportionately impacted by the criminal legal system who have experience working with youth and communities disproportionately impacted by the criminal legal system. A community navigator will contact the referred youth within two days of receiving the referral to co-create a plan based on strengths, goals, and needs. The referred youth's plan will identify ways to address gaps in basic needs, create space for healing and restoration, connect them to supports and resources, and build community

¹⁶ The Merriam-Webster Dictionary defines white supremacy as beliefs and systems that “collectively enable white people to maintain power over people of other races.” Cultural characteristics of white supremacy can show up as individual behaviors, group norms, or organizational standards. Dr. Tema Okun’s practitioner’s guide outlines how white supremacy culture can appear and operate in organizations, including: perfectionism; sense of urgency; worshipping the written word; and valuing quantity over quality, among others. [{Link}](#)

¹⁷ Learning for Justice offers the following definition of settler-colonialism: “The goal of settler-colonization is the removal and erasure of Indigenous peoples in order to take the land for use by settlers in perpetuity. ... Today, settler-colonialism plays out in the erasure of Indigenous presence. American schools do not teach about Native Americans, past or present; when they do, information is often wrong or incomplete. Students are rarely taught about contemporary Native peoples who have survived the settler-colonial process and continue to thrive, create, practice their traditions and live modern lives... Mainstream media outlets rarely feature stories about Indigenous peoples” [{Link}](#)

¹⁸ For information about RCP eligibility, see section V.A of this plan.

¹⁹ This is subject to change based on the number of youth referred to the PAO by law enforcement.

around them. The navigator will remain in contact with the referred youth as they fulfill their plan. Navigators may connect referred youth to a variety of different services as needed. Among these are counseling and other mental health services, assistance with immigration issues, mentorship, case management, internships, employment services, peer-to-peer learning, and education supports like high school credit recovery, tutoring, or enrollment in GED classes.

The RCP model is rooted in restorative justice. It moves beyond the victim-perpetrator dichotomy, acknowledging and honoring the harm experienced by every person engaged in the RCP process. Through the restorative justice process, survivors will have a voice in their healing process, and referred youth will have an opportunity to engage in meaningful accountability for harm they have caused, without being pushed into the juvenile legal system. RCP consortium members will offer the referred youth and the community members who have experienced harm restorative practices based on their needs, ensuring all involved have the agency to decide if and how they want to engage in restorative justice. Restorative justice practices include facilitated dialogue, healing circles, cultural education, and other practices. Participation in restorative justice mediation is voluntary for both parties. In the case that one of the parties has no desire to engage in a restorative dialogue, then RCP will still provide navigation services, community support, an action plan for the referred youth, and restitution compensation for the community member who has experienced harm.

The RCP process for community members who have experienced harm will parallel that of the referred youth.²⁰ Upon referral to RCP by PAO, a navigator will reach out to the community member who has experienced harm to understand the harm that occurred and assess gaps in basic needs and other services. Community members who have experienced harm are likely to be referred to similar community-based services as those for referred youth, depending on their needs. In the RCP process, community members who have experienced harm will be compensated from a restitution fund managed by an RCP consortium member organization. The navigator working with the community member who has experienced harm will mediate the issue of restitution.

Youth Steering Committee

Youth agency and liberation²¹ will be at the center of all the Restorative Community Pathways work.²² Since youth are most impacted by decisions related to RCP, the consortium members and the DCHS Children Youth and Young Adults Division (CYAD) staff supporting RCP will be accountable to the youth. At the time of writing this report, RCP community workgroups serve in this role. The role of these groups will transition to the RCP Youth Steering Committee, formed of approximately nine young people. The Youth Steering Committee will serve as the community-based decision-making body for RCP design, implementation, monitoring, and evaluation. This includes participating in the selection of community navigators hired by RCP consortium members. Over time, the RCP Youth Steering Committee will develop to be directed by youth and young adults who have completed the RCP process.

²⁰ Based on 2019 data from the PAO, 45 percent of harmed parties are 18 years or younger.

²¹ King County Youth Action Plan, page 51. [Youth Action Plan](#)

²² The concept of liberation from oppression is described by the Youth Collaboratory as an understanding that, “the authentic potential, power, and voice of youth cannot be fully realized until systems of oppression that prevent youth and young adults from reaching their limitless potential are dismantled.” “From juvenile lockup to broken education systems. From lack of transportation to community violence. From underfunded post-secondary schools to lack of response to trauma. The (predominantly BIPOC) youth we serve and many of our staff face this oppression every day.” Equity and Liberation | Youth Collaboratory [Link](#)

RCP Request for Proposals

DCHS, in solidarity with the RCP community program manager and workgroups, issued a request for proposals in June 2021 to fund consortium members for navigation services and one agency for the development and support of the RCP Youth Steering Committee. DCHS expects to complete the selection of agencies in August 2021.

Equitable Provision of RCP Services in All Parts of King County

RCP will work with youth to connect them with the services they need to be successful, regardless of where they live. In addition to selecting a geographic range of providers through the RFP process, DCHS program staff will work with contracted providers, so they have the staffing and resources to provide services to all eligible youth. The RCP consortium providers, in consultation with DCHS, will monitor geographic location of referred youth and adjust staffing plans and caseloads for RCP navigators as needed to ensure that navigators are available to all youth referred for RCP services.

Data Collection and Evaluation

DCHS will evaluate the outcomes, equity, and efficacy of RCP in partnership with the Youth Steering Committee and the RCP consortium organizations. As part of contracting with consortium members, DCHS staff will collaborate with RCP consortium members to develop performance measurement and evaluation plans.

Measures will assess progress toward pre-established goals, including to what extent RCP is:

- Meeting the individualized needs of both the referred youth and the community member who has experienced harm.
- Fostering relationships for both the referred youth and the community member who has experienced harm.
- Providing survivors voice in their healing process.
- Providing young people an opportunity to engage in meaningful accountability for harm they may have caused, without being pushed into the juvenile legal system.

At minimum, all funded partners will collect the following demographic data for participants: age, gender identity, race, and ZIP Code. The outcome data for RCP referred youth will depend on the performance measures developed with funded partners after contracts have been executed and evaluation plans with providers completed.

RCP Readiness for Referrals

DCHS expects RCP implementation will begin in early fall 2021 with a phased approach, reflecting varied organizational readiness among potential RCP organizations. Among organizations that may be selected to deliver RCP navigation services, some may have more experience with community navigation services and may be able to start up more quickly than other organizations that may require more time to prepare.

DCHS currently expects RCP will begin receiving referrals no later than October 1, 2021. Based on anticipated volume of staff at experienced navigator organizations, the RCP consortium should be ready serve as many as 30-50 per month at this time, should the PAO refer that many youth to the program.

The PAO will begin referring cases when the providers have staff to serve referred youth and community members who have experienced harm. Until then, cases will continue to go through the court system. Cases managed by Juvenile Court Services at program commencement will not be transferred to RCP.

Conclusion

Restorative Community Pathways brings community and system partners together to ensure that the collective response to youth in crisis restores them to a path towards well-being. RCP builds on successful community-based navigation services currently supported by King County and expands referrals to include felonies eligible under the expanded state diversion statute. This, together with support for community members who have experienced harm, a restitution fund, and restorative justice mediation make this King County's most comprehensive community-based pre-filing diversion option.

In accordance with Ordinance 19210, Section 18, Proviso P2, as amended by Ordinance 19307, Section 7, the Executive, in partnership with the RCP Consortium and Youth Steering Committee, will transmit an updated implementation plan and progress report summarizing the first three months of the program after referrals begin from the prosecuting attorney's office.

III. Background

Restorative Community Pathways (RCP) builds on past community-based diversion programs and foundational county policy direction, to divest from the current juvenile legal system and invest in community-driven supports for young people, their families, the community members who have experienced harm, and the community. In 2020, a partnership of community organizations working with youth impacted by the legal system,²³ King County Prosecuting Attorney's Office (PAO), and Department of Public Defense (DPD) proposed RCP to the King County Executive Office of Performance, Strategy and Budget.

King County and RCP community partners

This section provides an overview of the King County agencies and community-based partners involved in Restorative Community Pathways. It also details the County policies and plans with which RCP aligns.

Department of Community and Human Services

King County's Department of Community and Human Services (DCHS) provides equitable opportunities for people to be healthy, happy, and connected to community. DCHS envisions a welcoming community that is racially just, where the field of human services exists to undo and mitigate unfair structures. The Department, along with a network of community providers and partners, plays a leading role in creating and coordinating the region's human services infrastructure. DCHS stewards the revenue from the Veterans, Seniors and Human Services Levy (VSHSL),²⁴ Best Starts for Kids (BSK) levy,²⁵ the MIDD

²³ The community organizations partnering with King County in the initial RCP proposal were Creative Justice, CHOOSE180, Collective Justice, and Community Passageways. Participating County agencies included the Prosecuting Attorney's Office (PAO), the Department of Public Defense (DPD), and the Department of Community and Human Services (DCHS).

²⁴ Veterans, Seniors and Human Services Levy [{Link}](#)

²⁵ Best Starts for Kids Levy [{Link}](#)

behavioral health sales tax fund (MIDD),²⁶ the Health Through Housing sales tax²⁷ and the Puget Sound Taxpayer Accountability Account (PSTAA),²⁸ along with other state and federally-directed revenues.

DCHS' Children, Youth, and Young Adults Division (CYAD) will manage the County's investments in Restorative Community Pathways (RCP). CYAD is working toward a vision for this region where all young people have equitable opportunities to be happy, healthy, safe, and thriving members of their communities. The division delivers re-engagement, education, and employment services for youth and young adults²⁹ and administers the Best Starts for Kids Sustain the Gain investments serving young people ages five to 24 and the Puget Sound Taxpayer Accountability Act's K-12, community, and post-secondary investments.³⁰

King County Office of Performance, Strategy and Budget

The King County Office of Performance, Strategy and Budget (PSB) provides comprehensive planning, management, budgeting, and performance assessment for King County government. PSB's work is guided by best practices in financial stewardship and performance management, which includes enhancing accountability, transparency, and integrating strategic planning, business planning, resource allocation, and continuous improvement into a systematic approach throughout the County.

King County Prosecuting Attorney's Office

The King County Prosecuting Attorney's Office (PAO) strives for a juvenile legal system that sets a national standard for progressive and innovative approaches to handling juvenile cases. In recognition that juveniles are different than adults, the PAO created a separate and distinct Juvenile Division in 2017. Deputy prosecutors in the Juvenile Division take a balanced approach in the handling of juvenile cases to include consideration of victim input, respondent rehabilitation, community safety, and how decisions impact equity and social justice outcomes. The PAO also embraces effective alternatives to formal court, especially those rooted in the principles of restorative and community justice.³¹

King County Department of Public Defense

The King County Department of Public Defense (DPD) provides legal representation to adults and youth who have been charged with a crime and cannot afford an attorney as well as people facing civil commitment, parents who could lose their children in a dependency action, and people seeking to vacate a past felony or misdemeanor conviction. DPD works to address racial disproportionality in the criminal legal system, the collateral consequences of system involvement, and other structural and systemic issues that undermine the rights of DPD clients. In 2020, DPD attorneys represented more than 15,000 individuals in King County courts and Seattle Municipal Court and handled more than 20,000 assignments.

²⁶ The MIDD behavioral health sales tax fund is also referred to as the Mental Illness and Drug Dependency fund. [{Link}](#)

²⁷ Health Through Housing sales tax [{Link}](#)

²⁸ Puget Sound Taxpayer Accountability Account [{Link}](#)

²⁹ Children, Youth and Young Adults Division - King County [{Link}](#)

³⁰ Puget Sound Taxpayer Accountability Account [{Link}](#)

³¹ King County Prosecuting Attorney's Office [{Link}](#)

Community-based Organizations and Workgroups

Community organizations and youth have been instrumental in the creation and design of Restorative Community Pathways. Following appropriation of funding for RCP in King County's 2021-22 biennial budget,³² the original organizations³³ proposing RCP stepped back to elevate the voices and decisions of youth and community members in further design of plans to implement RCP. The organizations hired an RCP program manager with funding from the Seattle Foundation to coordinate decision-making of community workgroups on design of RCP components. Workgroups are made up of approximately 70 individuals, including more than 35 youth and young adults. Members of the workgroups represent community organizations from throughout the County, practitioners specialized in restorative justice, and parents of young people impacted by the legal system. Workgroup members represent over 25 ZIP codes in King County, including 15 of the top 20 ZIP codes in which individuals going through the juvenile legal system reside.³⁴ The workgroups developed the implementation plan detailed in this document.

Foundational policies, plans and conditions

King County's work is guided by a commitment to making a welcoming community where every person can thrive.³⁵ Restorative Community Pathways is an opportunity for King County to build on current plans and investments to realize this vision. As a community-led accountability and restoration process that diverts youth from the juvenile legal system, Restorative Community Pathways aligns with the *King County Strategic Plan*, *Equity and Social Justice Strategic Plan*, the *King County Youth Action Plan*, and the *Roadmap for Zero Youth Detention*. It also builds on and complements investments of the Best Starts for Kids initiative's Stopping the School-to-Prison Pipeline strategy area.

King County Strategic Plan

In 2010, the County enacted Ordinance 16897,³⁶ establishing the King County Strategic Plan.³⁷ It is a key tool in reforming county government by focusing on customer service, partnerships, and ways to bring down the cost of government. In 2015, Motion 14317³⁸ revised the County's vision, mission, guiding principles, and goals. Among the guiding principles is a commitment to address the root causes of inequities, and goals include improving the health and well-being of all people in community, ensuring that government is accountable to the public, and implementing alternatives to divert people from the criminal legal system.

Youth Action Plan

³² Ordinance 19210. [{Link}](#)

³³ Creative Justice, CHOOSE180, Collective Justice, and Community Passageways.

³⁴ See section IV.C of this report for the 2020 ZIP code data provided by PAO.

³⁵ True North and Values - King County [{Link}](#)

³⁶ Ordinance 16897 [{Link}](#)

³⁷ King County Strategic Plan [{Link}](#)

³⁸ Motion 14317 [{Link}](#)

In 2014, King County Ordinance 17738³⁹ called for the development of a Youth Action Plan (YAP)⁴⁰ to set priorities for serving King County’s young people, from infants through young adults. The YAP, adopted by Motion 14378⁴¹ in 2015, stipulates that the well-being of children, families, youth, and young adults should not be predicted by their race, ethnicity, gender, sexual orientation, ability, geography, income, or immigration status. The YAP recommendation area 3, Stopping the School-to-Prison Pipeline, King County aims to “reduce the use of, and move toward eliminating, detention for non-violent crimes of youth under age 18.” Furthermore, the YAP articulates direction for policy development, services, and programming to intentionally include diverse youth voices, and voices of those people impacted by policies and services, in authentic and meaningful ways.

Equity and Social Justice Strategic Plan

In 2015, the King County Executive’s Office of Equity and Social Justice (OESJ) was created by the King County Executive. The following year, OESJ produced the 2016-2022 Equity and Social Justice Strategic Plan.⁴² The ESJ Strategic Plan is based on the notion that King County’s future is threatened by a false sense of universal prosperity. According to the ESJ Strategic Plan, while many people in King County are prospering and thriving, a closer look at how benefits are distributed across the region shows deeply entrenched social, economic, and environmental inequities. The Plan recognizes that equity requires that every person has access to the benefits of society regardless of race, ethnicity, gender, religion, sexual orientation, ability, or other aspects of who they are. As such, King County is committed to removing barriers that limit some residents’ ability to fulfill their potential.

Road Map to Zero Youth Detention

In 2018, the Road Map to Zero Youth Detention⁴³ set forth King County’s strategic plan to not only further reduce the use of detention for youth but launched this County on a journey to eliminate it. Informed by youth and their families, communities, and employees whose work touches the lives of youth, the Road Map to Zero Youth Detention outlines practical solutions designed to improve community safety, help young people thrive, keep them from entering the juvenile legal system, divert them from further legal system involvement, and support strong, unified communities.

The Road Map documents research that articulates the potentially harmful effects on youth, families, and communities from youth interaction with the juvenile legal system.⁴⁴ Research in the Road Map also articulates the disproportionate impact the juvenile legal system has on communities of color, the traumatic impacts juvenile legal system involvement has on youth, and the benefits of restorative justice approaches.

³⁹ Ordinance 17738 [{Link}](#)

⁴⁰ King County Youth Action Plan [{Link}](#)

⁴¹ Motion 14378 [{Link}](#)

⁴² King County Equity and Social Justice Plan [{Link}](#)

⁴³ King County Roadmap to Zero Youth Detention [{Link}](#)

⁴⁴ Road map to Zero Youth Detention, page 41-42. [{Link}](#)

- Youth and families of color are at higher risk of becoming involved in the juvenile legal system due in large part to the cumulative disadvantages they experience resulting from systemic racism and bias.⁴⁵
- Despite deep reductions in the use of secure detention for all youth in King County since 1999, racial disproportionality has worsened.⁴⁶
- Most youth have a better chance at a positive adulthood when they don't interact with the juvenile legal system.⁴⁷
- There is little relationship between youth incarceration and overall youth crime in the community.⁴⁸
- Most crime victims prefer investments in programs for at-risk youth, community supervision, and holding people accountable through means other than incarceration.⁴⁹
- Restorative justice has been shown to reduce recidivism and produce greater satisfaction for most victims of crime.⁵⁰
- The normal process of adolescent brain development is to make risky choices for a period of time before reaching adulthood.⁵¹
- Expanding and supporting positive youth development services to youth and families in their communities holds the most promise to keep youth from encountering the legal system.⁵²

King County has been a leader in the reduction of the use of secure detention for youth.⁵³ Beginning in 1999, King County has seen a decline in the referrals into the juvenile legal system, filings by the Prosecuting Attorney's Office (PAO) and in detention utilization. The results of this work are documented by data between 2016 and 2021 alone. Between 2016 and 2021, there was a 49 percent drop in the number of youth in detention and a 71 percent decrease in youth detained on juvenile matters. These declines are due in large part to collaboration with communities and deliberate efforts by the Superior Court, Executive Departments, and the PAO. The number of law enforcement referrals and charges filed in court by the PAO have also declined substantially. Between 2016 and 2020, there were 37 percent fewer referrals from law enforcement and 41 percent fewer PAO filings. While reductions were even steeper for Black, Indigenous, and People of Color (BIPOC) youth (42 percent fewer referrals and 44 percent fewer filings), racial disparities remain immense. In 2020, charges were filed on white youth at a rate of 17.2 per 10,000; the rate for Black youth was 151.5 per 10,000.⁵⁴

⁴⁵ Mental Health America. {2010-2014}. Black and African American Communities and Mental Health. [{Link}](#); Badger, Emily, et al. The New York Times. {2018}. Extensive Data Shows Punishing Reach of Racism for Black Boys. [{Link}](#) Race and Wrongful Convictions in the United States. National Registry of Exonerations. [{Link}](#)

⁴⁶ Based on comparison of youth of color and white youth's average number of youth in detention each day, and percent of youth in detention -disproportionality over time. Road Map to Zero Youth Detention, page 12. [{Link}](#)

⁴⁷ Justice Policy Institute {2006}. The Dangers of Detention. [{Link}](#)

⁴⁸ The Impact of Incarceration on Juvenile Offenders. Clinical Psychology Review, 33:448-459 [{Link}](#)

⁴⁹ Crime Survivors Speak {2016}. Alliance for Safety and Justice. [{Link}](#)

⁵⁰ Crime Survivors Speak {2016}. Alliance for Safety and Justice. [{Link}](#)

² Effectiveness of Restorative Justice Programs {2017}. U.S. Department of Justice. [{Link}](#)

⁵¹ Casey, BJ. The Adolescent Brain. Dev Rev. 2008; 28(1):62-77.

⁵² The Impact of Incarceration on Juvenile Offenders. Clinical Psychology Review, 33:448-459. [{Link}](#)

⁵³ Road Map to Zero Youth Detention, pages 16 and 20. [{Link}](#)

⁵⁴ Zero Youth Detention Dashboard [{Link}](#)

Despite reductions in the number of youth detained, in 2020, youth of color were 3.6 times more likely than white youth to be held in detention, compared to 2.4 times more likely in 2002.⁵⁵

The Road Map states that “the journey to Zero Youth Detention means carefully expanding the range of community-based diversion options until it becomes the primary response for most youth who come into contact with the legal system.”⁵⁶ As outlined in the Road Map, community-based diversion options hold the promise of assuring more meaningful and immediate accountability for youth while keeping youth connected to supportive networks in their community and engaging youth and family in culturally responsive, individualized services.⁵⁷ Restorative Community Pathways aligns with King County’s Road Map to Zero Youth Detention as it recommends divesting from the current juvenile legal system and investing in a community-based diversion response.

Best Starts for Kids Stopping the School-to-Prison Pipeline

Best Starts for Kids (BSK)⁵⁸ is King County’s initiative to improve the health and well-being of residents by investing in promotion, prevention, and early intervention for children, youth, families, and communities. BSK investments are guided by the BSK Implementation Plan approved by the King County Council in September 2016,⁵⁹ which defines the Stopping the School-to-Prison Pipeline (SSPP) strategy area. SSPP is a policy and systems change strategy as well as an investment strategy. The SSPP programmatic area’s overarching goal is to build the collective, healthy strength of communities most impacted by the school-to-prison pipeline⁶⁰. The strategy invests in community supports as an alternative to harmful punitive legal measures. Direct services and programs focus on 12- to 24-year-old young people who are involved in the criminal legal system or who are most likely to encounter it.

