



Washington Association of
**SHERIFFS &
POLICE CHIEFS**

REQUEST FOR APPLICATIONS (RFA)
Arrest and Jail Alternatives Grant Program
(RCW 36.28A.450)

Submission Deadline

March 5, 2025 at 5:00 PM

Funding Period

July 1, 2025 to June 30, 2027

Application Contact

AJA@waspc.org

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Definitions

Definitions for this request for applications include:

Apparent Successful Applicant(s) (ASA) - The Applicant(s) selected as the entity to perform the anticipated services under this RFA, subject to completion of contract negotiations and execution of a written contract.

Applicant - Individual or entity interested in the RFA that applies in order to obtain an agreement with WASPC.

Application - A formal offer submitted in response to this solicitation.

Authorized Representative - a person to whom signature authority has been delegated in writing acting within the limits of their authority.

City - City governments and their subparts including City Council, Municipal Court, City Police Department, City Public Health Departments, or City Behavioral Health and Recovery divisions.

Community-Based Organization - A federally recognized non-profit organization, hospital, behavioral health treatment organization or similar organization whose social purpose area encompasses services to community members that will be served by a contract awarded under this RFA.

County - County Governments and their subparts, including County Commissioners, district courts, superior courts, county sheriff's office, county public health departments, or county behavioral health and recovery divisions.

"Harm Reduction-Framed Engagement Strategies" - means a set of practical strategies and ideas aimed at reducing negative consequences associated with substance use.

Government/Public Agency/Systems Based Agency or Organization - Means an educational service district, school district, law enforcement agency, therapeutic court or probation office, public health district, a recognized American Indian organization, an Urban Indian Health Organization, or a Tribe.

Law Enforcement Assisted Diversion/Let Everyone Advance with Dignity or LEAD - LEAD is a community-based diversion approach with the goals of improving public safety and public order and reducing unnecessary justice system involvement for people who participate in the program. LEAD is a registered trademark and refers to programs adhering to a set of core principles involving police-led pre-charging diversion, intensive field-based case management, community voice, harm reduction, and interagency information sharing and collaboration. LEAD is recognized as an evidence-based best practice in the Washington Medicaid Waiver toolkit and falls under the Office of Justice Programs standards for evidence-based practices.

“LEAD National Support Bureau,” or “NSB” - A project of the Public Defender Association (PDA). The LEAD National Support Bureau provides strategic guidance and Technical Assistance to local jurisdictions developing LEAD programs, including providing guidance on implementation with a commitment to the LEAD Core Principles.

Non-profit - Means any organization registered by the Washington Secretary of State under RCW 24.03 to do business in the state of Washington or is incorporated as a (501(c)3).

Request for Applications (RFA) – Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFA is to permit the bidder community to suggest various approaches to meet the need at a given price.

“Technical Assistance” or “TA” - means communications and collaborations across systems related to developing, implementing, and maintaining particular programs under this agreement. This can include, but is not limited to, providing support and oversight through site visits, e-mails, phone calls, and/or webinars, developing resources through creation of manuals and measurement tools, and promoting commitment to the LEAD model through quality assurance and outcome measures.

Washington Association of Sheriffs and Police Chiefs (WASPC) - means the Washington Association of Sheriffs and Police Chiefs as defined in RCW 36.28A.010.

Tribe - Tribal Governments and their subparts, including Tribal Boards, Tribal Courts, Tribal law Enforcement, or any other Tribal department that provides behavioral health treatment.

Introduction, and Overview

House Bill 1767, Chapter 378, Laws of 2019, signed May 13, 2019 went into effect on July 28, 2019, to develop the Arrest and Jail Alternatives (AJA). The Washington Association of Sheriffs and Police Chiefs (WASPC), in consultation with the Law Enforcement Assisted Diversion/Let Everyone Advance with Dignity (LEAD) National Support Bureau (NSB) was tasked with the development and implementation of a grant program aimed at supporting local initiatives to properly identify criminal justice system-involved persons with substance use disorders and other behavioral health needs and engage those persons with therapeutic interventions and other services, the efficacy of which have been demonstrated by experience, peer-reviewed research, or which are credible promising practices, prior to or at the time of jail booking, or while in custody.

