



**Washington Association of**  
**SHERIFFS &**  
**POLICE CHIEFS**

**REQUEST FOR APPLICATIONS**  
**Mental Health Field Response**  
**Grant Program**  
**Second Round Solicitation**  
*(RCW 36.28A.440)*

**Submission Deadline**

February 19, 2024, at 5:00 PM PST

**Funding Period**

April 1, 2024, to June 30, 2025

**Application Contact**

Steven Briggs, Program Coordinator

[sbriggs@waspc.org](mailto:sbriggs@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.

**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.

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

**Tribes** - 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 2982, Chapter 142, Laws of 2018, went into effect on June 7, 2018. The purpose of the grant program is to assist local law enforcement agencies to establish and expand mental health field response capabilities, utilizing mental health professionals to professionally, humanely, and safely respond to crises involving persons with behavioral health issues with treatment, diversion, and reduced incarceration time as primary goals.

Proposals must provide a plan for improving mental health field response and diversion from incarceration through modifying or expanding law enforcement practices in partnership with mental health professionals.

Applicants must include at least one mental health professional, as defined in RCW [71.05.020\(39\)](#), who will perform field response professional services under the plan. A mental health professional may assist patrolling law enforcement officers either in the field or in an on-call capacity. The mental health professional may also provide preventive follow-up, training on mental health field response best practices, or other services at the direction of the local law enforcement agency. Nothing limits the mental health professional's participation to field patrol.

Applicants may also include properly trained non-MHP staff members, as long as those non-MHP staff members receive once weekly consultation and supervision from an MHP as described in [RCW 71.05.020\(39\)](#) and agree to a training plan that ensures safe and adequate service delivery to members of the community.

Applicants shall develop and provide or arrange for training necessary for mental health staff to operate successfully and competently in partnership with law enforcement agencies. The training must provide the mental health staff with a working knowledge of law enforcement procedures and tools sufficient to provide for the safety of the staff, partnered law enforcement officers, and members of the public.

For those agencies that do not have a program that incorporates mental health staff into their mental health field response planning and response, WASPC is allowing for the inclusion of technical assistance in this solicitation. Applicants must identify their technical assistance provider in the application and clearly identify technical assistance in their proposed budget.

Applicants are encouraged to coordinate with their local public safety answering point to maximize the program's goals.

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

## Eligible Applicants

Eligible entities are law enforcement agencies with calls-for-service responsibilities that do not currently receive funding from the Mental Health Field Response program at WASPC and do not have a program that incorporates mental health professionals into their mental health field response planning and response. If you are unsure about whether your proposed service area already has an MHFR program, please submit an inquiry using the process outlined in this solicitation. Current and former MHFR grantees are ineligible for funding under this solicitation. WASPC will consider new applications from previously unsuccessful applicants.

## Grant to be Awarded

Successful applicants under this RFA will be awarded a grant from WASPC. This grant may be for an amount that fully or partially funds the applicant's request. In the event the applicant's request is only partially funded, the applicant and WASPC will work to create a Scope of Work that is appropriate based on the level of funding provided.

## Invitation to Submit Proposals

WASPC is posting this RFA 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/mental-health-field-response-teams-program>. It is incumbent upon applicants to carefully and regularly monitor the WASPC website for any such postings.

## Purpose

The purpose of the grant program is to assist local law enforcement agencies to establish and expand mental health field response capabilities, utilizing mental health professionals to professionally, humanely, and safely respond to crises involving persons with behavioral health issues with treatment, diversion, and reduced incarceration time as primary goals. The Sequential Intercept Model is used by many communities as a guide to behavioral health service system transformation and, more specifically, as a tool to identify strategies to better respond to the needs of people with behavioral health conditions who come into contact with the criminal justice system. This model consists of five points of interception at which one

might intervene to prevent vulnerable individuals from deeper involvement with the justice system.

The first intercept is Intercept 1: Law Enforcement – Pre-Arrest Diversion. The first point of intercept includes interactions with law enforcement personnel, who sometimes serve as first responders during mental health emergencies and can be key partners to behavioral health and emergency services personnel. Interventions at this intercept have, in the past, been largely focused on the education and training of police officers in their capacity as first responders. WASPC intends to go beyond training and add the component of co-response with mental health staff to Intercept 1 through this grant program.

WASPC is especially interested in programs utilizing mental health staff trained in crisis intervention immediately available to officers or to respond in person when called. Additionally, mental health field response programs should include staff and short-term services to reduce the likelihood that the individual will have future criminal justice system involvement. These support services could include short-term respite beds (e.g., crisis stabilization centers and E&Ts) and other inpatient beds.

## 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 February 19, 2024, at 5:00 PM PST. Incomplete applications will not be considered.

## Application and Award Timeline

- January 22, 2024, at 12:00 PM PST – Application period opens.
- February 2, 2024, at 2:00 PM PST – MHFR Application Overview and Q/A Webinar. Join at <https://waspc-org.zoom.us/j/88205331855>.
- February 6, 2024, at 4:00 PM PST – Inquiry period closes. No further inquiries will be taken or responded to after this date.
- February 9, 2024, by 4:00 PM PST – Responses to inquiries will be posted on the program's page of the WASPC website.
- February 19, 2024, at 5:00 PM PST – Grant application period closes. No late submissions will be accepted.

## Budget

For the period of April 1, 2024 to June 30, 2024, \$380,000 is available for allocation for programs located in Trueblood Phase I or II areas as defined by the Washington State

Department of Social and Health Services (DSHS) and listed [here](#)<sup>1</sup>. For the period of April 1, 2024 to June 30, 2024, \$71,000 is available for allocation for programs not located in Trueblood Phase I or II areas as defined with the Washington State DSHS. Funds allocated for this time frame do not carry over from one state fiscal year to the next and must be utilized by June 30, 2024.