Current Context of Restorative Community Pathways

Restorative Community Pathways evolved from earlier work in the context of King County’s Zero Youth Detention and Best Starts for Kids Stopping the School-to-Prison Pipeline strategy. RCP is also the result of decades-long community organizing by Black organizers, youth organizers, and other communities of

⁵⁵ Zero Youth Detention Dashboard [{Link}](#)

⁵⁶ Road Map to Zero Youth Detention, Executive Summary, page 1. [{Link}](#)

⁵⁷ Road Map to Zero Youth Detention [{Link}](#)

⁵⁸ Best Starts for Kids (BSK) [{Link}](#)

⁵⁹ Best Starts for Kids Implementation Plan, 2016 [{Link}](#)

⁶⁰ In the United States, the school-to-prison pipeline, also known as the school-to-prison link, school-prison nexus, or the schoolhouse-to-jailhouse track, is the disproportionate tendency of minors and young adults from disadvantaged backgrounds to become incarcerated because of increasingly harsh school and municipal policies, as well as because of educational inequality in the United States. Many experts have credited factors such as school disturbance laws, zero tolerance policies and practices, and an increase in police in schools in creating the pipeline. This has become a hot topic of debate in discussions surrounding educational disciplinary policies as media coverage of youth violence and mass incarceration has grown during the early 21st century.

color to advocate in King County and speak to the harm and ineffectiveness⁶¹ of the current juvenile legal system.⁶²

In 2017, with King County's support, the Washington State Legislature unlocked the potential for RCP. Engrossed Substitute Senate Bill 6550 expanded the Washington state statute for juvenile diversions to allow inclusion of more charges (misdemeanors and certain felonies) and remove the limitation on the number of diversions a youth was allowed, excluding certain sexual assault and violent offenses.⁶³ This legislation made the vast majority (about 85-90 percent) of youth prosecuted in the juvenile legal system eligible for community diversion.⁶⁴

In 2018, King County launched the Community Empowered Disposition Alternative and Resolution (CEDAR) program. CEDAR, funded by BSK, was a response to the increased eligibility for youth diversions and the need to connect court-pending youth to needed services.⁶⁵ King County PAO, DPD, and DCHS partnered with community organizations⁶⁶ to refer eligible youth to community navigators. The navigators connect youth to services and supports and track the youth's engagement and progress toward agreed upon goals. In CEDAR, the referral to the community navigator takes place after charges are filed. A public defender is assigned to the youth, and at the end of successfully completing the program, and paying any agreed to restitution, charges are reduced. As of 2020, CEDAR had enrolled 100 youth involved in the juvenile legal system. About two-thirds of youth who exited the program received a lower disposition recommendation (64 percent in 2019 and 67 percent in 2020). Youth still have a court record because charges have been filed, and in most cases, charges are reduced not dismissed. Failure to pay restitution often makes it difficult to dismiss the charges. Once RCP is implemented, new cases eligible for CEDAR would be diverted pre-filing to RCP, preventing the creation of a criminal charge for these youth.

Further evolution of community-based diversion plans took place when CHOOSE180, Creative Justice, Community Passageways, and Collective Justice fought for more cases, including those that were originally referred to CEDAR, to be diverted away from the legal system and instead to a collective of community supports and services. These community groups drafted the Pre-filing Individualized Needs-

⁶¹ Barnert, Dudovitz, Nelson, Coker, Biely, Li, and Chung. (2017). How does incarcerating young people affect their adult health outcomes? *Pediatrics* 139(2). [{Link}](#) See also: Justice Policy [{Link}](#) and Common Justice [{Link}](#); Impact Justice [{Link}](#); and Office of the Attorney General for the District of Columbia Restorative Justice Program. [{Link}](#)

⁶² Additional perspective from RCP community workgroups on the history and development of RCP is included as Appendix C.

⁶³ Engrossed Substitute Senate Bill 6550 [{Link}](#)

⁶⁴ See RCW 13.40.70(5)(8).

⁶⁵ At the time, youth arrested for certain alleged offenses (i.e., unlawful possession of a firearm) had to wait upwards of six months before their court hearings. In between the time of their arrests and their court hearings, it was found that youth were at high risk of committing other offenses or becoming victims of offenses. The King County Superior Juvenile Courts probation services were not available until a youth had a hearing and assessment process. This created a large gap between the point of legal contact and the support for youth and their families. CEDAR was created to close that gap and explore ways to reduce charges if participating youth were showing healthy progress toward goals, such as re-engaging their education career, or pursuing emotional wellness resources.

⁶⁶ CHOOSE180 partners with PAO to operate CEDAR.

based and Expedited Services (PINES) proposal in consultation with DPD and PAO. Through PINES, referrals would be made pre-filing, so referred individuals would avoid the harms of the legal system and instead have access to a net of community supports. It also included restitution and support for community members who have experienced harm.

In 2020, community-based organizations supporting youth and families impacted by the juvenile legal system,⁶⁷ in partnership with King County Prosecuting Attorney's Office (PAO) and King County Department of Public Defense (DPD), proposed Restorative Community Pathways as a community-led accountability and restoration process to replace the PINES proposal. The RCP proposal included felonies eligible under the newly expanded state diversion statute. The proposal was included in the Executive's 2021-22 biennial budget proposal as one of several strategies to prevent youth legal system involvement, reduce the number of youth going to detention, and invest in community-based services. King County Council approved this funding in the County's adopted 2021-22 biennial budget.⁶⁸

Report Methodology

Update as of February 1, 2022: Unless otherwise stated, this updated implementation plan incorporates information based on the first three months after referrals from PAO began. It adds a summary progress report on the first three months after referrals from PAO began, as called for by Section G of Ordinance 19210, Section 18, Proviso P2, as amended by Ordinance 19307, Section 7, and Ordinance 19364, Section 14. Due to data complexities, Section G of this update provides **five** months of referral and service data. Within each section from the original plan, updates are included **in blue text boxes**, with original text included below. A new subsection IV.G has also been added to report on progress during the first three months of implementation.

DCHS drafted the updated progress report based on information provided by RCP's community-based program manager, the RCP Youth Steering Committee, and the King County PAO. Representatives of the RCP Youth Steering Committee reviewed and approved the final draft.

This plan elaborates on the original 2020 proposal for Restorative Community Pathways.⁶⁹ RCP is a community-based diversion process led by youth, and embedded in community.⁷⁰ As such, youth, families, and community played a central role in planning, designing, and deciding upon the processes detailed below.

An RCP program manager, hired by initial RCP community partners in 2020 with funding from the Seattle Foundation, worked closely with the initial RCP community partners to form and support five community workgroups to determine the RCP design. RCP workgroups are comprised of community providers, youth currently and formerly involved in the legal system, parents, community organizers, victim advocates, and restorative justice practitioners intentionally so that RCP is designed by different communities from across the county. Workgroups continue to meet weekly starting from March 2021 to

⁶⁷ Creative Justice, CHOOSE180, Collective Justice, and Community Passageways.

⁶⁸ Ordinance 19210. [{Link}](#)

⁶⁹ See original proposal in Appendix B of this report.

⁷⁰ When implemented, RCP will join other diversion options which currently include CHOOSE180, FIRS, and Superior Court Diversion.

establish a shared vision, plan programming, and solidify the formation of RCP program elements, including the Request for Proposals provided in this report.

DCHS drafted this plan based on the original RCP proposal and further input from the community workgroups and the RCP community manager. PAO, DPD, and PSB provided input and feedback on the content of the report, as relevant to their areas of work. RCP community workgroups reviewed and informed the implementation plan at various stages of drafting, including just prior to transmittal to the Council. Community organizations provided detailed input and edits to this document.

IV. Report Requirements

This report is organized to respond to Ordinance 19210, Section 18, Proviso P2, as amended by Ordinance 19307, Section 7, and Ordinance 19364, Section 14. This proviso requires the Executive to transmit an updated implementation plan on the Restorative Community Pathways program. As noted earlier, this updated implementation plan has been developed in partnership with community-based organizations and other members of the community. The proviso calls for the Executive to include the following required information in this plan:

A. A program description describing all components of the program, including roles and responsibilities of participating county agencies and community-based organizations.

B. The request for proposals for awarding contracts to the community-based organizations. The request for proposals shall include the criteria and selection process for awarding contracts to community-based organizations.

C. A description of how services will be provided equitably to eligible youth in all parts of King County.

D. A description of the overall program readiness to begin serving an estimated thirty to fifty eligible youth per month.

E. A description of the evaluation plan, including a listing of the qualitative and quantitative data that will be collected as part of the program evaluation. The data should include demographic data on participating youth including age, ZIP code of the youth's home residence, gender and race.

F. Milestones for the transition of service provision from juvenile probation staff to community-based organizations.

Update:

G. A progress report summarizing the first three months of the program after referrals begin from the prosecuting attorney's office.

A. Program Description, Roles, and Responsibilities

Update as of February 1, 2022: There are no changes to the planned objectives, eligibility, and roles and responsibilities of participating agencies described in this section. The RCP Consortium selected nine youth to serve on the Youth Steering Committee. Section G includes a summary of progress in the first three months of implementation since PAO referrals to RCP began.

This section describes Restorative Community Pathways, including objectives, eligibility, and the roles and responsibilities of participating agencies in referring eligible youth, and community members who have experienced harm, to community-based navigators who will connect them to needed services and restorative supports. The description includes details on overarching objectives and principles defined by community partners, eligibility parameters for referral to RCP, the RCP process flow for the youth and community members who have experienced harm, the RCP community structure, and an outline of the RCP process and timeline for working with youth and community members who have experienced harm.

RCP Community-Driven Objectives

Restorative Community Pathways workgroups defined the following principles:

1. This work is about centering HEALING not PUNISHMENT.
2. This work is about removing power from the County and returning it to communities-- it is a move towards getting rid of the criminal system.
3. This work is about undoing the culture of white supremacy, colonialism, cis-hetero-patriarchy, and all other forms of oppression.
4. This work is centering the agency and liberation of youth.
5. This work is about building and holding accountable and caring relationships.

The workgroups also defined four community-driven objectives of the RCP process:

- 1) Divest funds and services from the current juvenile legal system, that is racially disproportionate and often harmful.
- 2) Invest in a community-driven support system that leads with racial equity and care for the youth, their families, the community members who have experienced harm, and the community.
- 3) Create processes of care and support centered in youth agency.
- 4) Dismantle the culture of white supremacy,⁷¹ settler-colonialism,⁷² and all forms of oppression.

Eligibility

⁷¹ The Merriam-Webster Dictionary defines white supremacy as beliefs and systems that “collectively enable white people to maintain power over people of other races.” Cultural characteristics of white supremacy can show up as individual behaviors, group norms, or organizational standards. Dr. Tema Okun’s practitioner’s guide outlines how white supremacy culture can appear and operate in organizations, including: perfectionism; sense of urgency; worshipping the written word; and valuing quantity over quality, among others. [{Link}](#)

⁷² Learning for Justice offers the following definition of settler-colonialism: “The goal of settler-colonization is the removal and erasure of Indigenous peoples in order to take the land for use by settlers in perpetuity. ... Today, settler-colonialism plays out in the erasure of Indigenous presence. American schools do not teach about Native Americans, past or present; when they do, information is often wrong or incomplete. Students are rarely taught about contemporary Native peoples who have survived the settler-colonial process and continue to thrive, create, practice their traditions and live modern lives... Mainstream media outlets rarely feature stories about Indigenous peoples” [{Link}](#)

RCP will serve youth with first-time felony cases⁷³ and most misdemeanor cases not eligible for existing programs such as CHOOSE180⁷⁴ and Family Intervention and Restorative Services (FIRS).⁷⁵ While serious felony offenses such as Robbery 2 and Assault 2 will be eligible, any felonies which involve a weapon used to threaten or injure a person will be ineligible. Depending on the number of youth referred to the PAO by law enforcement, the program will be able to serve up to 600 referred youth annually, once it is fully operational in 2022.

The PAO estimates the following cases will be referred to RCP at launch:

- most felony cases currently filed as CEDAR cases,
- 90 percent of misdemeanor cases not involving sexual assault or domestic violence, and
- 80 percent of cases currently referred to formal Court diversion.⁷⁶

Summary of Roles and Responsibilities

- Organizations selected in the RCP Request for Proposals (RFP) in 2021, described in section V.B and Appendix A, will form the Restorative Community Pathways consortium. RCP consortium members in partnership with the youth steering committee will hire and train community navigators who will work with eligible youth, referred by PAO, and the community members who have experienced harm. PAO will refer youth to a central point of contact among RCP consortium member organizations. For more information about the consortium, see page .
- A Youth Steering Committee will serve as the collective decision-making body of RCP, guiding program-level decisions for the consortium. For more information about the Youth Steering Committee, see page 22.
- King County DCHS will manage the contracts with RCP consortium members, including an agency supporting the Youth Steering Committee. DCHS will also manage the County's evaluation work.
- The King County Prosecuting Attorney's Office (PAO) will be responsible for referring eligible youth and the community members who have experienced harm to RCP.
- DPD will continue to advise PAO on eligibility criteria, pathways for youth to be referred to RCP, and issues related to youth with a pending case who are or have been involved with RCP.
- The community RCP administrative roles will support communication between the RCP Youth Steering Committee, consortium members, and the County partners.

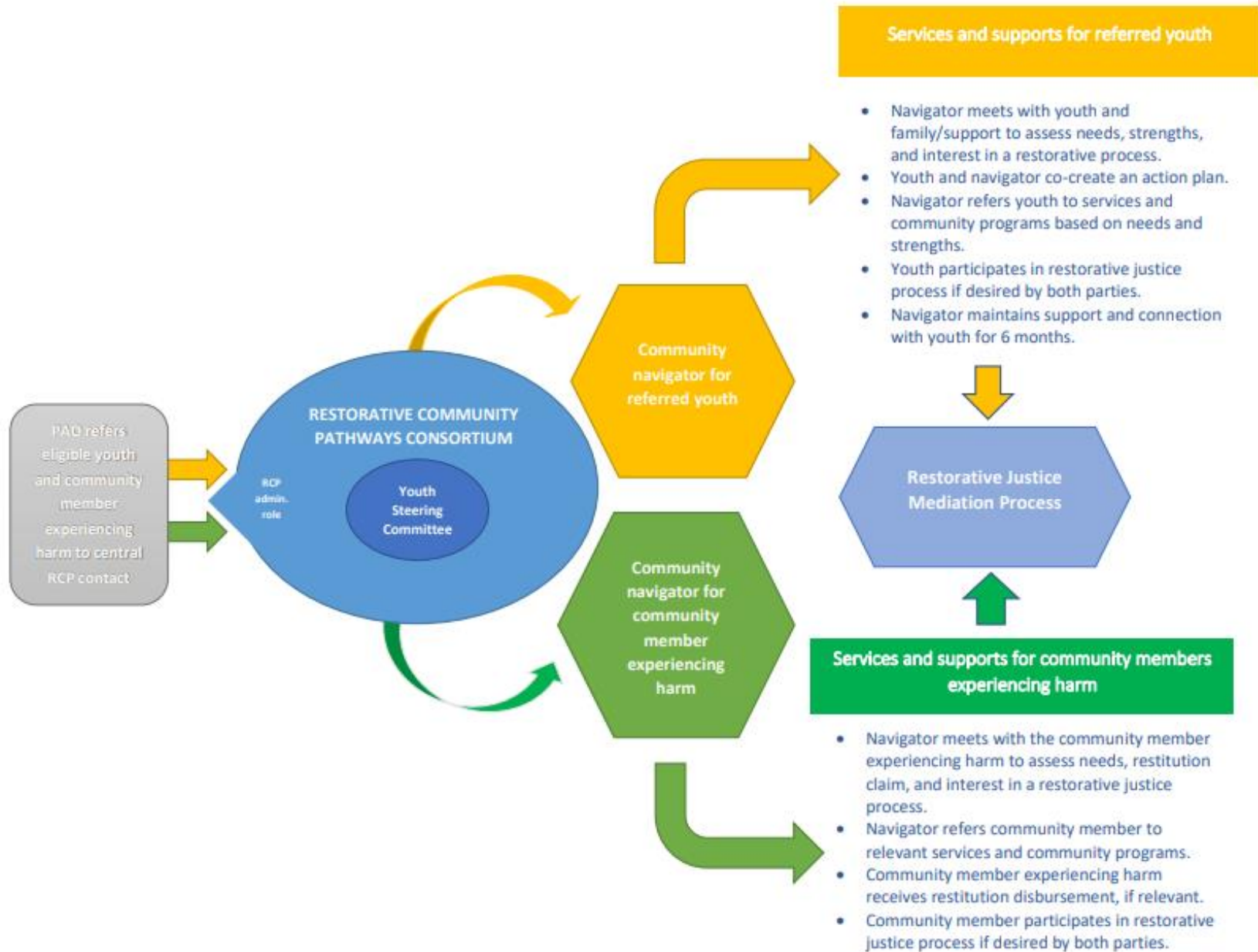
⁷³ Eligible felonies include: Robbery 2, Assault 2 and 3, Residential Burglary, Burglary 2, Motor Vehicle Theft, Unlawful Possession of a Firearm 2, Felony Property/drug offenses.

⁷⁴ CHOOSE180 Youth Program - King County [{Link}](#)

⁷⁵ Family Intervention and Restorative Services - King County [{Link}](#)

⁷⁶ If future law enforcement referrals are similar to average 2020 referrals, PSB estimates the PAO will refer approximately 570 cases to RCP annually, including 110 felonies. Law enforcement referrals in January through May 2021 were lower than 2020 averages.

Figure 1: Restorative Community Pathways Process Flow



Restorative Community Pathways for Youth and Families

As shown in Figure 1 above, the RCP process for a young person will begin when the King County Prosecuting Attorney's Office refers the eligible youth to the RCP Consortium's central point of contact, the RCP administrative role, rather than filing and referring to the court system. The RCP central contact will then assign the referral to a community navigator based on geographic location, race/ethnicity, language spoken, other aspects,⁷⁷ and capacity of navigators. RCP navigators are intended to be a diverse group of individuals in terms of geographic location, age, race/ethnicity, gender, and languages spoken. As much as feasible, navigators hired by RCP operator organizations will be people representative of populations disproportionately impacted by the criminal legal system and have experience working with youth and communities disproportionately impacted by the criminal legal system. A community navigator will contact the referred youth and family within two days of receiving the referral, to build relationships and assess the needs of the youth and family. The community navigator will then co-create a plan with the referred youth and their support system, based on strengths, goals and needs. The referred youth's plan will identify ways to address gaps in basic needs, create space for healing and restoration, connect them to supports and resources, and build community around them. The navigator will remain in contact with the referred youth as they fulfill their plan. Each navigator will build relationships with schools, youth and young adult service providers, health clinics, and other resources in the community to offer a wide range of supports for young people participating in RCP.

Navigators may connect referred youth to a variety of different services as needed. Among these are counseling and other mental health services, assistance with immigration issues, mentorship, case management, internships, employment services, peer-to-peer learning, and education supports like high school credit recovery, tutoring, or enrollment in GED classes. While selected RCP consortium members are expected to have knowledge of many community services available, DCHS will also provide RCP consortium members with information on existing education, employment, behavioral health, and housing services operated directly by King County or community partners.

Restorative Community Pathways for Community Members Who Have Experienced Harm

The RCP process for community members who have experienced harm will parallel the approach for referred youth, as also shown in Figure 1. Upon referral by PAO to RCP, the navigator will reach out to the community member who has experienced harm to understand the harm that occurred and assess whether there are gaps in basic needs and other services that could be addressed. When relevant, and desired, the navigators will refer community members who have experienced harm to services based on their needs. Services are likely to be similar to those for referred youth. This may include mental health services, assistance with immigration issues, mentorship, case management, internship and employment opportunities, and education supports, such as high school credit recovery, tutoring, or enrollment in a GED class.

⁷⁷ Other aspects to provide for the best match will be taken into consideration.

While formal prosecution rarely results in the reimbursement of material losses, the RCP model offers immediate compensation and acknowledgment of the harm.⁷⁸ In the RCP process, community members who have experienced harm will be paid from a restitution fund managed by a contracted RCP consortium member organization. This fund creates an opportunity to mitigate the inequity of crime, since the community member who has experienced harm is often young, low-income, and/or a person of color.⁷⁹ The RCP Youth Steering Committee and RCP consortium members, in consultation with the PAO, will determine details on restitution fund implementation, including the process for disbursing funds and approving restitution amounts. The navigator working with the community member who has experienced harm will mediate the issue of restitution.

Restorative Justice Dialogue for Both Parties

The RCP model is rooted in restorative justice.⁸⁰ It moves beyond the victim-perpetrator dichotomy, by acknowledging and honoring the harm experienced by every person engaged in the RCP process. Through the RCP process, survivors will have a voice in their healing process, and referred youth will have an opportunity to engage in meaningful accountability for harm they have caused, without being pushed into the juvenile legal system.

Restorative justice practices include facilitated dialogue, healing circles, and cultural education. RCP consortium members will offer the community members who have experienced harm and the legal system-involved youth restorative practices based on their needs, ensuring all involved have the agency to decide if and how they want to engage in restorative justice. The RCP organization(s) contracted for these services will be experienced in restorative mediation programs or will subcontract with experienced restorative mediation programs to offer these services. Facilitated restorative mediation processes will allow survivors and family members an opportunity to voice all they endured and experienced as a result of harm done and enable the person who caused harm to hear that impact. Restorative mediation presents an opportunity for the youth to offer remorse and accountability, including telling the truth.

Participation in restorative justice mediation is voluntary for both parties. While restorative justice dialogue can be healing, it requires a substantial commitment of time for preparation and can have a lasting emotional impact. In the case that one of the parties has no desire to engage in a restorative dialogue, then RCP will still provide navigation services, community support, an action plan for the referred youth, and restitution compensation for the community member who has experienced harm.

RESTORATIVE JUSTICE PRACTICES

focus on repairing harm through reconciliation of all parties impacted. It starts the process of healing and transformation for both the individual who was harmed and the individual who caused the harm. The concept of restorative justice brings those harmed by criminal behavior, those who cause the harm, and the larger involved community together to discuss how they have been affected by the behavior and to decide what should be done to repair the harm. When done most effectively, restorative justice is a community-based approach to accountability, safety, and healing. Restorative justice has been shown to reduce recidivism and produce greater satisfaction for victims of crime.

(Zero Youth Detention Roadmap, page 23)

⁷⁸ RCW 13.40.080(b) requires youth to pay restitution to a victim for a loss resulting from an offense. The failure to pay restitution is a leading factor that results in criminal filings, even when youth have been referred to a diversion program. When an offender fails to pay, the PAO cannot dismiss the case or seal the juvenile's records. The RCP restitution fund will keep youth who cannot pay fines, or other financial obligations, from probation violations and potential incarceration.

⁷⁹ Alliance for Safety and Justice, Crime Survivors Speak 2017. [{Link}](#)

⁸⁰ See more on restorative justice history, terms, and practices in 'Restoring Justice-Exploring an alternative to crime and punishment,' Harvard Magazine, July-August 2021. [{Link}](#)

RCP Operators: A Consortium of Community-Based Organizations

The RCP consortium will be formed by community-based organizations contracted through the RCP Request for Proposals administered by DCHS. RCP consortium members will be representative of and working directly with youth, families, and communities impacted by the juvenile legal system, especially BIPOC youth and families. The organizations will have expertise in supporting and elevating the power of Black, Brown, Latinx, LGBTQ+, immigrant, and refugee youth and families. The RCP consortium will operate in partnership with the Youth Steering Committee and be composed of:

- one organization expected to serve as the fiscal sponsor of the RCP Youth Steering Committee and
- contracted organizations providing community navigators for youth and community members who have experienced harm and providing a community network of support for restorative justice, healing, connection, and community.