Funding for these awards under this solicitation shall be done in accordance with the State General Fund and Substance Abuse Block Grant (SABG) funding guidelines.

Grants awarded under this program are separate and distinct from grants awarded pursuant to RCW 36.28A.440. Grant funds may not be used to fulfill the minimum medical and treatment services that jails or community mental health agencies are legally required to provide.

Funding for awards under this RFA may include a combination of State General Funds and Federal Substance Abuse Block Grants.

Pursuant to [RCW 36.28A.450 \(8\)\(a\)\(i-v\)](#), the initial expected outcomes defined for the grant program include:

1. To reduce arrests, time spent in custody, and/or recidivism for clients served by the program;
2. To increase access to and utilization of nonemergency community behavioral health services;
3. To reduce utilization of emergency services;
4. To increase resilience, stability, and well-being for clients served; and
5. To reduce costs for the justice system compared to processing cases as usual through the justice system.

All entities submitting applications shall target one or more of the outcomes outlined above.

All projects must include the following elements:

- Employment of tools and strategies to accurately identify individuals with substance use disorders and other behavioral health needs who are known to commit frequent law violations, at or prior to the point of arrest, and immediately engage those individuals with appropriate community-based care and support services that have been proven to be effective for marginalized populations by experience or peer-reviewed research or that are credible promising practices;
 - These tools and strategies shall include:
 - The use of staff that have been trained in crisis and chronic conditions intervention and outreach to populations that may be experiencing a crisis or chronic condition, including those persons that may pose a risk to public safety or the personal safety of the worker;
 - Meeting the prospective participant at a safe location of their choosing;
 - Evidence-based social service practices that promote the client's wellbeing and self-determination; and
 - When practical, safe and in the best interest of public safety; the utilization of an arrest and jail diversion approach to enforcement contacts made by law enforcement with actual and potential program participants.
- Ongoing meaningful collaboration with community and systems-based partners identified in this the grantee's application; and
- Active engagement at community meetings that are relevant to the program and its goals.

Applications made for this solicitation should include, at a minimum:

- A staff position of at least 1.0 FTE that provides direct services to community members in the program's intended service area. This position may also conduct outreach activities or other relevant direct service-related activities;
- A staff position of at least 0.50 FTE for client and program outreach responsibilities;
- A project manager position of at least 0.50 FTE with program administration responsibilities (data collection, reporting, evaluation), who has no role in providing direct services;
- Funding for the training of all program staff in topics relevant to their role in the success of program participants. Applicants are encouraged to include similar funding in any sub-awards made to other community and systems-based partners.

The use of any acronyms in the proposal are highly discouraged and, if used, must be clearly defined.

Eligible Applicants

Per [RCW 36.28A.450\(2\)](#): Grants must be awarded to local jurisdictions based on locally developed proposals to establish or expand existing programs. The lead proposing agency may be a law enforcement agency, other local government entity, tribal government entity, tribal organization, urban Indian organization, or a nonprofit community-based organization. All proposals must include governing involvement from community-based organizations, local government, and law enforcement, and must also demonstrate engagement of law enforcement, prosecutors, civil rights advocates, public health experts, harm reduction practitioners, organizations led by and representing individuals with past justice system involvement, and public safety advocates.

Due to the inherent level of partnership required for programs to reach their goals, applicants that are not a law enforcement agency, must demonstrate the commitment of their law enforcement partners by submitting a letter of support for the development of an MOU between the applicant and agency if funding is awarded.

If funded, contracts will be made directly with those entities that will be expending the majority of the grant funds with the expectation that sub-awards will be made in an appropriate and timely manner.

Grant to be Awarded

Successful applicants to this RFA will be required to enter into a Grant Agreement with WASPC, which will be performance-based. The nature of the performance deliverables will be developed during award negotiations.