For the period of July 1, 2024 to June 30, 2025, \$488,000 is available for allocation for programs located in Trueblood Phase I or II areas as defined by the Washington State DSHS. For the period of July 1, 2024 to June 30, 2025, \$46,000 is available for allocation for programs not located in Trueblood Phase I or II areas as defined with the Washington State DSHS. Funds allocated for this time frame do not carry over into any future funding period and must be utilized by June 30, 2025.

## **Term of Grant to be Awarded**

The anticipated initial term of the resulting contract will begin on April 1, 2024, through June 30, 2025. The applicant must execute a Grant Agreement, a draft of which is available on the program's page of the WASPC website. 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 February 6, 2024, at 4:00 PM PST.

All inquiries must be emailed to: [MHFR@waspc.org](mailto:MHFR@waspc.org) and be clearly identified in the subject line as "2023-2025 Second Round MHFR Solicitation Inquiry".

All inquiries (with identities redacted) and their responses will be publicly posted on the AJA program page of the WASPC website on February 9, 2024, by 4:00 PM PST.

## **Official Means of Communication**

During the solicitation process for this RFA, all official communication with applicants will be via

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<sup>1</sup> <https://www.dshs.wa.gov/sites/default/files/BHSIA/FMHS/Trueblood/State%20of%20WAMap%20-%20Phase%20I%20and%20II%20with%20cities.pptm>

notices on WASPC's website, <https://waspc.memberclicks.net/mental-health-field-response-teams-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 Application

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

## Addendum or Supplement to Applications

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/mhfr\\_23\\_25\\_second\\_round\\_application](https://waspc.formstack.com/forms/mhfr_23_25_second_round_application)

### 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 Mental Health Field Response program funding. Program abstracts are restricted to 2,500 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:

### Description

- Provide a description of the overall structure of the program.
- Describe how the program is consistent with the policy approaches of the Mental Health Field Response Program as described in HB 2892.SL, including, but not limited to, Section 1, paragraphs 2 and 3 and the Purpose statement on page 1 of this grant application.
- Describe the link between the intended participants' needs and the program's ability to serve those needs.
- Provide a description of the service area and included catchment area(s). Describe how the proposed program structure and staffing meets the needs of the catchment area, i.e. factoring in travel time, volume of calls and proposed shift structure.
- What process will be used to determine protocols and processes for gathering information from callers by the caller takers and dispatchers (public safety answering points)?
- How many participants does the program anticipate it will contact and how many will it serve?
- Explain the training approach to be implemented throughout the program for the law enforcement officers, call takers/dispatchers and behavioral

health personnel to operate successfully and competently within your agency.

- Describe the role of the case manager, for programs which will employ dedicated case managers and utilize support services to work with individuals successfully diverted.
- Describe the steps the program will take to transition diverted individuals from short-term services to more permanent community support services.
- What wraparound linkage services and resources will be provided in the program and how are these consistent with evidence-based practices?

#### Need

- Describe the need for a Mental Health Field Response Team Program in your jurisdiction. What considerations were assessed in determining the need? How does the need relate to the overall goal of the Mental Health Field Response Team Program?

#### Partnership and Collaboration

- How will the program cultivate the development of a coordinated system of care that integrates all services (referral, intake, case planning, service delivery, case management, evaluation) and includes a feedback loop to all program partners?

#### Services

- Describe the partnerships proposed for stabilization, observation, disposition and custodial transfer.
- What is the process for assessing participants for danger to self and others; what assessment resources will be used?
- Explain which resources will be engaged for participants who are considered “high utilizers” upon referral, and ongoing.
- Describe how individualized case plans will be developed and updated and how this information will be shared with the participant and the Mental Health Field Response Team.

#### 4. Program Timeline

- Provide a detailed outline citing to implementation activities and dates by month and year for the steps required to implement the proposed diversion program or service(s). This is also your opportunity to explain 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. Please list and explain any issues that may affect the timing of this project.

## 5. Program Budget

- Please complete the budget spreadsheet located here:  
<https://waspc.memberclicks.net/assets/MHFR/Multi-Year%20Budget%20Worksheet%20Template.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.

## Evaluation

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 and detail local matching funds.
- Grant applications from Trueblood Phase I or II areas as defined by the Washington State Department of Social and Health Services (DSHS) and listed [here](#)<sup>2</sup>:
- Grant applications from agencies located in rural areas as listed and defined by the Washington State Office of Financial Management (OFM) [here](#)<sup>3</sup>:
- Grant applications that prioritize mental health field response to crisis calls as the main component of the agency's response plan.

All award and funding decisions, including the continuation of funding, made by WASPC are final.

Evaluation Process: all applications will be evaluated individually. A score of zero to four will be assigned to each applicant's: Project Narrative, Project Timeline, Project Budget, and Supporting Documents.

Applications will be evaluated by a committee appointed by the WASPC President that fulfills the requirements found in [RCW 36.28A.440\(2\)](#).

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<sup>2</sup> <https://www.dshs.wa.gov/sites/default/files/BHSIA/FMHS/Trueblood/State%20of%20WAMap%20-%20Phase%201%20and%202%20with%20cities.pptm>

<sup>3</sup> <https://ofm.wa.gov/washington-data-research/population-demographics/population-estimates/population-density/population-density-and-land-area-criteria-used-rural-area-assistance-and-other-programs>

## **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 contract 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 will be posted to <https://waspc.memberclicks.net/mental-health-field-response-teams-program>. 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 Mental Health Field Response program. The draft Grant Agreement will be posted to the Mental Health Field Response program page of the WASPC website. 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.