King County DCHS initiated a request for proposals (RFP) in June 2021 to select the consortium organizations that will operate RCP. The RFP is presented in section V.B. and Appendix A of this report. The consortium approach will enable the collective capacity of RCP to grow over time in response to need. The details of how the consortium will function as a collective, including coordination, communications, decision-making, and operations will be determined by consortium members, together with the Youth Steering Committee, once they are selected.

Youth Steering Committee

Youth agency and liberation will be at the center of all the Restorative Community Pathways work.⁸¹ This aligns with the King County Youth Action Plan recommendation that “policy development, services, and programming should intentionally include diverse youth voices, and voices of those people impacted by policies and services, in authentic and meaningful ways.”⁸²

Since youth are most impacted by decisions related to RCP, the consortium members, program managers, and the County will be accountable to the youth. This will be achieved through the role of the current workgroups, which are envisioned to evolve into the RCP Youth Steering Committee following the RFP process and contract execution with the fiscal sponsor for the Youth Steering Committee. The Youth Steering Committee will be comprised of approximately nine individuals from across the County. Over time, the RCP Youth Steering Committee will develop to be directed by youth and young adults who have completed the RCP program. Members will be from across King County and representative of the geographic and racial disparities present in the County. The Youth Steering Committee will serve as the community-based decision-making body for RCP design, implementation, monitoring, and evaluation. This includes participating in the hiring of community navigators by RCP consortium members. The Youth Steering Committee will be responsible for development of the RCP process after program launch. They will be responsible for the direction of RCP, hold a central role in supporting community evaluations of RCP, and support in the distribution of funds. They will also develop accountable relationships with community organizations to ensure that the work of RCP continues to be rooted in youth liberation and healing, not punishment.

⁸¹ The concept of liberation from oppression is described by the Youth Collaboratory as an understanding that, “the authentic potential, power, and voice of youth cannot be fully realized until systems of oppression that prevent youth and young adults from reaching their limitless potential are dismantled.” “From juvenile lockup to broken education systems. From lack of transportation to community violence. From underfunded post-secondary schools to lack of response to trauma. The (predominantly BIPOC) youth we serve and many of our staff face this oppression every day.” [{Link}](#) [{Link}](#)

⁸² King county Youth Action Plan, page 51. [{Link}](#)

B. Request for Proposals (RFP) for RCP Community-Based Organizations

Update as of February 1, 2022: DCHS received 25 applications responding to the RFP issued in June 2021. Adult and youth stakeholders from the community formed the RFP review panel. The panel reviewed all written applications and conducted interviews of some agencies via Zoom. Based on these results, the review panel recommended nine agencies for funding. These agencies selected to form the RCP Consortium are shown below in Figure 2.

Figure 2: RCP Consortium Members

Agency	Population	Area of Service	Number of Navigators	Award Amount
Choose180	Supporting youth and their families	Basic Needs	2	\$380,333
Collective Justice	Supporting youth and their families <u>and</u> community members who have experienced harm	Restorative Justice and Healing	0	\$326,500
Community Passageways	Supporting youth and their families <u>and</u> community members who have experienced harm	Restorative Justice and Healing	2.5	\$391,700
Congolese Integration Network	Supporting youth and their families	Connection	1	\$216,959
Creative Justice	Supporting youth and their families	Restorative Justice and Healing	0	\$250,000
East African Community Services	Supporting youth and their families	Connection	3.2	\$273,750
Gathering Roots	Supporting youth and their families <u>and</u> community members who have experienced harm	Community	0	\$245,940
PICA / Pacifika Wayfinders	Supporting youth and their families <u>and</u> community members who have experienced harm	Restorative Justice and Healing	3	\$350,000
Puentes	Supporting youth and their families <u>and</u> community members who have experienced harm	Restorative Justice and Healing	2	\$360,000

In addition to contracts with RCP agencies for navigation services, the RCP has three agencies providing services to the community other than navigation. Gathering Roots services focus on community connection and healing; Collective Justice services focus on restorative justice and healing, and Creative Justice focuses on supporting youth and their families through art and adult mentoring. The RCP Consortium process also includes two funds:

- The Restitution Fund, which supports individuals that experience harm with needs that directly resulted from the situation, and
- The Youth and Families Fund, which provides both stipends and basic needs support to RCP youth and their families.

The RFP process also sought to identify community-based agencies to manage The Restitution Fund and to serve as fiscal agent for the Youth Steering Committee, but no agencies applied for these components of RCP. Before a community partner was identified for these functions, DCHS issued payments for the Restitution Fund and Youth Steering Committee directly. Subsequently, Rainer Valley Corps (RVC) agreed to fulfill these roles. At the time of the writing of this plan update, DCHS was in the process of contracting with RVC, and the RVC contract was to be executed by the end of July 2022.

DCHS, in solidarity with the RCP community program manager and workgroups, issued a request for proposals in June 2021.⁸³ The full text of the RCP RFP as released is included with this plan as Appendix A. In the request for proposals, King County seeks to fund agencies for the following services:

Navigation services for young people referred to RCP: Contracted community agencies will hire community navigators who will connect youth and their families to resources and services and discuss opportunities for restorative mediation. Community navigators are expected to be active in the community and also experienced working with youth and providing a safe outlet for youth to speak their minds and escape hectic situations. DCHS also expects community navigators will have experience mentoring youth, elevating youth voices, and working with the court and legal system. The community navigators are expected to be from the same community as the youth served and experienced in therapeutic education to further the youth's healing experience.

Navigation services for community members who have experienced harm: Contracted community agencies will hire community navigators who will reach out to the community member who has experienced harm to understand the harm that occurred, assess needs, refer to relevant services, and work to address restitution. The navigator will discuss restorative mediation opportunities and partner with restorative mediation programs, should both parties be interested. Community navigators for community members who have experienced harm are expected to have experience supporting individuals who have experienced harm and be able to support healing. Community members referred for these services will range in age, demographics, and geographic location.

Development and support of the Youth Steering Committee: DCHS will select a fiscal sponsor that will support and facilitate the RCP Youth Steering Committee to ensure operations and practices align with the RCP's principle of youth agency and liberation. The sponsor will also be responsible for managing compliance with County contractual requirements and supporting the Committee to meet their goals. The Youth Steering Committee will be the decision-making body of RCP, comprised of approximately nine youth and young adults from across the County. Youth Steering Committee members will be compensated for their time, will work together to make decisions regarding RCP, and will support the RCP Consortium.

The RCP Consortium as a community network of support: The agencies receiving funding through this RFP will be expected to create a community network of support for all referred youth and community members who have experienced harm going. As a community network of support, consortium members will be expected to provide the following:

⁸³ Ordinance 19210, Section 18, Proviso P2, as amended by Ordinance 19307, Section 7 directs the request for proposals to include the criteria and selection process for awarding contracts to community-based organizations.

1. **Basic Needs:** Supporting youth, their family members, and community members who have experienced harm in accessing basic needs such as housing and rent support, bill payments, groceries, clothing, mental and physical health services, and other needs.
2. **Restorative Justice and Healing:** Creating collective spaces for healing, processes for healing, and accountability for the youth and community members who have experienced harm.
3. **Connection:** Providing youth with peer-support and mentorship, alongside educational and vocational opportunities and support services.
4. **Community:** Building and holding space for intentional community support and organizing centered in shared identity (racial, refugee, gender, sexual, religious, cultural, etc.).

Funding

Restorative Community Pathways was funded in the King County 2021-22 biennial budget.⁸⁴ County funding covers the community-based agencies providing RCP navigation and support for referred youth and community members who have experienced harm, the RCP Youth Steering Committee and DCHS contracting, program management, and evaluation resources. In accordance with workgroup recommendations, DCHS plans to fund multiple organizations to form the RCP Consortium. The number of agencies funded is subject to change based on the proposals received as part of the request for proposals described in section V.B and included in Appendix A. DCHS anticipates that each agency providing RCP services for youth and community members who have experienced harm will receive a similar amount of funding per full-time equivalent (FTE) employee. Funding will support community navigators, operating costs, youth incentives, and access to capacity building and training.

Selection Criteria

DCHS and the community RCP program manager will convene an RCP RFP selection team, comprised of County staff and community members, to review and score all written proposals and make funding recommendations. The team's evaluation will assess the degree to which proposing organizations meet these criteria:

Equity and Social Justice

- Proposal clearly illustrates and reflects deep understanding of equity and social justice issues.
- Agency has expertise in serving the RCP population they have proposed to serve.
- Application clearly articulates agency commitment to the RCP population and services and alignment with RCP principles.
- Agency has experience working with youth (and/or families) without documentation, and protections in place to safeguard their identities.
- Agency demonstrates historical and foundational commitment to justice and liberation, addressing root causes.

Ability to Deliver RCP Services and Proposed Plan

- Service delivery plan demonstrates a clear understanding of how to support young people, their families and/or community members who have experienced harm in restorative, healing and liberating ways.
- Application demonstrates understanding of resources and services available to youth and families and how to effectively connect them to services.
- Application demonstrates clear plan to help youth, their families, and/or community members who have experienced harm to meet their goals.
- Agency is committed to working within the RCP consortium and the Youth Steering Committee.
- Work plan is clear and concise.

⁸⁴ Ordinance 19210. [{Link}](#)

Organizational Capacity

- Application clearly shares how the organization reflects the youth and families expected to be served by RCP and demonstrates the experience/expertise to provide services.
- Application staff, leadership, and board reflect the RCP communities they plan to serve.
- Application clearly explains their ability to manage RCP funds for youth and/or community members who have experienced harm, and/or the Youth Steering Committee.

Community Engagement

- Application clearly explains how an agency's approach and work is led and/or informed by and for youth, families, and community members most impacted by the criminal system.
- Application clearly explains how the agency will work with other agencies and be an active and contributing member of the RCP Consortium.
- Agency has a history of building and working with youth leadership and a commitment to following the leadership of the Youth Steering Committee.

In addition to the above criteria, because the RCP Consortium as a whole must serve a broad cross-section of the community, DCHS and the RCP RFP selection team may make funding decisions based on factors in proposals such as geographic location of services offered, areas of service provided, and communities served. DCHS and the RCP RFP selection team will also prioritize selection of community partners that are youth-led or have a strong component of youth involvement in programming and services.

DCHS and the RCP RFP selection team may elect to hold site visits with applicants before the funding recommendations are finalized. These recommendations will be presented to the DCHS Department Director who will approve the selection. Applicants will then be notified of the results. DCHS and its community partners plan to complete the evaluation process by end of August 2021 in order to facilitate provider selection and service startup in early fall 2021.

C. How Services will be Provided Equitably to All Eligible Youth in King County

Update as of February 1, 2022: There have been no changes to RCP's service delivery strategy. Section G includes a summary of progress since referrals by PAO to RCP began.

As part of the RFP process, the RCP RFP selection team will recommend, and DCHS will select, a group of community-based agencies that reflect the communities most impacted by the juvenile legal system to provide RCP services. This group of agencies is expected to represent diverse geography, race/ethnicity, and relevant service experience. DCHS will use data provided by the PAO as well as community knowledge to help guide this selection. This includes the top 20 ZIP codes where youth resided when referred to the King County juvenile legal system, as shown in Figure 2 below.⁸⁵

⁸⁵ 2020 data received from King County Prosecuting Attorney's Office in May 2021, based on youth's home address.

Figure 2: Top 20 ZIP Codes Where Youth Resided When Referred to the King County Juvenile Legal System

Zip code	City
98002	Auburn
98003	Federal Way
98032	Kent
98042	Kent/Covington
98118	Seattle
98168	Tukwila/Burien/SeaTac
98198	Des Moines
98023	Federal Way
98133	Seattle
98108	Seattle
98030	Kent
98031	Kent
98092	Auburn
98001	Auburn
98126	Seattle
98188	SeaTac
98055	Renton
98058	Renton
98056	Renton
98057	Renton

All young people referred to RCP will receive the services they need to be successful, regardless of where they live. In addition to selecting a geographic range of providers through the RFP process, DCHS program staff will work with contracted providers so that they have the staffing and resources to provide services to all eligible youth. If there is not a navigator based nearby for a referred youth, then an existing navigator from the RCP consortium will be assigned to serve that young person in their community. The RCP central point of contact, in consultation with DCHS, will adjust RCP navigator agency responsibilities as needed to ensure that navigators are available to all youth referred for RCP services.

The RCP service delivery strategy is designed to have community navigators support youth and their families initially, and to connect them to locally based services that meet their long-term needs. This will allow for longer-term support in the youth's community and help ensure equitable geographic distribution of services.

D. Description of RCP Readiness to Begin Serving 30 to 50 Eligible Youth per Month

Update as of February 1, 2022: RCP was ready to begin serving youth and community members who have experienced harm on November 1, 2021. The RCP Consortium hired 13.7 community navigators to serve referred community members. During the first three months of implementation, navigator capacity was not been a challenge.

DCHS expects RCP implementation will begin in early fall 2021 with a phased approach. This phased implementation is expected to include initial capacity to serve all eligible youth referred by the PAO (up to 30 to 50 youth monthly). Additional capacity is expected to come online slightly later, reflecting varied organizational readiness among potential RCP organizations.

Some of the community-based organizations engaged in transforming the criminal and juvenile legal systems and providing existing restorative community responses have experience operating community navigation services, while some are newer or smaller organizations. Among organizations that may be selected to deliver RCP navigation services, organizations that have more experience with community navigation services may be able to start up more quickly than newer organizations that may require more time to prepare.

While the RCP consortium members are preparing to launch navigation services, the PAO will provide information regarding the number of youth eligible for RCP, and the number who are awaiting services. This will help inform the number of RCP community navigators needed for full implementation.

At the time of this writing, provider selection is under way through the RCP RFP, with provider selection anticipated in late summer 2021. As part of the RFP process, RCP applicants are submitting proposed workplans that detail timelines for hiring navigators and preparing to serve referred youth and community members who have experienced harm, including a restitution fund. It is anticipated that some, but not all, community providers will be able to recruit community navigators between contract award and contract start date so that they are ready to receive referrals by October 1, 2021.

After providers are identified and contracts executed in early fall, RCP navigation services are expected to begin in the fourth quarter of 2021 (by October 1, 2021). It is expected that some organizations with existing navigator infrastructure will be successful bidders, and thus begin taking referrals and serving referred youth and community members who have experienced harm shortly after award of funds. Other organizations will prepare to launch navigator services and participate in organizational capacity-building and technical assistance as needed, with DCHS support. Based on anticipated volume of staff at experienced navigator organizations, the RCP consortium should be ready to serve as many as 30-50 eligible youth per month during this period, should the PAO refer that many youth to the program.

E. Data Collection and Evaluation Plan

Update as of February 1, 2022:

RCP providers, the Youth Steering Committee members, and DCHS jointly developed performance measures, narrative questions, and a preliminary Performance Measurement Plan to assess short-term outcomes of the program. RCP providers and DCHS are engaged in discussions about using data for shared learning, continuous quality improvement, and transparency while balancing privacy limitations for participating individuals. This phase of the discussions are expected to conclude by August 2022 and will result in an agreed upon method for making performance measures and other relevant data available transparently to King County Council and the community. At a minimum, DCHS intends to report to the Council not less than biannually, either through performance dashboards or by memorandum. When possible, outcomes will be disaggregated by participant demographics, including race, age, gender identity, and zip code.

Figure 3: RCP Performance Measures

Type	Performance Measure
How much did we do?	Number of youth/young adults served by RCP
	Number of community members who experienced harm served by RCP
How well did we do it?	Percent of participants satisfied with programming
	Percent of participants regularly engaging in programming
	Percent of participants whose basic needs are met
Is anyone better off?	Percent of participants meeting a goal identified in their action plan
	Percent of participants developing a positive identity
	Percent of participants increasing connection or sense of belonging to their community
	Percent of participants gaining knowledge or skills

This report summarizes initial performance data in Section IV.G below. Based on information available at the time of the drafting of this updated plan, these data include information about the number of people served for the first five months of programming. Please see Appendix D for the Performance Measurement Summary for RCP, as of July 2022.

DCHS will evaluate the outcomes, equity, and efficacy of RCP in partnership with the Youth Steering Committee and the organizations contracted to provide services.⁸⁶ This section presents the guiding principles and approach for the performance measurement and evaluation plan for RCP. It also includes a listing of the data that RCP will collect about referred youth who participate in the program and expected timelines.⁸⁷

⁸⁶ Ordinance 19210, Section 18, Proviso P2, as amended by Ordinance 19307, Section 7 calls for a listing of the qualitative and quantitative data that will be collected as part of the program evaluation, including demographic data on participating youth including age, ZIP code of the youth's home residence, gender and race.

⁸⁷ The full evaluation plan will be developed after contracting with RCP providers is finalized and can be included in the updated implementation plan.

Guiding Principles

DCHS values evaluation and performance measurement activities as an opportunity for learning, reflection, and iteration. The primary purpose of RCP evaluation activities will be to inform ongoing work and investments, understand the extent to which program activities are effective and why, and support shared responsibility for program success. Evaluation activities will be guided by the RCP's community-driven principles.⁸⁸

The overarching goals for RCP performance measurement and evaluation activities are to:

- Develop measurement and evaluation methods that are community-led, culturally appropriate, and derived from the experiences of referred youth and community members who have experienced harm.
- Measure the impacts of RCP to learn and innovate based on experience, ensure effective use of public funds, and ensure the program is equitably supporting communities.
- Ensure timely and clear communication of results to increase accountability to affected communities within King County, especially youth, and to build and sustain public trust.

Approach to Performance Measurement

After the summer 2021 procurement is complete, DCHS evaluators will collaborate with RCP consortium members and the Youth Steering Committee to develop a performance measurement and evaluation plan for RCP. The plan will specify measures to assess progress toward pre-established goals, including the extent to which RCP is:

- Meeting the individualized needs of both the referred youth and the community member who has experienced harm.
- Fostering relationships for both the referred youth and the community member who has experienced harm.
- Providing survivors voice in their healing process and allowing young people to have an opportunity to engage in meaningful accountability for harm they may have caused, without being pushed into the juvenile legal system.

DCHS intends to align these selected performance measures with the Results-Based Accountability (RBA) framework, a plain-language framework used across DCHS programs that groups performance measures into three categories:⁸⁹

- How much was done? What quantity of services were provided?
- How well was it done? What was the quality of the services?
- Is anyone better off? What were the outcomes for participants?

Collaboratively defined measures are expected to be identified in fourth quarter 2021. The selected measures will be collected quarterly and used to summarize how the program is being implemented. The measures will meet DCHS reporting requirements and account for the community's interests as well as the funded partners' program design and capacity.

Anticipated Data Collection

Data collection methods will be determined as part of the performance measurement and evaluation planning process with funded partners. Information collected may include individual-level data, aggregate-level data, and qualitative data. At minimum, all funded partners will collect the following demographic data for participants:

⁸⁸ See above in section A.

⁸⁹ What is Results Based Accountability? *Clear Impact*. (n.d.) [{Link}](#)

- Age
- Gender identity
- Race
- ZIP Code

The outcome data for RCP referred youth will depend on the performance measures developed with funded partners, and the final list will be available after the evaluation plans with selected RCP providers are completed. The Executive expects to include information about these additional measures in the update to this implementation plan due to the Council after implementation has begun.

Example performance measures, shown in Figure 4 below, may include:

Figure 4: Example Performance Measures

How much did we do?	How well did we do it?	Is anyone better off?
Number of youth referred	Percent of referred youth contacted within four days of referral	Percent of referred youth who complete a goal from their action plan
Number of restorative dialogues held	Percent of referred youth assigned to a navigator from their community	Percent of community members who have experienced harm who are connected to additional services

Additional Evaluation Activities

DCHS and community partners intend to complement these core performance measurement activities with additional evaluation efforts. These may include components of process, implementation, and/or outcome evaluations. Along with quantitative data, qualitative evaluation methods will be used to incorporate feedback on RCP services from referred youth, their families, and community members who have experienced harm, and to gain a deeper understanding of impacts and results when quantitative data are unavailable. Depending on interest and capacity, evaluation contractors or other RCP community partners may lead the development or implementation of all or part of these evaluation activities.

Sharing Results Transparently

DCHS anticipates sharing information about RCP-funded activities and results with RCP-funded partners, partner agencies within King County, community members, policymakers, and other stakeholders through a variety of communication products. Examples of these products may include online dashboards, digital storytelling pieces, infographics, and/or written reports. RCP-funded partners and DCHS staff will continuously assess need for dissemination methods to transparently share this information, particularly with the communities most impacted by RCP. Models such as Community Cafés⁹⁰ or learning circles may meet communities' needs. Quarterly reports to PAO on RCP-funded activities will be aligned with DCHS monitoring and evaluation practices.

⁹⁰ Community Cafés [{Link}](#)

F. Milestones for the Transition of Service Provision from Juvenile Probation Staff to RCP

Update as of February 1, 2022: Referrals from PAO to RCP began on November 1, 2022. All RFP process milestones were met. Two RCP Implementation milestones were delayed but are expected to be met soon:

- *Process for timely payment of restitution in place:* No agency applied in the RFP. DCHS processed payments while a community partner was identified, but County processing takes longer than a community contractor. Rainier Valley Corps has since been identified and is in the process of contracting to administer this component of RCP.
- *Data sharing agreement in place.* At the time of the writing of this plan update, the PAO and RCP were still working on a data sharing agreement. The data sharing agreement between DCHS and RCP Consortium agencies is in place, as it is included in RCP contracts.

DCHS expects RCP to begin receiving referrals by October 1, 2021. The PAO will begin referring cases when the providers are ready to effectively serve youth and community members who have experienced harm, as discussed in section IV.D. Until then, cases will continue to go through the court system. Cases managed by Juvenile Court Services at program commencement will not be transferred to RCP.

Measures and milestones to indicate readiness for PAO to refer cases to RCP include:

RFP process milestones:

- RFP released and applicants reviewed.
- RCP Consortium members selected.
- Contracts with RCP Consortium providers executed.

RCP implementation milestones:

- Community Navigator staff hired, and training completed.
- Process for timely payment of restitution in place.
- Referral process from PAO to the RCP Consortium in place.
- RCP Consortium organizations indicate readiness for referrals from PAO.
- Data sharing agreement in place.
- Reporting requirements finalized, and process determined for PAO to receive quarterly reports.