Invitation to Submit Proposals

WASPC is posting this competitive Request for Applications on our website so that interested parties may apply in accordance with the terms of this RFA.

This RFA is issued by the Washington Association of Sheriffs and Police Chiefs. WASPC is the sole point of contact concerning this grant. The point of contact at WASPC regarding inquiries and application process questions is listed on the cover page of this document.

Means of Communication

In the event that it becomes necessary to revise any part of this RFA, a modification will be published on the WASPC website, <https://waspc.memberclicks.net/arrest-and-jail-alternatives-law-enforcement-grant-program>. It is incumbent upon applicants to carefully and regularly monitor the WASPC website for any such postings.

Purpose

Pursuant to [RCW 36.28A.450 \(8\)\(a\)\(i-v\)](#), the initial expected outcomes defined for the grant program include:

1. To reduce arrests, time spent in custody, and/or recidivism for clients served by the program;
2. To increase access to and utilization of nonemergency community behavioral health services;
3. To reduce utilization of emergency services;
4. To increase resilience, stability, and well-being for clients served; and
5. To reduce costs for the justice system compared to processing cases as usual through the justice system.

Per RCW 36.28A.450(4)(a)-(d):

“Up to twenty-five percent of the total funds appropriated for the grant program may be allocated to proposals containing any of the following components:

- (a) Utilization of case manager and peer support services for persons with substance use disorders and other behavioral health needs who are incarcerated in jails;
- (b) Specialized training for jail staff relating to incarcerated individuals with substance use disorders and other behavioral health needs;
- (c) Comprehensive jail reentry programming for incarcerated persons with substance use disorders and other behavioral health needs; and
- (d) Other innovative interventions targeted specifically at persons with substance use disorders and other behavioral health needs who are brought to jail for booking or are incarcerated in jails.”

Applicants may create budget requests that utilize up to twenty-five percent of the total request to address one or more of the items in a-d above if they wish.

Scope

This RFA contains the instructions governing the proposal to be submitted and the material to be included, the mandatory requirements which must be met to be eligible for consideration, and other requirements to be met by each application.

Application Deadline

Grant applications must be received by March 5, 2025, at 5:00 PM. Incomplete applications will not be considered.

Application and Award Timeline

- January 8, 2025—Application period opens.
- January 22, 2025 at 5:00 PM—Inquiry period closes. No further inquiries will be taken or responded to after this date.
- January 23, 2025 at 1:00 PM—Application Overview and Q/A Webinar. Written inquiries will be discussed during the application overview. Register at https://waspc-org.zoom.us/webinar/register/WN_CxFvvF1tSS-kN1h3IlfGg.
- February 12, 2025 at 5:00 PM—Applicants may submit their applications for an initial review for completeness. WASPC staff will briefly review applications and communicate any elements that are missing.
- February 26, 2025 at 5:00 PM—WASPC staff will communicate initial review feedback to applicants.
- March 5, 2025 at 5:00 PM—Application period closes. No late applications will be accepted.
- March 17, 2025-March 21, 2025—Applicant Interviews and Scoring via Zoom.
- June 1, 2025—Award letters and contracts to successful applicants (subject to conclusion of the 2025 legislative session).
- June 18, 2025 at 10:00 AM—Grantee Orientation via Zoom.

Budget

Pending adoption of the Washington State 2025-2027 fiscal biennium operating appropriation. For reference, WASPC was allocated \$7,000,000 over the 2023-2025 fiscal biennium for the AJA program.

Term of Grant to be Awarded

The anticipated initial term of the resulting contract will begin on July 1, 2025, through June 30, 2027. The applicant must execute a Grant Agreement. Click [here](#) to review the draft AJA contract for 2025-2027. By applying for this grant, the applicant agrees that, if their application is successful, they will be expected to agree to all terms and conditions found in that document.

Performance of Awards

Proposed changes or exceptions to any requirement may disqualify the applicant's application from consideration. A completed contract is expected within 45 days following the letter of

intent to award. In the event a contract is not signed (through no fault of WASPC) by the Successful Applicant within 45 days, WASPC may elect to cease negotiations, withdraw the award, and award to the next most advantageous Applicant.