G. NEW SECTION: Progress Report Summarizing the First Three Months of Implementation

Update as of February 1, 2022: This section provides a summary of the progress made from November 1, 2021, when the Prosecuting Attorney's Office (PAO) began referrals to Restorative Community Pathways (RCP), through January 2022. For the first three months of RCP implementation, the community partners selected Youth Steering Committee members, hired community navigators, implemented a new referral process with the PAO, received 244 referrals, and begin delivering services to referred youth and harmed parties. There were no changes in the planned objectives, eligibility, and process for referrals and service delivery of RCP.

Update as of March 31, 2022:⁹¹ From November 2021 through March 2022, RCP accepted 388 referrals from the PAO, including both youth and harmed parties. As of March 31, 2022, 75 youth had consented to participate in services, and 139 were in the process of being connected to services.

The information below in this section provides more detailed updates and has been added since the initial implementation plan.

Youth Steering Committee Selection and Community Navigator Hiring

Prior to beginning referrals, the RCP Consortium selected nine youth to serve on the Youth Steering Committee and hired 13.7 community navigators to provide services to referred community members. The nine-youth selected to form the Youth Steering Committee all have first-hand lived experience with the legal system and participated in the community workgroups that designed RCP. All community navigators are trusted members of the community, and the YSC supported the selection as community navigators for RCP.

PAO Referral Process

The PAO has partnered with the RCP Consortium's referral coordinator to implement the process for community members referred to RCP, consistent with the originally outlined objectives, roles and responsibilities described in Section A of this plan. Accordingly, for all eligible misdemeanor referrals:

1. Within 24 hours of receipt from law enforcement, a senior paralegal reviews the referral to determine if all the basic elements of the charge are established in the police report and there is sufficient probable cause to proceed. If yes, the referral is placed in the RCP queue in the PAO case management system. If no, the referral is declined for any further action and returned to law enforcement with an explanation.
2. Support staff prepare the youth referral packet for RCP.
3. Support staff prepare the community member who experienced harm's referral packet for RCP.
4. PAO management assigned to RCP sends the case, via email, to the RCP referral administrator.

All eligible felony referrals are first reviewed by a Deputy Prosecuting Attorney for legal sufficiency, which means admissible evidence to support the referral from law enforcement as a felony charge. If the referral is sufficient for a felony charge that is eligible for RCP, then the referral is placed in the RCP queue in the PAO case management system, and the same steps 2-4 for referred youth are carried out. PAO does not contact the youth on these referrals, and once referred to RCP, there is only further engagement by PAO if the youth does not consent to RCP or cannot be located by the RCP consortium.

The PAO provided the following summary on cases referred to RCP during the first three months of implementation:⁹²

- None of the cases (youth or community members who have experienced harm) referred in the first three months involved any accusations of assault with weapons.
- None of the referred youth had a previous felony history.
- Ages of referred youth range from 12 to 17 years.
- More than half of RCP youth referrals during the first three months of RCP implementation are mandatory diversion cases under state law.⁹³ In such cases, all prosecutors across Washington State use community-based diversion options like RCP instead of traditional, court-based prosecution.

⁹¹ Due to data complexities, referral and service data is only available for the full period of November 2021 through March 2022.

⁹² Personal communication to DCHS from PAO, May 13, 2022.

⁹³ ([the Juvenile Justice Act of 1977](#))

- Most of the children in these cases were not arrested by police. Law enforcement released them to parents or guardians before sending the case to prosecutors.
- In the few cases referred to RCP involving weapons, no threats of violence were made by the youth and no threats to use the weapon were made by the youth in connection to the incidents.
- Eighty-seven percent of the cases the PAO referred to RCP did not involve weapons. The majority were fights at school.
- Most of the youth referred to RCP during this period were referred by the Auburn Police Department, the Seattle Police Department, the King County Sherriff’s Office, the Federal Way Police Department, and the Renton Police Department.⁹⁴

Community Navigators

Once it receives an RCP referral from the PAO, the RCP Consortium’s Referral Coordinator pairs each participant with an RCP Community Navigator, usually from the participant’s geographic area. If the youth does not consent to participate in RCP, their case may be filed by the PAO. If the youth accepts the program, Community Navigators work with them to develop an action plan, which includes short-term and long-term goals, and direct the youth to programming to help realize that plan. RCP navigators stay in constant communication with the youth as they engage in their action plan. Navigators create space for reflection, shifts in the youth’s plan, and needed support. The RCP navigators assist participants to access the Restitution Fund, for individuals that experienced harm, and the Youth and Families Fund for stipends and basic needs support. Community members who have experienced harm receive very similar services to youth, and services are based on the specific needs and goals of the community members.

Preliminary Performance Measures Data

In partnership with the RCP Consortium and Youth Steering Committee, DCHS staff collected the following preliminary performance data for the first five months of the program (November 1, 2021-March 31, 2022). DCHS collects data from community partners on a quarterly basis, and this collection period allowed for the RCP partners to submit data on the same timeline as other initiatives, as several RCP Consortium agencies are partnering with DCHS on other initiatives/projects. Figure 5 shows the number of community members the PAO referred to RCP during the first five months of implementation.

Figure 5: RCP Referrals by Month

Month	Youth	Harmed Community Member
November 2021	43	44
December 2021	18	13
January 2022	78	48
February 2022	31	26
March 2022	47	40
Totals	217	171

⁹⁴ Provided to DCHS by the PAO Juvenile Practice Supervisor April 2022.

217 Youth were referred from the PAO (November 2021-March 2022). Of these:

- **75** of these Youth consented to participate in RCP services
- **3** of these Youth were unreachable or could not be located
- **139** of these Youth are in the process of being contacted and/or connected with services (it may take a month or more to contact some youth and work to gain their trust so that they will accept services)

171 Community Members who Experienced Harm were referred from the PAO (November 2021-March 2022). Of these:

- **29** of these Community Members who Experienced Harm consented to participate in RCP services
- **\$5,391.42** Harmed Party Funds distributed
- **7** Harmed Party Fund recipients

It is important to note that this information is very preliminary and engagement of referred youth and community members who have experienced harm will increase over time, as it does take time to build trust with the referred community members that have been harmed by systems and are distrusting of government. It also takes time for a new initiative to gain credibility. Additionally, the first three-five months of services saw a significant number of referrals at the same time the community was building infrastructure to provide services (hiring and training staff, creating a database, etc.) DCHS had to serve as the fiscal agent for the harmed party fund during this time because a fiscal agent was not secured the request for proposal process. A fiscal agent (RVC) will be in place by August 1, 2022.

For young people and communities that have been harmed by systems, including the juvenile legal system, trust is a process, and RCP is a step towards allowing the community to build a credible program that allows the community to receive services in a new way. Because of this, DCHS anticipates that future reporting to show higher engagement levels of both youth and community members who have experienced harm.

V. Conclusion and Next Steps

Update as of February 1, 2022: This plan updates the August 2021 Implementation Plan on Restorative Community Pathways by reporting on initial program activities. During these first three months of RCP implementation, through January 2021, RCP community partners have:

- formed the RCP Consortium and Youth Steering Committee,
- hired staff to coordinate and administer the program,
- contracted with DCHS for navigation services,
- established a performance measurement plan for RCP, and
- identified and began contracting with a fiscal sponsor for RCP's Youth Steering Committee and restitution funds.

Additionally, from November 2021 through March 2022, RCP accepted 388 referrals from the PAO, including both youth and harmed parties. As of March 31, 2022, 75 youth had consented to participate in services, and 139 were in the process of being connected to services.

The Executive remains committed to supporting the Restorative Community Pathways approach as an alternative to harmful and punitive legal system responses to youth in crisis and their communities. Through navigation assistance, resources and restorative justice processes, including restitution, it sets both youth and harmed parties on a new path to healing and transformation.

Restorative Community Pathways brings community and system partners together to ensure that the collective response to youth in crisis restores them on a path towards well-being. As a community-based diversion option that leads with racial equity and centers youth agency, RCP advances recommendations set forth in King County's Strategic Plan, Equity and Social Justice Plan, Youth Action Plan, and Roadmap to Zero Youth Detention.

RCP builds off successful community-based navigation services currently supported by King County and expands referrals to include felonies eligible under the expanded state diversion statute. This, together with support for community members who have experienced harm, a restitution fund, and restorative justice mediation make it King County's most comprehensive community-based pre-filing diversion option. RCP is about healing not punishment, community safety, helping young people thrive, and supporting strong, unified communities.

DCHS plans to transmit an updated implementation plan including a progress report summarizing the first three months of the program after referrals begin, as called for by Section G of Ordinance 19210, Section 18, Proviso P2, as amended by Ordinance 19307, Section 7. Continuing the interagency and County/community collaboration that has guided RCP design to date, DCHS plans to develop this update in partnership with the RCP consortium providers and the Youth Steering Committee, as well as partner agencies PAO, DPD and PSB.

VI. Appendices

Appendix A: Restorative Community Pathways Request for Proposals



King County

Children, Youth and Young Adult Division
Department of Community and Human Services

REQUEST FOR PROPOSALS

Restorative Community Pathways

Release Date: *June 21, 2021*

Pre-Proposal Conference: *June 30, 2021 1 p.m. PT*

Meeting URL: <https://kingcounty.zoom.us/j/98127967670?pwd=akRsL2RFNzhlTnhDWIFzaUQvYmU4Zz09>

Meeting ID: 981 2796 7670

Passcode: 095001

US: +1-253-215-8782 and enter 98127967670# or
+1-346-248-7799 and enter 98127967670#

Response Date: *July 26, 2021 2 p.m. PT*

Link to Apply: https://www.zoomgrants.com/zgf/Restorative_Community_Pathways_RFP

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I. INTRODUCTION AND OBJECTIVE

Purpose:

The King County Department of Community and Human Services (DCHS) Children, Youth and Young Adult Division is initiating this Request for Proposals for Restorative Community Pathways, a process which will divert youth from the juvenile legal system and into a community-driven support network that leads both the youth and community members who have experienced harm in an accountability and restoration process building trusting and accountable relationships between youth, families, community members, and community-based organizations.

Background:

RESTORATIVE COMMUNITY PATHWAYS (RCP) is a comprehensive community-led process that divests funds and services from the current juvenile legal system, which is racially disproportionate and often harmful. RCP invests in a community-driven support system that leads with racial equity and care for the young people, their families, the community members who have experienced harm, and the community. The RCP process is largely informed by community-based organizations, youth, and community members who works directly with youth, families, and communities impacted by the juvenile legal system.

The RCP model is rooted in restorative justice and moves beyond the victim-perpetrator dichotomy by acknowledging and honoring the harm experienced by every person engaged in RCP. RCP seeks to provide healing and restoration for all parties and empower those harmed, giving voice to their needs. The RCP model additionally offers financial compensation through the Compensation Fund.

The King County Prosecuting Attorney's Office (PAO) will refer eligible young people to the RCP Consortium rather than involving them in the juvenile legal system. The successful proposers from this RFP will serve in the RCP Consortium as Community Navigators and design support services to respond to meet the individualized needs of both the youth and the community members who have experienced harm. The services to be provided will help young people and their families meet their goals, promote healing for community members who have experienced harm, and offer payment from a Compensation Fund.

Through this community-led accountability and restoration process, survivors have a voice in their healing process, and young people have an opportunity to engage in meaningful accountability for harm they have caused, without being pushed into the juvenile legal system. RCP will serve up to 600 young people who are subject to juvenile court jurisdiction annually once the program is fully operational.

RCP will be steered by a collective of youth from across the county known as the "Youth Steering Committee," as defined below, and further described below. The Youth Steering

Committee will work together with the RCP Consortium to serve as the decision-making body of RCP.

RCP is grounded in the following principles:

1. This work is about centering HEALING not PUNISHMENT
2. This work is about removing power from the County and returning it to communities-- it is a move towards getting rid of the criminal system
3. This work is about undoing the culture of white supremacy, colonialism, cis-hetero-patriarchy, and all other forms of oppression
4. This work is centering the agency and liberation of youth
5. This work is about building and holding accountable and caring relationships

RCP is a response to the harmful juvenile legal system and represents an opportunity for King County to work towards Zero Youth Detention and stopping the school to prison pipeline. RCP is the result of decades of community organizing through King County led by Black organizers, youth organizers, Indigenous and communities of color who challenged the punitive and oppressive criminal legal system and advocated for a shift to community support systems of restoration and healing justice, which are more beneficial to youth and the community than the criminal legal system.

King County has been a leader in the reduction of the use of secure detention for youth. Between 1998 and 2017, there was a 77 percent reduction in admissions to secure detention. Despite reductions in the number of youth detained, in 2017, youth of color were 5.6 times more likely than white youth to be held in detention, compared to 2.4 times more likely in 2002.⁹⁵

Definitions

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

1. “Areas of Service” means the four types of services and supports to be offered to individuals participating in RCP by the RCP Consortium as follows:
 - i. **Basic Needs:** Supporting youth and their family members and community members who have experienced harm in accessing basic needs such as housing and rent support, bill payments, groceries, clothing, mental and physical health services, and other needs.
 - ii. **Restorative Justice and Healing:** Creating collective spaces for healing, and processes for healing and accountability for the youth and community members who have experienced harm.
 - iii. **Connection:** Providing youth with peer-support and mentorship, alongside educational and vocational opportunities, and support services.

⁹⁵ Road Map to Zero Youth Detention [{Link}](#)

- iv. **Community:** Building and holding space for intentional community support and organizing centered in shared identity (racial, refugee, gender, sexual, religious, cultural, etc.).
2. “Community Navigators” will either work with youth and their families referred by the PAO or community members who have experienced harm referred by the PAO. Community Navigators will provide, or facilitate the provision of, the four Areas of Service in RCP.
3. “Embedded in the community” means located in or near the community being served, knowledgeable of issues confronting the community, providing services that meet local needs, and having staff and board representative of the youth and families being served.
4. “Compensation Fund” means funds set aside to provide financial compensation to the community members who have experienced harm for losses that are reasonably related to the situation with the youth.
5. “RCP Consortium” means the network of CBOs awarded contracts from this RFP collaboratively working together to offer services that support and guide system-involved youth, their families, and community members who have experienced harm through the RCP process to build trusting and accountable relationships.
6. “RCP Workgroups” means the coordination of community providers, King County youth, including youth who are currently/formerly involved in systems, community organizers, victim advocates, and families throughout the county. These workgroups are the decision-making body in how RCP is developed, implemented, monitored, and evaluated prior to program launch. RCP Workgroups will transition management of RCP to the Youth Steering Committee after program launch.
7. “Youth Steering Committee” means the central decision-making body of RCP consisting of approximately nine youth from across King County representative of the geographic and racial disparities present in the county. The Youth Steering Committee will be responsible for development of the RCP process after program launch and will include partnering with RCP Consortium in the selection and oversight of Community Navigators. They will be responsible in major decision making in terms of the direction of RCP, hold a central role in supporting community evaluations of RCP, and support in the distribution of funds. They also are working in accountable relationship with community organizations to ensure that the work of RCP continues to be rooted in youth liberation and healing not punishment. The Youth Steering Committee will consist of youth from the RCP Workgroups and will ultimately include youth who have gone through the RCP process.

II. OBJECTIVE AND SCOPE

The RCP Consortium will create a community network of support

Proposers awarded contracts from this RFP for community navigation for youth and community members who have experienced harm will be expected to create a community network of support for all youth and community members who have experienced harm going through the RCP process. The RCP Consortium network of support will be expected to provide the following Areas of Service:

- **Basic Needs:** Supporting youth and their family members and community members who have experienced harm in accessing basic needs such as housing and rent support, bill payments, groceries, clothing, mental and physical health services, and other needs.
- **Restorative Justice and Healing:** Creating collective spaces for healing, and processes for healing and accountability for the youth and community members who have experienced harm.
- **Connection:** Providing youth with peer-support and mentorship, alongside educational and vocational opportunities, and support services.
- **Community:** Building and holding space for intentional community support and organizing centered in shared identity (racial, refugee, gender, sexual, religious, cultural, etc.).

RCP will provide services to ensure youth, their families, and community members who have experienced harm are able to develop their own action plans for healing and accountability, and navigation services will support youth and community members who have experienced harm to implement their action plans and meet their goals.

1. *What is this RFP is funding?*

DCHS, in coordination with the RCP Workgroups, is funding a network of CBOs to serve as the RCP Consortium and provide services and support to youth and their families, and community members who have experienced harm.

Because the RCP Consortium as a whole must serve a broad cross-section of the community, in addition to the scored questions, funding decisions may be based on factors in proposals such as geographic location of services offered, Areas of Service provided, and communities served.

This RFP will award contracts to successful proposers in the roles listed below. Organizations will not be required to perform all services and are encouraged to apply for the areas aligned with their interest and capacity in the following areas:

- i. Organizations to support youth and their families, which includes at least one of the four **Areas of Service: basic needs, restorative justice and healing, connection, and community**. See [Section II.A.2.i](#) below.
- ii. Organizations to support community members who have experienced harm, which includes at least one of the following **Areas of Service: basic needs, restorative justice and healing, connection, and community: and administering the Compensation Fund**. See [Section II.A.2.ii](#) below.

- iii. Organizations to support both youth and their families AND community members who have experienced harm, which includes at least one of the four **Areas of Service: basic needs, restorative justice and healing, connection, and community.** See [Section II.A.2.](#) below.
 - iv. Fiscal sponsor for the Youth Steering Committee. See [Section II.A.3.](#) below.
2. **Community Navigators for youth, their families, and community members who have experienced harm**
- i. **Community Navigators supporting youth their families**

Successful proposers will hire Community Navigators with experience/influence in the community and thorough understanding of issues facing Black, Indigenous, and People of Color (BIPOC) communities. Community Navigators should also have experience supporting youth in various systems that cause harm. Successful proposers will be expected to work in solidarity with the Youth Steering Committee on the selection of Community Navigators for youth and their families prior to hiring.

Community Navigators will co-create a plan with the young person and their support system, based on strengths, goals and needs. Community Navigators will connect youth and their families to resources and services and build relationships with schools, service providers, health clinics, and other resources in the community to offer comprehensive support. Some examples of these services include mental health services, drug and alcohol counseling, mentorship, case management, internship/employment, and education support. Community Navigators will remain in contact with the young person as the youth fulfills their plan.

Within two (2) days of referral, it is expected that Community Navigators will reach out to and create connections with CBOs supporting youth and families, and teach young people how to navigate systems, walking them through the steps, and sharing their knowledge. Community Navigators will be heavily involved in issues in the community as well as with youth, guiding the youth and setting up opportunities. Community Navigators will provide a safe place for youth to speak their mind and get away from hectic situations. Community Navigators should have experience with the courts and legal system, support youth mentoring youth, the ability to build trust and maintain active communication with individuals being supported by RCP and want to elevate youth voices. The Community Navigators are expected to be from the same community as the youth served, and be an educator, in a therapeutic sense, to further the youth's healing experience.

- ii. **Community Navigators when supporting community members who have experienced harm**

Successful proposers in solidarity with the Youth Steering Committee, will hire Community Navigators with experience supporting individuals who have

experienced harm and have the experience and capacity to support healing. Proposers are not expected to provide services to all ages, demographics and geographic locations, but will instead state their capacity in the written proposal.

Community Navigators will support community members who experienced harm in the situation involving the referred youth. Upon referral from the PAO, Community Navigators will immediately reach out to the community members who have experienced harm to address the harm that occurred, assess needs, discuss restorative justice options, and work to address financial restitution including administration of the Compensation Fund. Community Navigators will connect the community members who have experienced harm to resources and services based on a needs assessment co-created by the Community Navigator and community members who have experienced harm.

These referrals/resources may include mental health support, emergency assistance with collateral consequences of the harm, immigration, mentorship, case management, internship/employment, education support, and restorative justice and healing. Community Navigators should have experience supporting individuals who have experienced harm and have the experience and capacity to support healing.

Community members who have experienced harm referred for service will range in age, demographics, and geographic location. As an example, in 2019, 45 percent of the community members experiencing harm were age 18 years or younger.

3. Youth Steering Committee Fiscal Sponsor

DCHS is seeking a fiscal sponsor that will support and provide oversight to the RCP Youth Steering Committee to ensure operations and practices align with the RCP's principle of youth agency and liberation. The Youth Steering Committee will be the decision-making body of RCP, comprised of approximately nine youth from across the county.

The youth participating in the Youth Steering Committee will be compensated for their time and work together to make decisions regarding RCP and support the RCP Consortium. The fiscal sponsor will be expected to have staff that support the Youth Steering Committee to convene and provide information and resources that help the Youth Steering Committee make decisions in partnership with the RCP Consortium, and the County. The fiscal sponsor will provide the mechanism to compensate youth for their time through either hourly wages or stipends.

Equity and Social Justice

King County is home to many powerful and caring communities that make it a great place to live, learn, work and play. Yet there are deep and persistent inequities especially by race and place - that in many cases are getting worse and threaten collective prosperity. Equity and Social Justice (ESJ) is an integrated part of the County's work and foundational to the work of DCHS. 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.

RCP will provide the opportunity for the community to respond to the harm caused by the juvenile legal system. RCP will:

- Meet the individualized needs of both the youth **and** the community members who have experienced harm;
- Foster long-lasting relationships and supports for both the youth **and** the community members who have experienced harm;
- Provide survivors a voice in their healing process and allow young people to have an opportunity to engage in meaningful accountability for harm they have caused without being pushed into the juvenile legal system; and
- Recognize the intrinsic need to provide healing and care for youth who are often retraumatized by the criminal legal system, and provide youth with the basic needs, tools, resources, and community building necessary to engage in their own healing.

Funding

This RFP offers \$5.2 million in funding for RCP, which will include CBOs that will form the RCP Consortium and provide services for youth and their families, and community members who have experienced harm, a CBO to administer the Compensation Fund, and a fiscal sponsor for the RCP Youth Steering Committee. The number of CBOs funded will be based on the proposals received in response to this RFP.

Period of Performance

The period of performance of any contract resulting from this RFP is tentatively scheduled expected to begin on or about **September 1, 2021 and to end on December 31, 2022**. Amendments extending the period of performance, if any, will be at the discretion of DCHS.

Communication

1. RFP Communication

All RFP documents will be uploaded through ZoomGrants, as described in [Section IV. Submitting A Proposal](#), below.