Inquiries

Unless otherwise noted, prospective applicants may make email inquiries concerning this RFA to obtain clarification of requirements. No inquiries will be accepted after January 22, 2025 at 5:00 PM.

All inquiries must be emailed to: aja@waspc.org and be clearly identified in the subject line as "2025-2027 AJA RFA Inquiry".

All inquiries will be discussed during the application overview on January 23, 2025 at 1:00 PM.

Official Means of Communication

During the solicitation process for this RFA, all official communication with applicants will be via notices on WASPC's website, <https://waspc.memberclicks.net/arrest-and-jail-alternatives-law-enforcement-grant-program>. Notices may include any modifications to administrative or performance requirements, answers to inquiries received, clarifications to requirements, and the announcement of the grant awardees. It is incumbent upon applicants to carefully and regularly monitor WASPC's website for any such notices.

Modification or Withdrawal of Applications

Applications may be modified or withdrawn by the applicant before the established due date and time.

Addendum or Supplement to Application

In the event that it becomes necessary to revise any part of this RFA, an addendum/amendment will be published on WASPC's website. It is incumbent upon applicants to carefully and regularly monitor WASPC's website for any such postings.

Application Submission – Required Documents – Application Form

Applications must be received on or before the date and time indicated in the Application and Award Timeline. **Late applications will not be accepted.** It is the applicant's responsibility to ensure that their application is received by WASPC on or before the submission deadline.

All applications must be submitted through the following link:
https://waspc.formstack.com/forms/aja_25_27_application.

All applications must include the documents listed below:

1. Organizational Overview and Key Personnel

- Include the full legal name and address of the organization(s) and, if applicable, the subordinate units of the organization(s) that will perform or assist in performing the work. If you're submitting a joint proposal, please clearly outline which organization is the legal entity with ultimate responsibility for the program.
 - For each organization listed, you must list the key project personnel if they have already been selected. If staff selections have not already been made, please provide the contact information for the person(s) responsible for their organization's elements described in this application.
 - WASPC is aware of the difficulties within Washington State to recruit, hire, and retain staff in certain disciplines. The proposal should include a plan for how the applicant intends to rapidly recruit and staff the proposed program, including how the organization plans to ensure full programmatic staffing by the project start date and throughout the grant performance period.
 - Attach an organizational chart that highlights the staffing model that will support the program and the role, responsibilities and accountability of the project manager.
 - Attach the resumes of the key personnel assigned to the project as one .pdf document. Key personnel should include, at a minimum, the lead agency project manager and the behavioral health professional.

Note: when providing contact information for staff as requested above, you must provide the person's:

- First and last name,
- Full address where they may receive official correspondence via United States Mail
- Full address where they regularly perform the functions of their position (employees working from their home or other private residence/location must provide a business address where they can meet in-person if needed).
- Email address (this must be the direct email for the person listed, not a "catch-all" or general program address).
- Phone number (this must be the direct phone number for the person listed, not a receptionist, auto attendant, or other line that does not ring through to the person listed).

2. Program Abstract

- A program abstract is required for this application. In your abstract, please briefly summarize your agency or organization's need for Arrest and Jail Alternative program funding. Program abstracts are restricted to 1,500 characters.

3. Program Narrative

- A Program Narrative is required for this application. Program Narratives are restricted to 10 pages maximum with 12-point, Arial font, and must be single-spaced. Program Narratives must address the following:
 - Describe the need for the program in your jurisdiction and how the need is supported by local data and other documentation. What considerations were assessed in determining the need? Provide local data and other documentation as supporting evidence.
 - Identify the process by which the Applicant will select a program manager.
 - Provide a description of the overall structure of the program. What outcomes does the program plan to address? Identify measurable goals, objectives, and a program implementation timeline, including implementation milestones to achieve those outcomes. Who are the responsible parties necessary to accomplish the goals and objectives to achieve these outcomes?
 - Identify best and evidenced-based practices utilized.
 - Include a detailed program timeline and identify any anticipated implementation challenges and how you plan to address these challenges. Please include an outline of steps that will be taken and the time frame needed to resolve these issues. List and explain any issues that may affect the timing of this program.
 - How many individuals does the program anticipate it will serve? How will these individuals be engaged with therapeutic interventions and other services, the efficacy of which have been demonstrated by experience, peer-reviewed research, or which are credible promising practices, prior to or at the time of jail booking or while in custody?