The RFP Coordinator is the sole point of contact for this procurement. All communication regarding the subject matter of this opportunity between the proposers and DCHS upon release of this RFP must be through ZoomGrants or the RFP Coordinator, as follows:

James Gayton
RFP Coordinator
dchs-c&p@kingcounty.gov

Any other communication will be considered unofficial and non-binding on DCHS. Proposers are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator on this opportunity may result in disqualification of the proposer.

2. Proposer Communication

Unless otherwise requested, letters and other transmittals pertaining to this RFP will be issued to the e-mail address noted in the proposals created within ZoomGrants. If other personnel should be contacted via e-mail in the evaluation of this proposal, or to be notified of evaluation results, please complete the information in the area provided in ZoomGrants.

Minimum and/or Desired Qualifications:

1. Minimum Qualifications. The following are the minimum qualifications for proposers:
 - i. Non-profit status or fiscally sponsored so that the proposer has the capacity to receive County funds.
 - ii. Embedded in the community they propose to serve and have staff at all levels, including board members when applicable, who represent and reflect the young people traditionally harmed by the juvenile legal system.
 - iii. Experience supporting Black, Indigenous, Hawaiian and Pacific Islanders, Latinx, South and South East Asians, 2SLGBTQ+, immigrant, refugee, undocumented youth and families and lifting up their power.
 - iv. Experience providing healing and liberating supports to youth involved in the juvenile legal system.

- v. Demonstrated community-driven approach to providing services to youth and their families.
 - vi. Successful track record of connecting youth and their families to community resources and supports (if proposing to offer these services).
 - vii. Experience supporting community members who have experienced harm (if proposing to offer these services).
 - viii. Experience delivering successful restorative, healing-centered practices and services to youth and families (if proposing to offer these services).
 - ix. Willingness to support evaluation activities determined by the RCP Consortium and Youth Steering Committee. All agencies receiving King County funding should be willing to provide relevant information to evaluators. This may include youth-level information and will be negotiated after awards are made.
 - x. Experience providing fiscal oversight to a Youth Steering Committee, or experience in supporting and facilitating a Youth Steering Committee, advisory group, or similar body (if proposing to offer these services).
2. Desired Qualifications. The following are the desired qualifications for proposers but are not mandatory requirements:

For Community Navigator services for youth, DCHS is especially interested in funding partners that are youth-led or have a strong component of youth engagement involvement in programming and services. This includes allowing young people to be actively engaged in selection and hiring of the Community Navigators.

III. PROCUREMENT PROCESS

RFP Timeline

RFP Release Date	June 21, 2021
Pre-Proposal Conference	June 30, 2021 – 1 p.m. PT Meeting URL: https://kingcounty.zoom.us/j/98127967670?pwd=akRsl2RFNzhITnhDWIFzaUQvYmU4Zz09 Meeting ID: 981 2796 7670 Passcode: 095001 US: +1-253-215-8782 and enter 98127967670# or +1-346-248-7799 and enter 98127967670#
Questions due	July 12, 2021, 2 p.m. PT
Answers Posted	July 19, 2021

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Proposals due	July 26, 2021 – 2 p.m. PT
Evaluations period	August 2021
Site Visits and Interviews (if applicable)	August 2021
Notification of selected and non-selected proposers	August 25, 2021

All dates are subject to change at DCHS's discretion.

Questions

Interested parties may submit questions in writing prior to the date and time indicated in the RFP schedule through the Contact Admin tab in ZoomGrants. The DCHS response to all questions received will be posted as an RFP addendum on ZoomGrants.

If potential proposers experience technical difficulties with ZoomGrants, please email the RFP Coordinator directly. Proposers are encouraged to complete their proposals early to avoid any difficulties or errors in submission. DCHS is not responsible for any technical difficulties that a proposer may experience.

Pre-Proposal Conference

A pre-proposal conference is scheduled to be held at the date and time indicated in the schedule. The location of the pre-proposal conference will be available via Zoom as detailed in the RFP Timeline above. All prospective proposers should attend; however, attendance is not mandatory.

DCHS will be bound only to DCHS written answers to questions. Questions arising at the pre-proposal conference or in subsequent communication with the RFP Coordinator will be documented and answered in written form. A copy of the questions and answers will be posted as an RFP amendment on ZoomGrants. Proposers are responsible to check ZoomGrants for any posted amendments to this RFP.

Revisions to the RFP

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

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

Cost to Propose

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[Implementation Plan on Restorative Community Pathways](#)

DCHS will not be liable for any costs incurred by the proposer in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related in any way to this RFP.

No Obligation to Contract

This RFP does not obligate DCCHS to enter into any contract for services specified herein.

Rejection of Proposals

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

Acceptance Period

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

IV. SUBMITTING A PROPOSAL

Proposals must be received using the link below through ZoomGrants **no later than 2:00 p.m. Pacific Time on the due date noted in Section III. RFP Timeline.** Please note that late proposals may not be accepted.

If proposer is experiencing technical issues with ZoomGrants, please contact the RFP Coordinator for assistance and email the full proposal to the RFP Coordinator if necessary to avoid a late submission. Proposers should allow sufficient time to ensure timely receipt of the proposal or to resolve any technical difficulties with ZoomGrants. DCCHS assumes no responsibility for these issues.

The services procured through this RFP shall be provided in accordance with the following instructions, requirements, and specifications. Proposers are responsible for regularly checking ZoomGrants for any updates, clarifications, or amendments to this RFP. Submit proposals through ZoomGrants at:

https://www.zoomgrants.com/zgf/Restorative_Community_Pathways_RFP

All proposals and any accompanying documentation become the property of DCCHS and will not be returned.

Per King County Code 2.93.40, **late proposals may not be accepted and may be automatically disqualified from further consideration.** All proposals and any accompanying documentation become the property of DCCHS and will not be returned.

Proposals

Proposals must be clear, concise, written in English and submitted electronically through ZoomGrants.

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[Implementation Plan on Restorative Community Pathways](#)

Proposals shall be prepared simply and economically, providing a straightforward and concise but complete and detailed description of the proposer's abilities to meet the requirements of this RFP. Emphasis shall be on completeness of content.

Items in this RFP marked "mandatory" must be included as part of the proposal for the response to be considered responsive; however, these items are not scored. Items marked "scored" are those that are awarded points as part of the evaluation conducted by the evaluation team.

To ensure a diverse membership in the RCP Consortium, funding decisions may be based on factors outside the scored questions such as geographic location of services offered by the proposer, types of services offered, and communities served.

Technical Assistance

Free proposal assistance (also known as technical assistance) is available to support small organizations in applying to this RFP. This assistance is available to any small entity with fewer than 20 full-time equivalent staff and an operating budget of less than \$4 million in the prior fiscal year. The main purpose of this technical assistance is to eliminate linguistic, cultural, and other barriers that might prevent small organizations from seeking government funding.

Technical assistance consultants can:

1. Assist in determining appropriate fit between your proposal and RFP.
2. Provide guidance on how best to answer questions.
3. Support your proposal development, including editing and budget review.

See Attachment 2, Technical Assistance, for a list of consultants. Qualifying organizations wishing to access proposal assistance should email the consultants directly. To ensure high quality support, please initiate any assistance request at least fourteen (14) calendar days prior to the RFPs closing date (by July 12, 2021). Availability of assistance is based on consultant capacity. Consultants will ask for information to determine your entity's eligibility prior to providing technical assistance.

Proposal Requirements

1. *Summary Questions (mandatory)*

Summary Questions:

Using Exhibit A, Summary Questions as reference, please respond using the Summary Questions tab in ZoomGrants.

These questions help DCHS understand the characteristics of organizations that are applying for this RFP. These questions will be used in the RFP scoring. Because the

RCP Consortium as a whole must serve a broad cross-section of the community, in addition to the scored questions, funding decisions may be based on factors in proposals such as geographic location of services offered, areas of services provided, and communities served.

2. **Council District Spreadsheet (mandatory)**

Proposers must fill out and submit Exhibit B, Council District as part of their proposal. The information gathered from the spreadsheet will help King County's DCHS understand the characteristics of organizations that are applying for this RFP. These responses may be considered in the evaluation process.

3. **Narrative Questions (scored)**

Proposers must respond to the following questions also referenced in Exhibit C, in the same order as stated, to be considered responsive. Proposers must answer the questions asked. A response answering a different question may be considered unresponsive.

The questions in Parts II, III, IV, and V will vary depending on which services your agency is proposing to offer. Please only respond to the questions related to these services.

If your agency is applying both to serve as a fiscal sponsor for the Youth Steering Committee AND offer services to youth/families and community members who have experienced harm, *please create a separate application in ZoomGrants for each role.*

Part I. Equity and Social Justice (20 points)

Please respond to each of the 3 questions below:

- i. Please describe your agency's expertise in supporting the healing and liberation of Black, Indigenous, Hawaiian and Pacific Islanders, Latinx, South and South East Asians, 2SLGBTQ+, immigrant, refugee, undocumented youth and families, and families of young people. Please include at least one example of when your agency has provided services that support young people and/or community members who have experienced harm in healing and liberation?
- ii. Please describe, from an ESJ framework, a) why working on RCP is important to your agency, b) how your agency aligns with the principles of RCP listed above, and c) how your work seeks to help the pursuit of justice and ultimate achievement of liberation?
- iii. RCP would like to ensure that all young people, their families, and community members who have experienced harm receive services, regardless of immigration status. Please describe your agency's experience working with youth (and/or families) without documentation and the protections your agency has in place?

Part II. Ability to Deliver RCP Services and Proposed Plan (20 Points)

RCP will provide services that empowers youth, their families, and community members who have experienced harm. RCP participants will develop their own action plans for healing and accountability. Community Navigators will support youth and community members who have experienced harm to implement their action plans and meet their goals.

Please indicate which services your agency is applying for:

- Supporting youth and their families, referred by the PAO
(includes the hiring of Community Navigators)
Please indicate at least one Area of Service your agency proposes to provide.
- Supporting community members who have experienced harmed referred by the PAO
(includes the hiring of Community Navigators)
Please indicate at least one Area of Service your agency proposes to provide.
- Supporting youth and their families AND community members who have experienced harmed referred by the PAO
(includes the hiring of Community Navigators)
Please indicate at least one Area of Service your agency proposes to provide.
- Youth Steering Committee Fiscal Sponsor

If applying for more than one role listed above, please create a separate application in ZoomGrants for each role.

Please only respond to the following questions that apply to the services your agency proposes to offer.

- i. If your agency proposes to offer services to youth and their families:

Service Delivery: Young people will be referred to the RCP Consortium providers by the PAO in lieu of involving the young people in the juvenile legal system. Please describe how your agency will support young people and their families?

Goals and Objectives: Please describe how your agency will work with young people to meet their goals and objectives?

Work Plan: Please describe how your agency will prepare to serve youth on or about September 1, 2021. This includes but not limited to hiring staff, training staff, and identifying community resources once funding is awarded?

- ii. If your agency proposes to offer services to community members who have experienced harm:

Service Delivery: Community members who have experienced harm will be referred to the RCP Consortium by the PAO. Please describe how your agency will support community members who have experienced harm?

Goals and Objectives: Please describe how your agency will work with community members who have experienced harm, to meet their goals and objectives, including restoration and healing?

Work Plan: Please describe how your agency will prepare to serve community members who have experienced harm on or around September 1, 2021, including but not limited to hiring staff, training staff, and identifying community resources once funding is awarded?

- iii. If your agency proposes to offer services to both youth and their families, and community members who have experienced harm:

Service Delivery: Young people and community members who have experienced harm will be referred to the RCP Consortium providers by the PAO in lieu of involving the young people in the juvenile legal system. Please describe how your agency will support young people and their families. Please describe how your agency will support community members who have experienced harm?

Goals and Objectives: Please describe how your agency will work with young people to meet their goals and objectives. Please describe how your agency will work with community members who have experienced harm to meet their goals and objectives?

Work Plan: Please describe how your agency will prepare to serve youth and community members who have experienced harm on or about September 1, 2021, including but not limited to hiring staff, training staff, and identifying community resources once funding is awarded?

- iv. If your agency proposes to serve as a fiscal sponsor for the Youth Steering Committee:

Service Delivery: Please describe how you will provide support and fiscal oversight to the Youth Steering Committee. Please include how your agency will provide financial compensation to the Youth Steering Committee members?

Goals and Objectives: Please describe how you will support the Youth Steering Committee to meet their goals and objectives?

Work Plan: Please describe how your agency will plan and implement the Youth Steering Committee?

Part III. Organizational Capacity (10 points)

Please only respond to the questions that apply to the services your agency proposes to offer.

- i. If your agency proposes to offer services to youth and their families:

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Please describe your agency's ability and/or relevant experience to provide RCP services to youth and their families?

Please describe your agency's current capacity including the services your agency currently offers to youth and their families? Your responses should include addressing the following areas of capacity:

- What communities in King County does your agency serve?
- What services does your agency provide? e.g. youth development, basic services, restorative, facilitation, healing circles, education, employment, etc.
- What additional funds or resources might your agency need to support this work?

Where does your agency need support to expand capacity to support RCP services? What does that support entail? e.g. funding, training, information?

Note: DCHS does not expect any one agency to support all the youth, their families, and community members who have experienced harm but rather all agencies will coordinate to create a community network of support for all RCP participants.

Please describe the demographics of the staff that will work on RCP, leaders of your agency, including the Board of Directors if applicable? Please note that demographics of your agency should speak to how they complement the community members your agency is proposing to serve (i.e. youth and their families).

Part of RCP includes providing support services and incentives to youth and their families for items such as rental assistance, food, clothing, etc. Please describe your agency's ability to administer this type of funding for youth and their families?

- ii. If your agency proposes to offer services to community members who have experienced harm:

Please describe your agency's ability and/or relevant experience to provide RCP services to community members who have experienced harm?

Please describe your agency's current capacity including the services your agency currently offers for community members who have experienced harm? Your responses should include addressing the following areas of capacity:

- What communities in King County does your agency serve?
- What services does your agency provide? e.g. youth development, basic services, restorative, facilitation, healing circles, education, employment, etc.
- What additional funds or resources might your agency need to support this work?

Where does your agency need support to expand capacity to support RCP services? What does that support entail? e.g. funding, training, information?

Note: DCHS does not expect any one agency to support all the youth, their families, and community members who have experienced harm but rather all agencies will coordinate to create a community network of support for all RCP participants.

Please describe the demographics of the staff that will work on RCP, leaders of your agency, including the Board of Directors if applicable? Please note that demographics of your agency should speak to how they complement the community members your agency is proposing to serve (i.e. community members who have experienced harm).

Part of RCP includes providing compensate to community members who have experienced harm, please describe your agency's ability to manage a Compensation Fund. Capacity to administer funds and support services directly to harmed parties.

Please note if you do not have this capacity, please describe the resources need to add this capacity or if your agency prefers to partner with another agency on this function.

- iii. If your agency proposes to offer services to both youth and their families, and community members who have experienced harm:

Please describe your agency's ability and/or relevant experience to provide RCP services to youth and their families and community members who have experienced harm?

Please describe your agency's current capacity including the services your agency currently offers to youth and their families and community members who have experienced harm? Your responses should include addressing the following areas of capacity:

- What communities in King County does your agency serve?
- What services does your agency provide? e.g. youth development, basic services, restorative, facilitation, healing circles, education, employment, etc.
- What additional funds or resources might your agency need to support this work?

Where does your agency need support to expand capacity to support RCP services? What does that support entail? e.g. funding, training, information?

Note: DCHS does not expect any one agency to support all the youth, their families, and community members who have experienced harm but rather all agencies will coordinate to create a community network of support for all RCP participants.

Please describe the demographics of the staff that will work on RCP, leaders of your agency, including the Board of Directors if applicable? Please note that demographics of your agency should speak to how they complement the community members your agency is proposing to serve (i.e. youth and their families, and community members who have experienced harm).

Part of RCP includes providing support services and incentives to youth and their families for items such as rental assistance, food, clothing, etc. Please describe your agency's ability to administer this type of funding for youth and their families?

Part of RCP includes providing compensation to community members who have experienced harm, please describe your agency's ability to manage a Compensation Fund as well as capacity to administer funds and support services directly to harmed parties?

Please note if you do not have this capacity, please describe the resources need to add this capacity or if your agency prefers to partner with another agency on this function.

- iv. If your agency proposes to serve as a fiscal sponsor for the Youth Steering Committee:

Please describe your agency's current capacity to serve as the Youth Steering Committee Fiscal Sponsor including the services your agency currently offers.

Your responses should include addressing the following areas of capacity:

- What communities in King County does your agency serve?
- What services does your agency provide? e.g. youth development, basic services, restorative, facilitation, healing circles, education, employment, etc.
- Please describe your agency's ability to compensate youth for their time and provide fiscal oversight to a community-led committee of young people (ages 16-24 years approximately)?
- What additional funds or resources might your agency need to support this work?

Please describe the demographics of the staff that will work on RCP, leaders of your agency, including the Board of Directors if applicable. Please note that demographics of your agency should speak to how they complement the community members your agency is proposing to serve.

Part IV. Community Engagement (20 points)

Please only respond to the questions that apply to the services your agency proposes to offer.

- i. If your agency proposes to offer services to youth and their families:

Please describe how your agency works to follow the leadership of youth and their families by the criminal legal system in your design of programming and decision-making?

Please describe how your agency plans to engage in collaboration with the RCP Youth Steering Committee, as well as any experience your agency has in supporting and following youth leadership?

Please describe how your agency will collaborate and work with other agencies in the RCP Consortium and other agencies providing services that youth and families will be referred to for additional services/support?

- ii. If your agency proposes to offer services to community members who have experienced harm:

Please describe how your agency works to follow the leadership of youth, families, and community members most impacted by the criminal legal system in your design of programming and decision-making?

Please describe how your agency plans to engage in collaboration with the RCP Youth Steering Committee, as well as any experience your agency has in supporting and following youth leadership?

Please describe how your agency will collaborate and work with other agencies in the RCP Consortium and other agencies providing services that community members who have experienced harm may be referred to for additional services/support?

- iii. If your agency proposes to offer services to both youth and their families, and community members who have experienced harm:

Please describe how your agency works to follow the leadership of youth, families, and community members most impacted by the criminal legal system in your design of programming and decision-making?

Please describe how your agency plans to engage in collaboration with the RCP Youth Steering Committee, as well as any experience your agency has in supporting and following youth leadership?

Please describe how your agency will collaborate and work with other agencies in the RCP Consortium and other agencies providing services that youth and families, and community members who have experienced harm will be referred to for additional services/support?

- iv. If your agency proposes to serve as a fiscal sponsor for the Youth Steering Committee:

Please describe how your agency plans to engage in collaboration with the RCP Youth Steering Committee, as well as any experience your agency has in supporting and following youth leadership?

Please describe how your agency will collaborate and work with other agencies in the RCP Consortium and other agencies providing services that youth and families, and community members who have experienced harm will be referred to for additional services/support?

Part V. Budget Considerations (Not scored)

Provide a detailed budget of your organization's proposed project using the templates provided in ZoomGrants.

DCHS has an interest in ensuring organizations have equitable access to public funds. DCHS also has a responsibility to be a good steward of public funds, foresee risk when possible, and work with entities to mitigate that risk. It is the County's goal to work with organizations to ensure access to funds and manage risk together.

Please complete the top budget table in ZoomGrants if applying to serve youth and their families and/or community members who have experienced harm and follow the instructions below:

DCHS anticipates each agency providing RCP services for youth and community members who have experienced harm will receive a similar amount of funding per FTE.

- Approximately \$125,000 (per FTE) for Community Navigators (wages and benefits, etc.).
- Approximately \$25,000 for operating costs including:
 - Technology and equipment
 - Added insurance cost, licenses, and fees
 - Space rental and infrastructure
 - Healthy meals and snacks
 - Mileage and transportation
- Approximately \$50,000-\$150,000 in additional funding may be determined during contract negotiations:
 - Youth incentives and support service funding.
 - Capacity to expand your services to support youth, family members, and individuals who have experienced harm who are referred to RCP.
 - Capacity building funding to ensure a strong community network of support across all RCP Consortium members.
 - Professional development and training funding.

If applying to serve community members who have experienced harm, **please propose a budget to administer the Compensation Fund.**

Please detail any capacity-building funding your agency would require in order to provide RCP services.

Please confirm your agency's ability to work within the budget constraints noted above. Please identify if there are concerns or challenges.

DCHS recognizes that budget planning and capacity building varies from agency to agency. Please share any budget concerns you may have. This will not disqualify you from funding but rather provide the selection committee with valuable insight.

Please complete the lower budget table in ZoomGrants if applying to serve the role of fiscal sponsor for the Youth Steering Committee and follow the instructions below:

Please propose a budget to support the Youth Steering Committee. Please include any fees needed to compensate youth, as well as staff needed to convene the committee on a regular basis, prepare members for meetings, and support members to make decisions.

DCHS recognizes that budget planning and capacity building varies from agency to agency. Please share any budget concerns you may have. This will not disqualify you from funding but rather provide the selection committee with valuable insight.

Site Visits

After evaluating the written proposals, DCHS **MAY** schedule site visits. If DCHS and the community rating team decide site visits are necessary, DCHS will contact the top-scoring agencies from the written evaluation to schedule a date, time, and location for site visits and provide additional information regarding questions to address. DCHS will conduct site visits to ask additional questions and/or gain clarification regarding written proposals. DCHS will determine the number of proposers for site visits at its sole discretion. Results of the site visits may be considered as a factor in making funding recommendations.

Evaluation Criteria and Award

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this RFP and any addenda issued. The evaluation of proposals will be accomplished by a community selection team, to be designated by the RCP Workgroups in partnership with DCHS. The community selection team will determine the ranking of the proposals. Evaluations will only be based upon information provided in the proposer's proposal and potential site visit.

All proposals received by the stated deadline will be reviewed by the RFP Coordinator to ensure that the proposals contain all of the required information requested in the RFP. Only responsive proposals that meet the requirements will be evaluated by the community selection team. Any proposer who does not meet the stated qualifications or any proposal that does not contain all of the required information may be rejected as non-responsive.

The RFP Coordinator may, at their sole discretion, contact the proposer for clarification of any portion of the proposer's proposal. Proposers should take every precaution to ensure that all answers are clear, complete, and directly address the specific requirement.

Responsive proposals will be reviewed and scored by an evaluation team using scoring system described below.