4. Program Outcome Focus

- In the enabling legislation for the Arrest and Jail Alternatives program, the Legislature identified five expected outcomes for the program. Applicants can choose to focus on one or more of these. Please clearly identify your proposed program's focus:
 - To reduce arrests, time spent in custody, and/or recidivism for clients served by the program;
 - To increase access to and utilization of nonemergency community behavioral health services;
 - To reduce utilization of emergency services;
 - To increase resilience, stability, and well-being for clients served; and
 - To reduce costs for the justice system compared to processing cases as usual through the justice system.
- Briefly outline how your agency expects to impact these areas.

5. Partnerships and Collaboration

- Memorandums of Understanding (MOUs) will be required with at least one local law enforcement agency if the applying agency is not a law enforcement agency.
- Memorandums of Understanding (MOUs) will be required with at least one case management provider if the applying agency will not be providing direct services.
- Do you have the following partnerships and collaborations in place (respond with Yes, No, InProgress, or Not Applicable)? If Yes, please identify the agency(s) and/organization(s). If In Progress, please briefly describe the steps taken and those that remain at the time of application. If No or Not Applicable, please briefly describe the rationale.
 - Law Enforcement
 - Community Based/Case Management Organization
 - Prosecutor
 - Local Government
 - Mental Health Services Provider
 - Substance Use Treatment Provider
 - Community Rights Advocacy Group

Note: You will have the opportunity to upload supporting documentation to substantiate responses to the questions above.

6. Program Budget

- Although the AJA program operates under a deliverable-based contract, development of the budget is a key component of the contract process. Please complete the budget spreadsheet located here:
<https://waspc.memberclicks.net/assets/AJA/Multi-Year%20Budget%20Worksheet%20Template%20-%20AJA%2025-27.xlsx>
- A specific area is available at the end of this spreadsheet that allows for the identification and description of funding or items to be provided as program matching funds.

Acceptance of Application Terms

A proposal submitted in response to this RFA shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the electronic signature of the applicant's management or executive staff authorized to execute contractual obligations.

Request for Application Response Material Ownership

All material submitted regarding this RFA becomes the property of WASPC. All applicants understand and agree that any materials submitted in response to this RFP may be released to the general public if deemed necessary by WASPC.

Evaluation

This is a competitive application process. The evaluation will identify the proposals that most effectively meet the requirements of this RFA and which is most advantageous to WASPC.

WASPC may, at its sole discretion, prioritize grant applications that include local matching funds. All award and funding decisions, including the continuation of funding, made by WASPC are final.

Evaluation Process: all applications will be evaluated individually. Applications will be evaluated using the evaluation tool found [here](#).

Applications will be evaluated by a committee appointed by the WASPC President that fulfills the requirements found in [RCW 36.28A.450\(2\)](#).

Award of Grant

The grant will be made to the applicant(s) whose application, conforming to this RFA, will be the most advantageous to WASPC. WASPC, in its sole discretion, may make an award of the applicant's full proposal or any portion thereof.

Application Content Acceptance

The contents of the application of the successful applicant will become contractual obligations upon a Notice of Grant Award. Failure of the successful applicant to accept these obligations in a grant agreement may result in cancellation of the award.

Application Cancellation

WASPC reserves the right to cancel this RFA at any time, without penalty.