Scoring/Rating Criteria

Rating Criteria		Points
Part I. Equity, Social Justice		20
Highly Competitive	Less Competitive	
Proposal clearly illustrates and reflects deep understanding of equity, social justice issues, and agency has expertise in serving the RCP population they have proposed to serve.	Proposal does not reflect clear understanding of equity and social justice issues and agency does not have expertise in serving the RCP population.	5
Proposal clearly articulates agency commitment to the RCP population and services and alignment with RCP principles.	Proposal and/or agency does not demonstrate a compelling commitment to RCP principles.	5
Proposal describes your experience working with youth (and/or families) without documentation and the protections that are in place to safeguard their identities.	Proposal does not describe protection and safeguard identities in their operational procedures.	5
Proposal demonstrates historical and foundational commitment to justice and liberation addressing root causes.	Proposal does not demonstrate to ongoing commitment to justice and liberation	5
Part II. Ability to Deliver RCP Services and Proposed Plan		20
Highly Competitive	Less Competitive	
Service delivery plan demonstrates a clear understanding of how to support young people and their families, and/or community members who has experienced harm in restorative, healing and liberating ways. Proposal demonstrates understanding of resources and services available to youth and families, and how to effectively connect them to services.	Service delivery plan is unclear and does not demonstrate an understanding of how to support young people and their families in restorative, healing and liberating ways. It is not clear how youth and families and/or community members who have experienced harm will be effectively connected to services.	10
Proposal demonstrates clear plan to help youth and their families, and/or community members who has experienced harm community members who have experienced harm meet their goals. Agency is committed to working within the RCP Consortium and Youth Steering Committee.	Proposal is unclear and lacks detail regarding how youth and families will be supported to meet their goals, or goals are determined by others. Agency is not committed to working with the RCP Consortium.	5

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<p>Proposal demonstrates a dedication to supporting the healing of individuals engaged in RCP, as well as a dedication to practicing intentional accountability and promoting the agency of those involved in RCP</p>	<p>Proposal is unclear and does not</p>	<p>5</p>
<p>Part III. Organizational Capacity</p>		<p>10</p>
<p>Highly Competitive</p>	<p>Less Competitive</p>	
<p>Proposal clearly shares how the organization(s) reflects the members of the RCP community/ies and has experience/expertise to provide services.</p>	<p>Proposal does not demonstrate an existing reflection of the members of the selected community/ies.</p>	<p>5</p>
<p>Proposal staff, leadership and board reflect the RCP community/ies they plan to serve.</p>	<p>Proposal does not have staff, leadership and board that reflects the RCP community/ies they plan to serve.</p>	<p>5</p>
<p>Part IV. Community Engagement</p>		<p>20</p>
<p>Highly Competitive</p>	<p>Less Competitive</p>	
<p>Proposal clearly explains how an agency's approach and work is led and/or informed by and for youth, families, and community members most impacted by the criminal system.</p>	<p>Proposal does not clearly explain how the agency engages youth and their families and/or this ability is not compelling.</p>	<p>10</p>
<p>Proposal clearly explains how they will work with other agencies and be an active and contributing member of the RCP Consortium.</p>	<p>Proposal is not clear and/or agency is not planning to engage with the RCP Consortium.</p>	<p>5</p>
<p>Proposal outlines a history of building and working with youth leadership and a commitment to following the leadership of the Youth Steering Committee.</p>		<p>5</p>
<p>Budget</p>		<p>Not Rated</p>
<p style="text-align: right;">Total</p>		<p>70</p>

i. Phasing The evaluation will be conducted in one or two phases as described below.

1. Phase 1: Written Scoring

All responsive proposers will be reviewed and scored by DCHS-appointed raters using a point/weighted scoring system as described above.

2. Phase 2: Site Visit

Depending the outcome of phase 1, DCHS may conduct site visits.

Responsiveness of Proposals

The RFP Coordinator will review all proposals to determine compliance with administrative requirements and instructions specified in this RFP. A proposer's failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

DCHS also reserves the right at its sole discretion to waive minor administrative irregularities.

Award

Final selection of awardees will be made by King County division and department directors based upon final calculations and recommendations from the RFP selection team. DCHS will execute contracts based upon the final selections.

DCHS intends to award one or more contracts to potential proposers. The RFP Coordinator will notify all proposers in writing of the acceptance or rejection of their RFP. Written notification will be sent via email to the email address(s) submitted on the cover sheet.

Appeals

King County has a process in place for receiving protests / Appeals based upon the RFP 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>.

V. GENERAL REQUIREMENTS

Contract Requirements

Failure of the proposer to accept these obligations outlined below may result in cancellation of their selection.

- i. The awarded proposer will contract directly with King County DCHS. Contractors must meet baseline requirements, including insurance, equal employment opportunity, record keeping, and more as outlined in the department's standard services contract boilerplate with terms and conditions in Attachment 1, Draft Sample Contract.
- ii. A contract may be negotiated with the proposer(s) whose proposal would be most advantageous to King County in the opinion of the DCHS, all factors considered.
- iii. The contents of the selected proposer's proposal shall become contractual obligations if a contract ensues.
- iv. A contract between the selected proposer(s) and King County shall include the contract instrument, the original RFP as issued by King County, the response to the RFP, and any other documents mutually agreed upon. The contract must include, and be consistent with, the specifications and provisions stated in the RFP.

Performance and Measurement

King County DCHS will work with the successful proposers to develop an evaluation plan for funded programs. The evaluation plan will include a methodology and type of data collection, reporting cycle, and other activities that may support evaluation and learning. This evaluation plan will be developed in collaboration with King County and may require reporting on the status of key milestones that a program must achieve before it can finalize performance measures and performance targets, if any. Examples of milestones that may be used for early payment or reporting include but are not limited to:

- i. identifying a model for growth and sustainability.
- ii. hiring and onboarding of staff; and
- iii. training on particular topics that support cultural competence in serving the populations the senior hub would like to serve.

As programs grow and evolve within the award period, King County DCHS staff will be available to make any necessary adjustments to the evaluation plan and related contract sections.

Customer Satisfaction

Funded organizations will work with King County DCHS to develop a method to collect Customer satisfaction data beginning in 2020. Some providers may be exempt from this requirement either because of their program model, populations served, or other factors

Public Records Act

- i. 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.

- ii. All submitted proposals and evaluation materials become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation, negotiation, and award process. This process is concluded when a signed contract is completed between the County and the selected proposer. Note that if an interested party requests copies of submitted documents or evaluation materials, a standard County copying charge per page must be received prior to processing the copies. King County will not make available photocopies of pre-printed brochures, catalogs, tear sheets or audio-visual materials that are submitted as support documents with a proposal. Those materials will be available for review at King County Department of Community and Human Services.
- iii. No other distribution of proposals will be made by the proposer prior to any public disclosure regarding the RFP, the proposal or any subsequent awards without written approval by King County. For this RFP all proposals received by King County shall remain valid for ninety (90) days from the date of proposal. All proposals received in response to this RFP will be retained.
- iv. Proposals submitted under this RFP shall be considered public documents and with limited exceptions, proposals that are recommended for contract award will be available for inspection and copying by the public.

If a proposer considers any portion of his/her proposal to be protected under the law, the proposer shall clearly identify on the page(s) affected such words as “CONFIDENTIAL,” “PROPRIETARY” or “BUSINESS SECRET.” The proposer 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 proposer of the request and allow the proposer ten (10) days to take whatever action it deems necessary to protect its interests. If the proposer fails or neglects to take such action within said period, the County will release the portion of the proposal deemed subject to disclosure. By submitting a proposal, the proposer 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 ZoomGrants and reference the table information below.

Type of Exemption	Beginning Page / Location	Ending Page / Location

American with Disabilities Act

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

VI. RFP EXHIBITS AND ATTACHMENTS

Exhibit A – Summary Questions

Exhibit B – Council District (attached as a separate excel document)

Exhibit C – Narrative Questions

Exhibit D - Budget

Attachment 1 – Draft Sample Contract

Attachment 2 – Technical Assistance Resources

Exhibit A: Summary Questions

- A. Below are the sample questions as they appear in ZoomGrants. These are only for your reference. Please answer all questions in the Summary Tabs 1 and 2 in ZoomGrants.

The following questions help DCHS understand the characteristics of organizations that are applying for this RFP. These questions will not be used in the RFP scoring.

1. Amount Requested;
 2. Proposer Information:
 - a. First Name
 - b. Last Name
 - c. Telephone
 - d. Email
 3. Organizational Information:
 - a. Organization Legal Name/Entity Name
 - b. Address 1
 - c. Address 2
 - d. City
 - e. State/Province
 - f. Zip+4/Postal Code
 - g. Country
 - h. Telephone
 - i. Fax
 - j. Website
 - k. Federal Tax ID (EIN)
 - l. DUNS Number
 4. Individual authorized to sign contracts:
 - a. First Name
 - b. Last Name
 - c. Title
 - d. Email.
- B. Using Exhibit B, Council District, indicate in which Council District(s) you propose to conduct this project? Check all that apply.

Follow this link to view a map of King County Council Districts or search by address:
https://www.kingcounty.gov/council/councilmembers/find_district.aspx

- C. Please list the city and zip code of where your organization's main office is located.

Exhibit B: Council District

Bidder's Name: _____

RFP Title: **Restorative Community Pathways RFP**

WHERE DO YOU SERVE, OR PROPOSE TO SERVE, CLIENTS?

Please respond to both questions below and follow the instructions:

QUESTIONS

1) Do you plan on doing street outreach, meeting with clients in their homes, scattered site case management, or meeting with clients at other variable locations (e.g. clients arrange to meet with you at a library or coffee shop)?

[Click Yes or No and follow instructions](#)

Yes

If YES, please click the "Meet Clients Where They're At" tab, complete the form, then continue to the next question.

No

If NO, please continue to the next question.

2) Do you have one or more set locations where you plan on serving clients (including partner locations and co-locating services)?

[Click Yes or No and follow instructions](#)

Yes

If YES, please click the tab below for "Brick & Mortar Locations" and complete the form.

No

If NO to both questions, please explain in the box below for "Additional Information."

**Additional
Information:**

**“Meet Clients Where They’re At” Tab
INSTRUCTIONS:**

Please select "YES" for each of the Council Districts where you expect to meet clients:
Go to the following link to view a map of King County Council Districts or search by address:

https://www.kingcounty.gov/council/councilmembers/find_district.aspx

	Council District	Council District 2	Council District 3	Council District 4	Council District 5	Council District 6	Council District 7	Council District 8	Council District 9
YES or NO									

**“Brick & Mortar Locations” Tab
INSTRUCTIONS:**

- 1) Please list each physical location in which you plan to provide services (e.g. main office, satellite offices, schools, community centers etc).
- 2) Please select from the drop-down list of Cities and then select the appropriate ZIP. (City and Zip Code are limited fields)

For Outreach Services: please enter the core location(s) of service intent by zip code.

For Capital Projects: please enter the address of the location of the project.

Name of location (if applicable)	Street Address 1	Street Address 2	City	Zip Code

Exhibit C: Narrative Questions

Proposers must respond to the following questions also referenced in Exhibit C, in the same order as stated, to be considered responsive. Proposers must answer the questions asked. A response answering a different question may be considered unresponsive.

The questions in Parts II, III, IV, and V will vary depending on which services your agency is proposing to offer. Please only respond to the questions related to these services.

If your agency is applying both to serve as a fiscal sponsor for the Youth Steering Committee AND offer services to youth/families and community members who have experienced harm, *please create a separate application in ZoomGrants for each role.*

Part I. Equity and Social Justice (20 points)

Please respond to each of the 3 questions below:

- iv. Please describe your agency's expertise in supporting the healing and liberation of Black, Indigenous, Hawaiian and Pacific Islanders, Latinx, South and South East Asians, 2SLGBTQ+, immigrant, refugee, undocumented youth and families, and families of young people. Please include at least one example of when your agency has provided services that support young people and/or community members who have experienced harm in healing and liberation?
- v. Please describe, from an ESJ framework, a) why working on RCP is important to your agency, b) how your agency aligns with the principles of RCP listed above, and c) how your work seeks to help the pursuit of justice and ultimate achievement of liberation?
- vi. RCP would like to ensure that all young people, their families, and community members who have experienced harm receive services, regardless of immigration status. Please describe your agency's experience working with youth (and/or families) without documentation and the protections your agency has in place?

Part II. Ability to Deliver RCP Services and Proposed Plan (20 Points)

RCP will provide services that empowers youth, their families, and community members who have experienced harm. RCP participants will develop their own action plans for healing and accountability. Community Navigators will support youth and community members who have experienced harm to implement their action plans and meet their goals.

Please indicate which services your agency is applying for:

- Supporting youth and their families, referred by the PAO (includes the hiring of Community Navigators)
Please indicate at least one Area of Service your agency proposes to provide.
- Supporting community members who have experienced harmed referred by the PAO (includes the hiring of Community Navigators)
Please indicate at least one Area of Service your agency proposes to provide.

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Implementation Plan on Restorative Community Pathways

- Supporting youth and their families AND community members who have experienced harmed referred by the PAO
(includes the hiring of Community Navigators)
Please indicate at least one Area of Service your agency proposes to provide.
- Youth Steering Committee Fiscal Sponsor

If applying for more than one role listed above, please create a separate application in ZoomGrants for each role.

Please only respond to the following questions that apply to the services your agency proposes to offer.

- If your agency proposes to offer services to youth and their families:

Service Delivery: Young people will be referred to the RCP Consortium providers by the PAO in lieu of involving the young people in the juvenile legal system. Please describe how your agency will support young people and their families?

Goals and Objectives: Please describe how your agency will work with young people to meet their goals and objectives?

Work Plan: Please describe how your agency will prepare to serve youth on or about September 1, 2021. This includes but not limited to hiring staff, training staff, and identifying community resources once funding is awarded?

- If your agency proposes to offer services to community members who have experienced harm:

Service Delivery: Community members who have experienced harm will be referred to the RCP Consortium by the PAO. Please describe how your agency will support community members who have experienced harm?

Goals and Objectives: Please describe how your agency will work with community members who have experienced harm, to meet their goals and objectives, including restoration and healing?

Work Plan: Please describe how your agency will prepare to serve community members who have experienced harm on or around September 1, 2021, including but not limited to hiring staff, training staff, and identifying community resources once funding is awarded?

- If your agency proposes to offer services to both youth and their families, and community members who have experienced harm:

Service Delivery: Young people and community members who have experienced harm will be referred to the RCP Consortium providers by the PAO in lieu of involving the young people in the juvenile legal system. Please describe how your agency will support young people and their

families. Please describe how your agency will support community members who have experienced harm?

Goals and Objectives: Please describe how your agency will work with young people to meet their goals and objectives. Please describe how your agency will work with community members who have experienced harm to meet their goals and objectives?

Work Plan: Please describe how your agency will prepare to serve youth and community members who have experienced harm on or about September 1, 2021, including but not limited to hiring staff, training staff, and identifying community resources once funding is awarded?

- iv. If your agency proposes to serve as a fiscal sponsor for the Youth Steering Committee:

Service Delivery: Please describe how you will provide support and fiscal oversight to the Youth Steering Committee. Please include how your agency will provide financial compensation to the Youth Steering Committee members?

Goals and Objectives: Please describe how you will support the Youth Steering Committee to meet their goals and objectives?

Work Plan: Please describe how your agency will plan and implement the Youth Steering Committee?

Part III. Organizational Capacity (10 points)

Please only respond to the questions that apply to the services your agency proposes to offer.

- i. If your agency proposes to offer services to youth and their families:

Please describe your agency's ability and/or relevant experience to provide RCP services to youth and their families?

Please describe your agency's current capacity including the services your agency currently offers to youth and their families? Your responses should include addressing the following areas of capacity:

- What communities in King County does your agency serve?
- What services does your agency provide? e.g. youth development, basic services, restorative, facilitation, healing circles, education, employment, etc.
- What additional funds or resources might your agency need to support this work?

Where does your agency need support to expand capacity to support RCP services? What does that support entail? e.g. funding, training, information?

Note: DCHS does not expect any one agency to support all the youth, their families, and community members who have experienced harm but rather all agencies will coordinate to create a community network of support for all RCP participants.

Please describe the demographics of the staff that will work on RCP, leaders of your agency, including the Board of Directors if applicable? Please note that demographics of your agency should speak to how they complement the community members your agency is proposing to serve (i.e. youth and their families).

Part of RCP includes providing support services and incentives to youth and their families for items such as rental assistance, food, clothing, etc. Please describe your agency's ability to administer this type of funding for youth and their families?

ii. If your agency proposes to offer services to community members who have experienced harm:

Please describe your agency's ability and/or relevant experience to provide RCP services to community members who have experienced harm?

Please describe your agency's current capacity including the services your agency currently offers for community members who have experienced harm? Your responses should include addressing the following areas of capacity:

- What communities in King County does your agency serve?
- What services does your agency provide? e.g. youth development, basic services, restorative, facilitation, healing circles, education, employment, etc.
- What additional funds or resources might your agency need to support this work?

Where does your agency need support to expand capacity to support RCP services? What does that support entail? e.g. funding, training, information?

Note: DCHS does not expect any one agency to support all the youth, their families, and community members who have experienced harm but rather all agencies will coordinate to create a community network of support for all RCP participants.

Please describe the demographics of the staff that will work on RCP, leaders of your agency, including the Board of Directors if applicable? Please note that demographics of your agency should speak to how they complement the community members your agency is proposing to serve (i.e. community members who have experienced harm).

Part of RCP includes providing compensate to community members who have experienced harm, please describe your agency's ability to manage a Compensation Fund. Capacity to administer funds and support services directly to harmed parties.

Please note if you do not have this capacity, please describe the resources need to add this capacity or if your agency prefers to partner with another agency on this function.

iii. If your agency proposes to offer services to both youth and their families, and community members who have experienced harm:

Please describe your agency's ability and/or relevant experience to provide RCP services to youth and their families and community members who have experienced harm?

Please describe your agency's current capacity including the services your agency currently offers to youth and their families and community members who have experienced harm? Your responses should include addressing the following areas of capacity:

- What communities in King County does your agency serve?
- What services does your agency provide? e.g. youth development, basic services, restorative, facilitation, healing circles, education, employment, etc.
- What additional funds or resources might your agency need to support this work?

Where does your agency need support to expand capacity to support RCP services? What does that support entail? e.g. funding, training, information?

Note: DCHS does not expect any one agency to support all the youth, their families, and community members who have experienced harm but rather all agencies will coordinate to create a community network of support for all RCP participants.

Please describe the demographics of the staff that will work on RCP, leaders of your agency, including the Board of Directors if applicable? Please note that demographics of your agency should speak to how they complement the community members your agency is proposing to serve (i.e. youth and their families, and community members who have experienced harm).

Part of RCP includes providing support services and incentives to youth and their families for items such as rental assistance, food, clothing, etc. Please describe your agency's ability to administer this type of funding for youth and their families?

Part of RCP includes providing compensation to community members who have experienced harm, please describe your agency's ability to manage a Compensation Fund as well as capacity to administer funds and support services directly to harmed parties?

Please note if you do not have this capacity, please describe the resources need to add this capacity or if your agency prefers to partner with another agency on this function.

- iv. If your agency proposes to serve as a fiscal sponsor for the Youth Steering Committee:

Please describe your agency's current capacity to serve as the Youth Steering Committee Fiscal Sponsor including the services your agency currently offers.

Your responses should include addressing the following areas of capacity:

- What communities in King County does your agency serve?
- What services does your agency provide? e.g. youth development, basic services, restorative, facilitation, healing circles, education, employment, etc.
- Please describe your agency's ability to compensate youth for their time and provide fiscal oversight to a community-led committee of young people (ages 16-24 years approximately)?
- What additional funds or resources might your agency need to support this work?

Please describe the demographics of the staff that will work on RCP, leaders of your agency, including the Board of Directors if applicable. Please note that demographics of your agency should speak to how they complement the community members your agency is proposing to serve.

Part IV. Community Engagement (20 points)

Please only respond to the questions that apply to the services your agency proposes to offer.

i. If your agency proposes to offer services to youth and their families:

Please describe how your agency works to follow the leadership of youth and their families by the criminal legal system in your design of programming and decision-making?

Please describe how your agency plans to engage in collaboration with the RCP Youth Steering Committee, as well as any experience your agency has in supporting and following youth leadership?

Please describe how your agency will collaborate and work with other agencies in the RCP Consortium and other agencies providing services that youth and families will be referred to for additional services/support?

ii. If your agency proposes to offer services to community members who have experienced harm:

Please describe how your agency works to follow the leadership of youth, families, and community members most impacted by the criminal legal system in your design of programming and decision-making?

Please describe how your agency plans to engage in collaboration with the RCP Youth Steering Committee, as well as any experience your agency has in supporting and following youth leadership?

Please describe how your agency will collaborate and work with other agencies in the RCP Consortium and other agencies providing services that community members who have experienced harm may be referred to for additional services/support?

iii. If your agency proposes to offer services to both youth and their families, and community members who have experienced harm:

Please describe how your agency works to follow the leadership of youth, families, and community members most impacted by the criminal legal system in your design of programming and decision-making?

Please describe how your agency plans to engage in collaboration with the RCP Youth Steering Committee, as well as any experience your agency has in supporting and following youth leadership?

Please describe how your agency will collaborate and work with other agencies in the RCP Consortium and other agencies providing services that youth and families, and community members who have experienced harm will be referred to for additional services/support?

- iv. If your agency proposes to serve as a fiscal sponsor for the Youth Steering Committee:

Please describe how your agency plans to engage in collaboration with the RCP Youth Steering Committee, as well as any experience your agency has in supporting and following youth leadership?

Please describe how your agency will collaborate and work with other agencies in the RCP Consortium and other agencies providing services that youth and families, and community members who have experienced harm will be referred to for additional services/support?

Exhibit D: Budget

Provide a detailed budget of your organization's proposed project using the templates provided in ZoomGrants.

DCHS has an interest in ensuring organizations have equitable access to public funds. DCHS also has a responsibility to be a good steward of public funds, foresee risk when possible, and work with entities to mitigate that risk. It is the County's goal to work with organizations to ensure access to funds and manage risk together.

Please complete the top budget table in ZoomGrants if applying to serve youth and their families and/or community members who have experienced harm and follow the instructions below:

DCHS anticipates each agency providing RCP services for youth and community members who have experienced harm will receive a similar amount of funding per FTE.

- Approximately \$125,000 (per FTE) for Community Navigators (wages and benefits, etc.).
- Approximately \$25,000 for operating costs including:
 - Technology and equipment
 - Added insurance cost, licenses, and fees
 - Space rental and infrastructure
 - Healthy meals and snacks
 - Mileage and transportation
- Approximately \$50,000-\$150,000 in additional funding may be determined during contract negotiations:
 - Youth incentives and support service funding.
 - Capacity to expand your services to support youth, family members, and individuals who have experienced harm who are referred to RCP.
 - Capacity building funding to ensure a strong community network of support across all RCP Consortium members.
 - Professional development and training funding.

If applying to serve community members who have experienced harm, **please propose a budget to administer the Compensation Fund.**

Please detail any capacity-building funding your agency would require in order to provide RCP services.

Please confirm your agency's ability to work within the budget constraints noted above. Please identify if there are concerns or challenges.

DCHS recognizes that budget planning and capacity building varies from agency to agency. Please share any budget concerns you may have. This will not disqualify you from funding but rather provide the selection committee with valuable insight.

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Implementation Plan on Restorative Community Pathways

Please complete the lower budget table in ZoomGrants if applying to serve the role of fiscal sponsor for the Youth Steering Committee and follow the instructions below:

Please propose a budget to support the Youth Steering Committee. Please include any fees needed to compensate youth, as well as staff needed to convene the committee on a regular basis, prepare members for meetings, and support members to make decisions.

DCHS recognizes that budget planning and capacity building varies from agency to agency. Please share any budget concerns you may have. This will not disqualify you from funding but rather provide the selection committee with valuable insight.

Attachment 1

KING COUNTY COMMUNITY AND HUMAN SERVICES CONTRACT – 2021/2022

Contractor _____
 Project Title _____
 Contract Amount \$ _____
 Contract Period From: _____ To _____
 DUNS No. (if applicable) _____ SAM No. (if applicable) _____

THIS CONTRACT No. _____ is entered into by KING COUNTY (the “County”), and _____ (the “Contractor”) whose address is _____.

FUNDING SOURCES	FUNDING LEVELS	EFFECTIVE DATES

WHEREAS, the County has been advised that the foregoing are the current funding sources, funding levels and effective dates, and

WHEREAS, the County desires to have certain services performed by the Contractor as described in this Contract,

NOW THEREFORE, in consideration of payments, covenants, and agreements hereinafter mentioned, to be made and performed by the parties hereto, the parties mutually agree as follows:

1. Contract Services and Requirements, and Incorporated Exhibits.

The Contractor shall provide services and meet the requirements included in this Contract and in the following attached exhibits, each of which is incorporated herein by this reference:

EXHIBIT NAME	EXHIBIT NUMBER

2. Contract Term

- A. This Contract shall begin on ____, and shall terminate on ____, unless extended or terminated earlier, pursuant to the terms and conditions of the Contract.

- B. This Contract may be extended through ___in___ increments upon agreement of the parties. No change in terms and conditions will be permitted during these extensions unless specifically agreed to in writing.

3. Compensation and Method of Payment

A. Compensation:

The County shall compensate the Contractor for satisfactory completion of the services and requirements as specified in this Contract and its attached exhibit(s).

C. Invoicing:

The Contractor shall submit invoices and all accompanying reports as specified in the attached exhibit(s), including its final invoice and all outstanding reports. The County shall endeavor to make payment not more than 30 days after a complete and accurate invoice is received.

A. Final Invoice:

The Contractor shall submit its final invoice and all outstanding reports as specified in this contract and its attached exhibit(s). If the Contractor's final invoice and reports are not submitted as required, the County will be relieved of all liability for payment to the Contractor of the amounts set forth in the final invoice or any later invoice.

B. Reimbursement for Travel:

The Contractor will not be reimbursed for travel unless otherwise specified within an Exhibit.

4. Internal Control and Accounting System

The Contractor 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 Contractor's form of doing business.

5. 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 Contractor, by signature to this Contract, certifies that the Contractor is not currently debarred, suspended, or proposed for debarment, by any Federal department or agency. The Contractor also agrees that it will not enter into a subcontract with a person or entity that is debarred, suspended, or

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proposed for debarment. The Contractor will notify King County if it, or a subcontractor, is debarred, suspended, or proposed for debarment, by any Federal department or agency. Debarment status may be verified at <https://www.sam.gov/>.

6. Maintenance of Records

A. Accounts and Records:

The Contractor shall maintain for a period of six years after termination of this Contract accounts and records, including personnel, property, financial, and programmatic records and other such records the County may deem necessary to ensure proper accounting and compliance with this Contract.

C. Nondiscrimination and Equal Employment Records:

In accordance with the nondiscrimination and equal employment opportunity requirements set forth in Section 17. below, the Contractor shall maintain the following for a period of six years after termination of this Contract:

- i. Records of employment, employment advertisements, application forms, and other data, records and information related to employment, applications for employment or the administration or delivery of services or any other benefits under this Contract; and
- i. Records, including written quotes, bids, estimates or proposals, submitted to the Contractor by all entities seeking to participate in this Contract, and any other information necessary to document the actual use of and payments to subcontractors and suppliers in this Contract, including employment records.

The County may visit the site of the work and the Contractor's office to review these records. The Contractor 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 Contractor shall provide to the County, the state, and/or federal agencies or officials access to its facilities—including those of any subcontractor assigned any portion of this Contract in order to monitor and evaluate the services provided under this Contract. The County will give reasonable advance notice to the Contractor in the case of audits to be conducted by the County. The Contractor shall comply with all record keeping requirements of any applicable federal rules, regulations or statutes included or referenced in the contract documents. If different from the Contractor's address listed above, the Contractor 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 10 working days of any such relocation.

7. Evaluations and Inspections

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A. Subject to Inspection, Review, or Audit:

The records and documents with respect to all matters covered by this Contract shall be subject at all time to inspection, review, or audit by the County and/or federal/state officials authorized by law during the performance of this Contract and for six years after termination hereof, unless a longer retention period is required by law.

D. Medical Records:

If applicable, medical records shall be maintained and preserved by the Contractor in accordance with state and federal medical records statutes, including but not limited to Revised Code of Washington (RCW) [70.41.190](#), [70.02.160](#), and standard medical records practice. The Contractor shall also be responsible for the maintenance and disposal of such medical records.

E. Contract Monitoring:

The Contractor and the County shall engage in monitoring visits to assess the Contractor's compliance with contract requirements, quality, and practices. The County will execute monitoring visits in accordance with the applicable frequency, as prescribed by the controlling Exhibit under this Contract. The Contractor shall cooperate with the County and its agents to assess the Contractor's performance under this Contract. At the request of the County, the Contractor shall implement a plan to remedy any items of noncompliance identified during the monitoring process.

The results and records of these processes shall be maintained and disclosed in accordance with [RCW Chapter 42.56](#).

F. Performance, Measurement and Evaluation

The Contractor shall submit performance metrics and program data as set forth in Exhibits to this Contract. The Contractor shall participate in evaluation activities as required by the county and shall make available all information required by any such performance measurement and evaluation processes.

G. Unauthorized Disclosure:

The Contractor agrees that all information, records, and data collected in connection with this Contract shall be protected from unauthorized disclosure in accordance with applicable state and federal law.

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

The Contractor shall not use protected health information created or shared under this Contract in any manner that would constitute a violation of HIPAA and any regulations enacted pursuant to its provisions. Contractor shall read and maintain compliance with all HIPAA requirements at <https://www.kingcounty.gov/depts/community-human-services/contracts/requirements.aspx>.

9. Financial Report Submission

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

- A. If the Contractor is a Non-Federal entity as defined in 2 CFR Part 200.69, and expends \$750,000 or more in Federal awards during its fiscal year, then the Contractor shall meet the audit requirements in 2 CFR Part 200 Subpart F. Audit packages are due to the County within nine months after the close of the Contractor’s fiscal year.

- B. If the Contractor is a local government in the State of Washington and is not subject to the requirements in subsection A, the Contractor shall submit audited financial statements that are in accordance with the Washington State Auditor’s Office requirements. Financial statement audits are due to the County within 150 days after the close of the Contractor’s fiscal year end as required by RCW 43.09.230.

- C. If the Contractor is not subject to the requirements in subsection A or B, the following apply:

Entity Type	Non-Profit		For Profit	
Gross Revenue	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 	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

	financial statements			
Due Date	Within 30 calendar days from the forms being filed.	Within nine months following the close of the Contractor’s fiscal year.	Within 30 calendar days from the forms being filed.	Within nine months following the close of the Contractor’s fiscal year.

D. Waiver:

A Contractor that is not subject to the requirements in subsection A may, in extraordinary circumstances, request, and in the County’ sole discretion be granted, a waiver of the audit requirements. Such requests are made to the County at: DCHSContracts@kingcounty.gov for review. If approved by the County, the Contractor may substitute for the above requirements other forms of financial reporting or fiscal representation certified by the Contractor’s Board of Directors, provided the Contractor meets the following criteria:

- ii. Financial reporting and any associated management letter show no reportable conditions or internal control issues; and
- iii. There has been no turnover in key staff since the beginning of the period for which the financial reporting was completed.

10. Corrective Action

If the County determines that the Contractor has failed to comply with any terms or conditions of this Contract, or the Contractor 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. Written Notification:

The County will notify the Contractor in writing of the nature of the breach.

B. Contractor’s Corrective Action Plan:

The Contractor shall respond with a written corrective action plan within ten 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. This date shall not be more 30 days from the date of the Contractor’s response, unless the County, at its sole discretion, specifies in writing an extension to complete the corrective actions.

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C. County's Determination of Corrective Action Plan Sufficiency:

The County will determine the sufficiency of the Contractor's proposed corrective action plan, then notify the Contractor in writing of that determination. The determination of sufficiency of the Contractor's corrective action plan shall be at the sole discretion of the County.

D. Termination or Suspension:

If the Contractor does not respond within the appropriate time with a corrective action plan, or the Contractor's corrective action plan is determined by the County to be insufficient, the County may terminate or suspend this Contract in whole or in part pursuant to Section 12.

E. Withholding Payment:

In addition, the County may withhold any payment to the Contractor or prohibit the Contractor from incurring additional obligations of funds until the County is satisfied that corrective action has been taken or completed; and

F. Non-Waiver of Rights:

Nothing herein shall be deemed to affect or waive any rights the parties may have pursuant to Section 12, Subsections B, C, D, and E.

11. Dispute Resolution

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

12. Termination

A. Termination for Convenience:

This Contract may be terminated by the County without cause, in whole or in part, at any time during the term specified in Subsection 2. above, by providing the other party 30 calendar days advance written notice of the termination. The Contract may be suspended by the County without cause, in whole or in part, at any time during the term specified in Subsection 2. above, by providing the Contractor 30 calendar days advance written notice of the suspension.

B. Termination for Default:

The County may terminate or suspend this Contract, in whole or in part, upon seven business days advance written notice if: (1) the Contractor breaches any duty, obligation, or service required pursuant to this Contract and either (a) the corrective action process described in Section 10 fails to cure the breach or (b) the County determines that requiring a corrective action plan is impractical or that the duties, obligations, or services required herein become impossible, illegal, or not feasible. If the Contract is terminated by the County pursuant to this Subsection 12.B., the Contractor shall be liable for damages, including any additional costs of procuring similar services from another source.

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

C. Termination for Non-Appropriation:

If expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth above in Subsection 2., the County may, upon seven business days advance written notice to the Contractor, terminate or suspend this Contract in whole or in part.

If the Contract 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 Contract for services rendered prior to the effective date of termination or suspension; and (2) the Contractor shall be released from any obligation to provide such further services pursuant to the Contract as are affected by the termination or suspension.

Funding or obligation under this Contract beyond the current appropriation year is conditional upon appropriation by the County Council and/or other identified funding source(s) of sufficient funds to support the activities described in the Contract. If such appropriation is not approved, this Contract will terminate at the close of the current appropriation year. The current funding sources associated with this Contract are specified on page one.

If the Contract is suspended as provided in this Section, the County may provide written authorization to resume activities.

D. Non-Waiver of Rights:

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

13. Hold Harmless and Indemnification

A. Duties as Independent Contractor:

In providing services under this Contract, the Contractor is an independent contractor, and neither it nor its officers, agents, or employees are employees of the County for any purpose. The Contractor 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 Contractor, its employees, and/or others by reason of this Contract.

The Contractor 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 Contractor's failure to pay any such compensation, wages, benefits, or taxes, and/or (2) the supplying to the Contractor of work, services, materials, or supplies by Contractor employees or other suppliers in connection with or support of the performance of this Contract.

G. Contractor's Duty to Repay County:

The Contractor 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 Contract, by the Contractor, its officers, employees, agents, and/or representatives. This duty to repay the County shall not be diminished or extinguished by the termination of the Contract.

H. Contractor Indemnifies County:

To the maximum extent permitted by law, the Contractor 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 Contractor, its officers, employees, subcontractors and/or agents, in its performance or non-performance of its obligations under this Contract. The Contractor 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 Contractor, 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 Contractor 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 attorney's 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 reasonable attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the Contractor.

I. County Indemnifies Contractor:

To the maximum extent permitted by law, the County shall protect, defend, indemnify, and save harmless the Contractor, 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 County, its officers, employees, and/or agents, in its performance and/or non-performance of its obligations under this Contract. 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 Contractor only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of [Title 51 RCW](#). In the event the Contractor incurs any judgment, award, and/or cost arising therefrom including reasonable attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the County.

J. 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.

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

14. Insurance Requirements

The Contractor shall procure and maintain for the term of this Contract, insurance covering King County as an additional insured, as described in this section and at the link below, against claims which may arise from, or in connection with, the performance of work hereunder by the Contractor, its agents, representatives, employees, and/or subcontractors.

Contractor shall provide evidence of the insurance required under this Contract, including a Certificate of Insurance and Endorsements covering King County as additional insured for full coverage and policy limits within 10 business days of signing the contract. Evidence of Insurance and Endorsements shall be submitted by email to DCHSContracts@kingcounty.gov. The Contractor may request additional time to provide the required documents by emailing DCHSContracts@kingcounty.gov. Extensions will be granted at the sole discretion of DCHS.

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The costs of such insurance shall be paid by the Contractor or subcontractor. The Contractor may furnish separate certificates of insurance and policy endorsements for each subcontractor as evidence of compliance with the insurance requirements of this Contract. Any provision in any Contractor or subcontractor insurance policy that restricts available limits of liability in a written agreement or contract shall not apply. The Contractor is responsible for ensuring compliance with all of the insurance requirements stated herein. Failure by the Contractor, its agents, employees, officers, subcontractors, providers or provider subcontractors to comply with the insurance requirements stated herein shall constitute a material breach of this Contract. Specific coverage types and limit requirements can be found by visiting <https://www.kingcounty.gov/depts/community-human-services/contracts/requirements/insurance.aspx>.

15. Assignment

Contractor shall not assign any interest, obligation or benefit under or in this Contract or transfer any interest in the same, whether by assignment or novation, without prior written consent of the County. If assignment is approved, this Contract shall be binding upon and inure to the benefit of the successors of the assigning party upon the written agreement by assignee to assume and be responsible for the obligations and liabilities of the Contract, known and unknown, and applicable law.

16. Subcontracting

A. Written Consent of the County:

The Contractor shall not subcontract any portion of this Contract or transfer or assign any claim arising pursuant to this Contract without the written consent of the County. The County's consent must be sought in writing by the Contractor not less than 15 days prior to the date of any proposed subcontract.

The rejection or approval by the County of any Subcontractor or the termination of a Subcontractor will not relieve Contractor of any of its responsibilities under the Contract, nor be the basis for additional charges to the County.

In no event will the existence of the subcontract operate to release or reduce the liability of Contractor to the County for any breach in the performance of Contractor's duties.

The County has no contractual obligations to any Subcontractor or vendor under contract to the Contractor. Contractor is fully responsible for all contractual obligations, financial or otherwise, to its Subcontractors.

K. "Subcontract" Defined:

"Subcontract" shall mean any agreement between the Contractor and a subcontractor or between subcontractors that is based on this Contract, provided that the term "subcontract"

does not include the purchase of (1) support services not related to the subject matter of this Contract, or (2) supplies.

L. Required Clauses for Subcontracts:

The Contractor shall include Section 4, 5, 6, 7, 8, 10, 15, 16, 17, 18, 19, 20, 21, 22, 27, 28 and 29, in every subcontract or purchase agreement for services that relate to the subject matter of this Contract.

M. Required Language for Subcontracts:

The Contractor shall include the following language verbatim in every subcontract for services which relate to the subject matter of this Contract:

“Subcontractor 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 subcontractor, its officers, employees, and/or agents in connection with or in support of this Contract. Subcontractor expressly agrees and understands that King County is a third-party beneficiary to its Contract with Contractor and shall have the right to bring an action against subcontractor to enforce the provisions of this paragraph.”

17. Nondiscrimination and Payment of a Living Wage

- A. The Contractor shall comply with all applicable federal, state and local laws regarding discrimination, including those set forth in this Section.
- B. Nondiscrimination:

During performance of the Contract, the Contractor 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 Contractor will make equal employment opportunity efforts to ensure that applicants and employees are treated equitably, without regard to their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age. Contractor shall additionally read and comply with all additional requirements set forth at: <https://www.kingcounty.gov/depts/community-human-services/contracts/requirements.aspx>.

C. Payment of a Living Wage:

In accordance with [King County Living Wage Ordinance 17909](#), for contracts for services with an initial or amended value of \$100,000 or more, the Contractor shall pay, and require all Subcontractors to pay, a living wage to employees for each hour the employee performs a Measurable Amount of Work on this Contract. The requirements of the ordinance, including

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payment schedules, are detailed at <https://www.kingcounty.gov/depts/finance-business-operations/procurement/about-us/Living-Wage.aspx>.

Violations of this requirement may result in disqualification of the Contractor from bidding on or being awarded a County contract for up to two years; contractual remedies including, but not limited to, liquidated damages and/or termination of the Contract; remedial action as set forth in public rule; and other civil remedies and sanctions allowed by law.

18. Conflict of Interest

Entering into this Contract with the County requires that the Contractor agree to abide by certain provisions of the King County Employee Code of Ethics, including those relating to conflicts of interest and the employment of current or former County employees.

A. Compliance with King County Code of Ethics:

The Contractor shall comply with applicable provisions of [King County Code \(KCC\) 3.04](#). Failure to comply with such requirements shall be a material breach of this contract, and may result in termination of this Contract and subject the Contractor to the remedies stated in this contract, or otherwise available to the County at law or in equity.

N. Penalties:

The Contractor agrees, pursuant to [KCC 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 Contractor acknowledges that if it is found to have violated the prohibition found in this paragraph, its current contracts with the county will be cancelled and it shall not be able to bid on any County contract for a period of two years.

O. Former King County Employees:

The Contractor acknowledges that, for one year after leaving County employment, a former County employee may not have a financial or beneficial interest in a contract or grant that was planned, authorized, or funded by a County action in which the former County employee participated during County employment. Contractor 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 Contract. Failure to identify current or former County employees involved in this transaction may result in the County's denying or terminating this Contract. After Contract award, the Contractor is responsible for notifying the County's Project Manager of current or former County employees who may become involved in the Contract any time during the term of the Contract.

19. Equipment Purchase, Maintenance, and Ownership

A. Equipment Maintenance:

The Contractor agrees that when Contract funds are used to pay for all or part of the purchase costs of any equipment that costs \$5,000 or more per item, and the purchase of such equipment is identified in an exhibit to this Contract, such equipment is, upon the purchase or receipt, the property of the County and/or federal/state government. The Contractor shall be responsible for all proper care and maintenance of the equipment, including securing and insuring such equipment.

P. Equipment Ownership:

The Contractor shall ensure that all such equipment is returned to the County or federal/state government upon termination of this Contract unless otherwise agreed upon by the parties.

20. Proprietary Rights

A. Ownership Rights of Materials Resulting from Contract:

Except as indicated below or as described in an Exhibit, the parties to this Contract hereby 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 Contractor by operation of law or for any other reason, the Contractor hereby perpetually and irrevocably assigns, transfers and quitclaims such rights to the County. The County agrees to and does hereby grant to the Contractor a perpetual, irrevocable, 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 Contract.

B. Ownership Rights of Previously Existing Materials:

The Contractor shall retain all ownership rights in any pre-existing patentable or copyrightable materials or articles that are delivered under this Contract, but do not originate from the work described herein. The Contractor 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 Contract.

C. Continued Ownership Rights:

The Contractor 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.

21. Political Activity Prohibited

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

22. King County Recycled Product Procurement Policy

If paper copies are required, in accordance with [KCC 18.20](#), the Contractor shall use recycled paper, and both sides of sheets of paper whenever practicable, when submitting proposals, reports, and invoices.

23. Future Support

The County makes no commitment to support contracted services and assumes no obligation for future support of the contracted activity(-ies), except as expressly set forth in this Contract.

24. Entire Contract

The parties agree that this Contract is the complete expression of the 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 this Contract.

25. Contract Amendments

Either party may request changes to this Contract. Proposed changes that are mutually agreed upon shall be incorporated only by written amendments to this Contract.

26. Notices

Whenever this Contract provides for notice by one party to another, such notice shall be in writing and directed to each party's contact representative indicated within the contract exhibits. Any time within which a party must take some action shall be computed from the date that any associated required notice is received by that party.

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

The Contractor and any subcontractor 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 Contract, all of which are incorporated herein by reference.

If there is an irreconcilable conflict between any of the language contained in any exhibit or attachment to this Contract, the language in the Contract shall control over the language contained in the exhibit or the attachment, unless the exhibit provision expressly indicates that it controls over inconsistent contract language. If there is conflict among requirements set forth in exhibits, language contained in the lower numbered exhibit shall control unless the higher numbered exhibit provision expressly indicates that it controls over inconsistent lower numbered exhibit language.

28. Applicable Law

This Contract 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.

29. No Third-Party Beneficiaries

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

30. Non-Waiver of Breach

Waiver of any default shall not be deemed to be a waiver of any subsequent default. No action or failure to act by the County shall constitute a waiver of any right or duty afforded to the County under the Contract; nor shall any such action or failure to act by the County modify the terms of the Contract or constitute an approval of, or acquiescence in, any breach hereunder, except as may be specifically stated by the County in writing.

31. Force Majeure

“Force Majeure” means an event or events beyond the parties’ reasonable control, incurred not as a product or result of the negligence of the afflicted party, and which have a materially adverse effect on the ability of such party to perform its obligations as detailed in this Contract. Force Majeure events may include, but are not limited to: Acts of God or Nature; war; civil, military, public, or industrial disturbances; acts or threats of terrorism; epidemics, fire, flood or other casualty; labor difficulties, shortages of labor or materials or equipment; government regulations; delay by government or regulatory agencies; shutdowns for purpose of emergency repairs, and/or unusually severe weather.