Ownership of Products and Services

WASPC has the right to retain the original proposal and other RFA response materials for our files. As such, WASPC may retain or dispose of all copies as is lawfully deemed appropriate. WASPC has the right to use any or all information/material presented in reply to the RFA. The applicant expressly agrees that WASPC may use the materials for all lawful purposes, including, but not limited to, the right to reproduce copies of the material submitted for purposes of evaluation and to make the information available to the public in accordance with the provisions of the Public Records Act.

Incurring Costs

WASPC is not liable for any cost incurred by applicants prior to the issuance of a legally executed Grant Agreement. No property interest, of any nature shall occur until a contract is awarded and signed by all concerned parties.

Proposal Rejection

WASPC reserves the right to reject any or all proposals, waive informalities and minor irregularities in proposals received, and accept any portion of a proposal or all items proposed if deemed in the best interest of WASPC.

Tax Identification Number

The tax identification number provided must be that of the applicant responding to the RFA. The applicant must be a legal entity with the legal right to contract.

Data Collection

All successful applicants will be required to utilize the data collection tool selected by WASPC, hereinafter referred to as the WASPC Data Collection Tool, which is the Julota System. All successful applicants must provide sufficient resources to establish the administrative permissions necessary for the WASPC Data Collection Tool to be fully operational at the time field response begins at the agency.

The tool also allows WASPC to view de-identified data collected in the system for all grantee agencies and at the aggregate level. This will support WASPC in assessing the efficacy of the programs and getting a holistic picture of the services provided by the grantee. This information may also be used for reporting purposes as determined necessary by WASPC.

All grantees will commit to having their staff complete data entry into the Julota system.

WASPC and Julota will develop an onboarding for Grantee Agencies, which will include the following:

- Intro to Julota
- Timeline for Grantee Agencies
- Intro to the Julota system
- General Onboarding Information
- Technical Onboarding Information
- Training Materials
- Expectations for post-grantee use of Julota
- Terms of Use Agreement

Grantee Agency Onboarding & Integration

This encompasses onboarding Grantee Agencies who receive the grant from WASPC to the requirements and process for using the Julota system and the Admin Dashboard.

Grantee Agencies Receive Onboarding Documents

WASPC will share the onboarding packet for Julota with the Grantee Agencies. WASPC will review this with Grantee Agencies, as it fits in with the more extensive onboarding process to the grant.

Grantee Agencies Complete Key Onboarding Steps

Each Grantee Agency will need to complete key steps to smoothly work with Julota and start the process of integration. This includes:

- Signing the Terms of Service Agreement
- Identifying a key point of contact for information technology ("Agency IT") and content ("Agency Contact"), and connecting them with Julota
- Tailor and adopt policies related to the use of the Julota system
- Reviewing timeline

Training Webinar

Julota will lead an onboarding webinar with operational partners (relevant WASPC staff, Agency Contact, Agency IT, and Julota team members) to introduce them to the tool and requirements for launching the system with their agencies. It will also include time for questions.

Data Collection Tool Launch with Grantee Agencies

Focused on training staff and launching the app to the Grantee Agencies.

System Deployment

Julota will deploy a cloud-based version of their system and the Admin Dashboard to WASPC and grantee agencies. Grantee agencies will be able to view their own agency data on the Admin Dashboard. WASPC will be able to view de-identified client data and aggregate data for all grantee agencies on a separate Admin Dashboard. (At the end of the contract and upon request, Julota will provide grantee agencies with this data in either a .csv or SQL format.) This includes the training of grantee agency staff and the launch of the application.

A draft Julota Software as a Service (SaaS) License Agreement is available [here](#). WASPC highly encourages prospective applicants to review this agreement and evaluate their ability to abide by its terms prior to submitting an application.

Grant Agreement

Successful applicants will be required to enter a Grant Agreement with WASPC for the Arrest and Jail Alternatives program. The applicant must execute a Grant Agreement. Click [here](#) to review the draft AJA contract for 2025-2027. WASPC highly encourages prospective applicants to review this Grant Agreement and evaluate their ability to abide by its terms prior to submitting an application.

News Releases

News releases pertaining to this RFA **shall NOT be made** without prior written approval by WASPC.