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A. No Breach if Force Majeure Applies:

Neither party shall be considered in breach of this Contract to the extent that performance of their respective obligations is prevented by a Force Majeure event upon giving notice and reasonably full particulars to the other party.

B. Duty to Minimize Disruption and Give Notice:

Parties maintain an express duty to minimize the disruption caused by Force Majeure, and shall, as soon as reasonably practicable, give notice to the other party of the nature and impact of the Force Majeure. Irrespective of any extension of time, if the effect of an event or series of events continues for a period of 180 days, either the County or the Contractor may give to the other a notice of suspension or termination.

C. Extension of Time:

Should Force Majeure events delay the Contractor's completion of the deliverables and performance commitments, the Contractor may be entitled to an extension for the time for completion. Any extension must be approved in writing by the County.

D. Suspending Performance:

Should a Force Majeure event prevent the Contractor from completing deliverables or performing commitments in this Contract, the completion or performance shall be suspended only for the time and to the extent commercially practicable to restore normal operations. Further, the Contractor and the County shall endeavor to continue to perform their contractual obligations to the extent reasonably practicable and will work to adjust deliverables or performance commitments as needed to continue the provision of services during the Force Majeure event. Contractor may be reimbursed for any costs incurred mitigating adverse impacts of the Force Majeure and may be compensated for any partial work that has been completed.

32. Emergency Response Requirements

Within three months of the execution of this Contract, the Contractor shall prepare and make available to the County upon request, the necessary plans, procedures and protocols to:

- A. Respond to and recover from a natural disaster or major disruption to Contractor operations such as a work stoppage.
- B. Continue operations during a prolonged event such as a pandemic.

If the Contractor does not have any such plan as of the start of this Contract, the Contractor may request (i) an extension of the time needed to create a plan, and (ii) for assistance from the County in preparing such a plan.

At a minimum, any plans, procedures, or protocols described in this section must include how the Contractor plans to continue to provide the services described in or funded by this Contract.

33. Contractor Certification

By signing this Contract, the Contractor certifies that, in addition to agreeing to the terms and conditions provided herein, it has read and understands the contracting requirements on the DCHS website at <https://www.kingcounty.gov/depts/community-human-services/contracts/requirements.aspx> and agrees to comply with all of the contract terms and conditions detailed on that site, including, but not limited to, Equity and Social Justice, applicable Emergency Response , EEO/Nondiscrimination, HIPAA, Insurance, and Credentialing requirements.

IN WITNESS WHEREOF, the parties hereby agree to the terms and conditions of this Contract:

KING COUNTY

CONTRACTOR

FOR

King County Executive

Signature

Date

Name (Please type or print)

Date

Attachment 2
Technical Assistance Resources

Kevin Baker, M.A., M.Ed
(He/Him)



402 S. 333rd Street, #134
Federal Way, WA 98003
804.651.9317
www.thebakerconsulting.com

Manal Al-ansi
(She/Her)
Founder and Principal Consultant
manal@ten-consultants.com
206-398-9898

Appendix B: Original Restorative Community Pathways Proposal, July 2020

Restorative Community Pathways (RCP)

Overview:

Creative Justice, Choose 180, Collective Justice, Community Passageways (CP), King County Prosecuting Attorney's Office (PAO), and King County Department of Public Defense (DPD) jointly propose the creation of a comprehensive community diversion program called Restorative Community Pathways (RCP).

RCP will --

- immediately meet the individualized needs of both the youth **and** the harmed party
- foster long-lasting relationships and supports for both the youth **and** the harmed party
- provide survivors a voice in their healing process and allow young people to have an opportunity to engage in meaningful accountability for harm they've caused without being pushed into the juvenile legal system.

Through a community-led accountability and restoration process, a consortium comprised of skilled community navigators and community-based supports will work together to prevent future harm and criminal legal system involvement.

By creating RCP, we look to divest from our current juvenile legal system that is racially disproportionate (BIPOC represent about 72percent of the youth prosecuted and 86percent of the youth incarcerated) and often harmful and ineffective, and invest in a community-driven support system that leads with racial equity and care for our young people, their families, the harmed parties, and our community.

Broad and Immediate Community Care for the Youth, their Family, and the Harmed Party:

Recent legislation makes the vast majority (about 85-90%) of youth prosecuted in the juvenile legal system eligible for community diversion. *See* RCW 13.40.70(5)(8). In 2021, RCP in collaboration with the PAO will work to provide immediate and comprehensive care, support and restitution to youth, families, and harmed parties for:

- **400 cases (or 40% of the cases prosecuted in the juvenile legal system)**, which will be referred to RCP (approximately 285 misdemeanors and 115 first time diversion-eligible felony charges).
- **215 misdemeanor assaults** which currently resolve through formal diversions which are defined as 'criminal history' under RCW 13.40.020 (8)(b). This will remove 55% of the total referrals to formal court diversion.

At the same time, in 2022-23, we expect that:

- **700-800 cases (or 70-80% of the cases prosecuted in the juvenile legal system)** could potentially be referred to RCP.

In addition, we plan to develop a way to respond restoratively even when a youth causes serious harm. Other jurisdictions have successfully provided transformative, community-led responses that provide meaningful accountability that truly repairs harm.¹

Consortium Model will Provide Immediate and Lasting Support for Youth and Harmed Parties:

Approximately six organizations will form the RCP consortium. Five of these organizations will serve the youth and their families, with each serving about 120 youth in 2021. One organization will support the harmed parties. These organizations will have expertise in supporting Black, Brown, Latinx, LGBTQ+, immigrant, and refugee youth and families and lifting up their power. This consortium, including the organization working with the harmed party, will meet biweekly to discuss how to best help young people and their families. The consortium model allows for community capacity building as RCP grows to its full potential in 2022-23. (See Appendices A and B for process flow chart and projected budget).

Community Care Provides Robust and Individualized Supports and Services for Youth and Harmed Parties:

To ensure robust and immediate community care, community navigators will need to be resourced to coordinate among PAO, community partners, service providers, the youth and their families, and the harmed party to ensure resources and supports are provided as quickly and effectively as possible.

For Youth and Families:

Through RCP, youth and their families will begin building relationships with community supports very quickly. A community navigator will contact the youth and family within two days of receiving the referral and will work to immediately engage, build relationships, and assess the needs of the youth and families. The community navigator will co-create a plan with the young person and their support system based on needs and strengths in order to ensure targeted and successful interventions and supports.

The navigator will then connect youth and their families to resources and services. Some examples of these services include mental health services, drug and alcohol counseling, mentorship, case management, internship/employment, and education supports.

One intensive support program that will be offered to some families is CP-FIT (adapted from Family Integrated Transitions). CP-FIT is a therapeutic, evidence-based intensive home and community-based case management for youth and young adults. The approach draws from three evidence-based interventions: multi-systemic therapy (MST), dialectical behavior therapy (DBT), and motivational interviewing (MI). This therapeutic intervention promotes behavior change in our youth and young adults and their families by tailoring goals to a person's individualized protective and risk factors and by using the strengths of their community (e.g., family, peers, neighborhood) to facilitate change.

The navigator will stay connected with the young person while they engage in their service plan. Each navigator will build relationships with schools, other service providers, health clinics, and

other resources in the community to offer comprehensive support for the young people. Each navigator will have a budget to offer families support services (e.g., rental assistance, food, clothing). In addition, each navigator will have funds for monetary incentives (about \$150/youth), which have proven invaluable in supporting young people experiencing poverty. Stipends have been an integral component of Creative Justice and Community Passageways programming and serve to encourage youth participation, value young people's time and commitment, and deter poverty-based crimes.

For the harmed party:

The RCP model of justice empowers victims and gives voice to their needs. Opportunities for restorative mediation and community service to repair harm will be offered. While formal prosecution rarely results in the reimbursement of material losses, the RCP model offers immediate compensation and acknowledgment of the harm. This also creates an opportunity to mitigate the inequity of crime, as the harmed party is often young, low-income, and/or a person of color.²

Of the 600 cases, we estimate that there would be about 350-400 victims, primarily victims of assaults. We believe that a restitution fund in the realm of \$90,000 will be sufficient for 2020 and intend to apply an equity lens to ensure that restitution resources are provided to those with the greatest need. In addition, the [Crime Victim Benefits Fund](#) is available for all medical and counseling costs. That fund is currently very inaccessible for many harmed parties and so the harmed party victim advocate would help fill out forms and provide direct basic needs support. The PAO estimates that 50% of the 350-400 victims will require an hour or less of support. The remaining half will likely be a split between a few hours of support to more extensive assistance, particularly around school/bullying issues that impact a victim's school attendance and the collateral consequences of missed attendances.

The victim support navigator for the harmed party will immediately reach out to the victim to address the harm that occurred, assess needs, and work to address restitution (including administration of the restitution fund). The victim support navigator will partner with restorative mediation programs and discuss restorative justice options with the harmed party. The navigator will also connect the harmed party with services and resources.

A facilitator will also reach out to offer a restorative dialogue process. Facilitated processes are intended to allow survivors and family members an opportunity to give full voice to all they endured and experienced as a result of a harm, and create a space for the person who caused harm to hear that impact. They also are a space to have lingering questions addressed by the young person, an opportunity for them to offer remorse or accountability and truth telling. While meetings can be healing, this process is not for everyone. It requires a substantial commitment of time for preparation, and can have a lasting emotional impact.

Very Brief Outline of Process:

The PAO refer law enforcement referrals based on predetermined case eligibility criteria. Once the community navigator supervisor receives the referral, they will assign the referral to a navigator based on geographical location, race/ethnicity, language spoken, and capacity. The

navigator will assess the needs of the youth and create an action plan along with the youth and their support system to ensure targeted and successful interventions. It is expected that many, if not all, youth will be connected with community support to develop relationships and meet essential needs. In cases that involve a named victim, a victim advocate will reach out to the harmed party and assess their immediate needs and desire for restorative process. Whether or not they express a desire for restorative process, they will receive services and support from the victim advocate.

Conclusion:

RCP embodies the community care and response that we need to truly divest from our costly legal system that continues to regularly harm our young people. We look forward to partnering to create a restorative system of care and support that does not label young people or cause them to face incarceration. Instead, RCP will respond to youth, their family, and the harmed party with resources, care, and support rather than lawyers, courthouses, and criminal prosecution. We are excited for the future.

Appendix A:

Draft Process Flow Chart

- PAO receives law enforcement referral and immediately reviews to assess RCP diversion eligibility based on pre-determined standards;
- If eligible for RCP, PAO refers to a community navigator and harmed party navigator (1-2 days from referral);
- Community navigator reviews referral and immediately contacts the family within 1-2 days, if possible (2-4 days from referral) and Victim Advocate contacts the harmed party to identify needs including restitution needs;
- Community navigator meets with youth and family/supports ideally within 5 days of receiving case and assess needs and jointly develop an action plan (8-11 days from referral - *note*, this is faster than an Arraignment hearing would be scheduled in a court process);
 - Harmed party navigator identifies services/supports and assesses restitution claim needs for support, desire for restorative process.
- Community navigator links youth and family with appropriate resources, services and supports identified in the action plan. Once action plan is signed, most case are no longer eligible for prosecution (similar to the Family Intervention and Restorative Services (FIRS) process);
 - Harmed party support makes referrals for services and disburses appropriate restitution using an equity lens;
- If restorative dialogue process is desired by both parties, restorative facilitators would begin dialogue process with each party, a support person identified by that party and navigators if needed.
- Community navigator and additional community supports assist youth in completing action plan; and
- PAO receives information regarding success of action plan.

Appendix B:

Draft 2021 Budget (600 young people, 400 victims)

10 community navigators with caseload of 15-20 youth at a time with average service length of 4 months (80K/navigator (including benefits and taxes))- 800K
2 supervisors for navigators- 250K
3 navigators for harmed party-240K
2 restorative dialogue facilitators – 160k
Technology and equipment (2.5k per FTE)- 40k
Added insurance cost, licenses, and fees- 50k
Space rental and infrastructure (5k per org)- 30k
Healthy meals and snacks (3k per org)- 15k
Mileage and transportation (\$500 per month per navigator)- 78k
Childcare support for parties during their participation in required activities or dialogues – 10k
Restitution for 600 cases- 100K (with equity lens and noting that Crime Victims Compensation Fund is still available for all medical and counseling)
Stipend for harmed parties and youth incentives)- 100K
Youth services and supports- 2k per youth (taking into account blended funding from the city and the county including BSK funding)- 1.2M
Employee professional development/training- 30k
FIT/FFT/MST budget- TBD (approx 350k)
Technical support- TBD (approx 350k)
Restorative mediation/justice training -TBD (approx 10k)
Accounting and budget management tool- 10% of budget- 330k

Total Annual Budget: Approx 4 million

Appendix C: RCP Community Workgroup Perspective on the History and Development of RCP

August 3, 2021

To the King County Council,

After decades of Black, Indigenous, and Brown communities fighting to dismantle the carceral state, in April 2011, King County announced their plan to build a new youth courthouse and jail. The county was immediately met with pushback from the community, with intentional organizing of No New Youth Jail Coalition and broad calls for the abolition of incarceration throughout the county. That same April King County Councilmembers held a meeting that was interrupted by community members expressing their concern for Black, Brown, Indigenous, Undocumented, Queer, and other oppressed youth disproportionately impacted by incarceration. One Black mother spoke of the harm that she had experienced, the harm she feared her children may endure and the harm her nephew was enduring in the existing facility.

Resistance to the youth jail and the violence of incarceration continued from that April day into the present. Community members engaged in a diversity of tactics to resist the youth jail, including home demonstrations in front of council member houses, marches, teach-ins, noise demos, disrupting Executive Dow Constantine's events, filling council chambers for community comment, shutting down the King County council chambers, block parties in front of the youth jail, countless meetings, op-ed articles and much more. Despite continued resistance, the County moved forward with the plan. After the completion of the \$242 million dollar "Children and Family Justice Center" that exists to prosecute and incarcerate youth, King County has started to take steps toward divestment/investment by investing \$6.2 million dollars into Restorative Community Pathways.

Restorative Community Pathways (RCP) is the result of decades of organizing against the incarceration and punishment of our youth, building off of the work of Black, Indigenous, organizers of color, and countless others who organized against the King County Youth Jail. Once the King County Council agreed to fund RCP, people throughout the county impacted by the criminal legal system and harm, including young people, parents, families, community providers, and community members that have developed restorative and transformative practices came together as workgroups tasked with designing and building RCP.

While building RCP over the last 6 months, violence and incarceration have deeply impacted our communities and specifically the individuals building the program, all during a global pandemic where the same communities impacted by violence were also the most impacted by financial strife, health disparities, food insecurity and isolation. The tragedies that have been nothing more than news articles to many residents of King County have meant direct pain and loss to the individuals building out this innovative and transformative community response to harm.

The workgroups were held to a sense of urgency that prioritized bureaucratic deadlines over community healing. The hurried and sometimes callous way in which the county interacted with our process felt similar to the way police and courts interact with marginalized communities.

Bound by the Prosecuting Attorney's Office's discretion, the County's timeline and expectations of evaluation and success, and a minimal budget due to the County's lack of investment into a community-led build out process, workgroups have been building both a short term program to support our communities and a foundation and pathway for long term liberation. While impacted by the inequities and conditions created by the County, the workgroups have been working to dismantle an unjust system that has been upheld by the very institutions creating those deadlines, expectations and parameters for our healing.

The goal of RCP is to uproot the culture of white supremacy, colonialism, cis-hetero-patriarchy, and all other forms of oppression and build toward a future in which the carceral state is abolished and everyone on all sides of harm are met with care, support, and restoration.

While, RCP is an important step in our journey towards justice, it alone will not do away with the centuries of oppression and disenfranchisement. The County must be committed to addressing their role in historical and present day violence and oppression. RCP must be followed by and coupled with continued divestment from the carceral state and investments that change the material conditions that create barriers keeping impacted communities from having the opportunity to thrive.

Sincerely,

Restorative Community Pathways Founding Organizations and Workgroups



King County

Department of Community & Human Services | Children, Youth, and Young Adult Division
Performance Measurement & Evaluation

Appendix D: RCP Performance Measurement Summary

RESTORATIVE COMMUNITY PATHWAYS

PERFORMANCE MEASUREMENT SUMMARY

Program: Restorative Community Pathways (RCP)
RCP project lead: Komalpreet Sahota

King County project lead: Yin Yu
King County evaluation lead: Leah Grodinsky

- I. INTRODUCTION**

This document is an excerpt from the Restorative Community Pathways Performance Measurement Plan (PMP) and includes 1) performance measures and 2) narrative/qualitative information that will be reported by RCP providers throughout the duration of the program. The final PMP will include additional details about the program model, the reporting format and frequency, continuous quality improvement (CQI) activities, and specific data elements reported by providers. Additional data collection and evaluation activities may take place beyond the performance measurement outlined in this plan.

Please note that this document is not the complete or final Performance Measurement Plan, and all content is subject to change until the final plan has been approved by all parties (expected by July 2022).

- ii. PERFORMANCE MEASURES**

Performance measures are jointly developed between the RCP providers, the Youth Steering Committee, and King County staff, and may be revised at any time. When possible, measures will be disaggregated by participant demographics – including race, age, gender identity, and zip code.

Type	Performance Measure
How much did we do?	1. Number of youth/young adults served by RCP



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Performance Measurement & Evaluation

Type	Performance Measure
	2. Number of community members who experienced harm served by RCP
How well did we do it?	1. Percent of participants satisfied with programming
	2. Percent of participants regularly engaging in programming
	3. Percent of participants whose basic needs are met
Is anyone better off?	1. Percent of participants meeting a goal identified in their action plan
	2. Percent of participants developing a positive identity
	3. Percent of participants increasing connection or sense of belonging to their community
	4. Percent of participants gaining knowledge or skills

• **iii: NARRATIVE REPORT QUESTIONS**

In addition to performance measures, narrative data will provide context and nuance to complement performance measures and describe program activities. Themes from narrative reports may inform best practices, action steps, and/or facilitate shared learning among providers.

1. What changes have you made within your program or organization to enhance the connection and agency of young people, families, and communities? If no significant changes were made, please share what helped you sustain the work.
Examples: formed partnership with new organizations; expanded program capacity to reach new populations; drafting a policy to eliminate harmful practices; designing a new process for linking young people with supports.
2. Please provide an example of something your team celebrated alongside the community you work with.
Examples: achieving a program goal or positive feedback from a participant.
3. If your program or program outcomes were impacted, please explain how this challenge impacted them.
Examples: reasons participants aren't able to meet their goals; systemic barriers impacting your program; organizational processes you want to change.
4. What is the story you would like to tell about your program and its impact in King County communities?
Incorporate any types of data: numbers, stories, narratives, videos, or other forms of information and knowledge that your community values.



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Performance Measurement & Evaluation

RESTORATIVE COMMUNITY PATHWAYS PERFORMANCE MEASUREMENT SUMMARY

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RCP project lead: Komalpreet Sahota

King County project lead: Yin Yu
King County evaluation lead: Leah Grodinsky

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Performance Measurement & Evaluation

Type	Performance Measure
How much did we do?	3. Number of youth/young adults served by RCP
	4. Number of community members who experienced harm served by RCP
How well did we do it?	4. Percent of participants satisfied with programming
	5. Percent of participants regularly engaging in programming
	6. Percent of participants whose basic needs are met
Is anyone better off?	5. Percent of participants meeting a goal identified in their action plan
	6. Percent of participants developing a positive identity
	7. Percent of participants increasing connection or sense of belonging to their community
	8. Percent of participants gaining knowledge or skills

- **iii: NARRATIVE REPORT QUESTIONS**

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Examples: reasons participants aren't able to meet their goals; systemic barriers impacting your program; organizational processes you want to change.



King County

Department of Community & Human Services | Children, Youth, and Young Adult Division
Performance Measurement & Evaluation

8. What is the story you would like to tell about your program and its impact in King County communities?
Incorporate any types of data: numbers, stories, narratives, videos, or other forms of information and knowledge that your community values.

DRAFT

Certificate Of Completion

Envelope Id: EB0E4048D81241B79C0093E8B7DD0600	Status: Completed
Subject: Complete with DocuSign: Motion 16263.docx, Motion 16263 Attachment A.docx	
Source Envelope:	
Document Pages: 2	Signatures: 2
Supplemental Document Pages: 113	Initials: 0
Certificate Pages: 5	Envelope Originator:
AutoNav: Enabled	Cherie Camp
Envelopeld Stamping: Enabled	401 5TH AVE
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	SEATTLE, WA 98104
	Cherie.Camp@kingcounty.gov
	IP Address: 198.49.222.20

Record Tracking

Status: Original	Holder: Cherie Camp	Location: DocuSign
12/15/2022 12:59:08 PM	Cherie.Camp@kingcounty.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County-Council	Location: DocuSign

Signer Events

Claudia Balducci
 claudia.balducci@kingcounty.gov
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 F8830816F1C4427...
 Signature Adoption: Pre-selected Style
 Using IP Address: 73.181.163.252

Timestamp

Sent: 12/15/2022 1:00:22 PM
 Viewed: 12/16/2022 10:57:00 AM
 Signed: 12/16/2022 10:57:35 AM

Electronic Record and Signature Disclosure:

Accepted: 12/16/2022 10:57:00 AM
 ID: a311054d-5e67-4a87-a6c4-01ab646d84c3
 Supplemental Documents:

Motion 16263 Attachment A.docx

Viewed: 12/16/2022 10:57:11 AM
 Read: Not Required
 Accepted: Not Required

Angel Foss
 Angel.Foss@kingcounty.gov
 Deputy Clerk of the Council
 King County Council
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 C267B914088E4A0...
 Signature Adoption: Pre-selected Style
 Using IP Address: 198.49.222.20

Sent: 12/16/2022 10:57:38 AM
 Viewed: 12/16/2022 11:10:39 AM
 Signed: 12/16/2022 11:10:49 AM

Electronic Record and Signature Disclosure:

Accepted: 9/30/2022 11:28:30 AM
 ID: 020c9a0a-c529-4443-8490-bad8ecc7fb95
 Supplemental Documents:

Motion 16263 Attachment A.docx

Viewed: 12/16/2022 11:10:44 AM
 Read: Not Required
 Accepted: Not Required

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp**

Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	12/15/2022 1:00:22 PM
Certified Delivered	Security Checked	12/16/2022 11:10:39 AM
Signing Complete	Security Checked	12/16/2022 11:10:49 AM
Completed	Security Checked	12/16/2022 11:10:49 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

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To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at cipriano.dacanay@kingcounty.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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- ii. send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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