

Statement of Work

This Statement of Work (SOW) is between the Washington Association of Sheriffs and Police Chiefs (WASPC) and the City of Olympia Police Department (OPD). All terms, references, and abbreviations mentioned can be defined using the application submitted by OPD.

Effective Date: This SOW is effective and the funds made available to OPD are available for expenditure on items and activities described herein as of April 22, 2020.

Scope of Work: OPD is required to implement the Arrest and Jail Alternatives (AJA) Program as described in their application that was received on January 30, 2020, with no unapproved substantive derivations. Requests for changes to this scope of work, or services laid out in the applicant's application can be made to Steven Briggs, Programs Coordinator (WASPC) at sbriggs@waspc.org.

During each of the three phases of implementation listed below, OPD will be required to consult with the Law Enforcement Assisted Diversion National Support Bureau (LEAD NSB). These consultations shall be of an informative nature. While and recommendations made by LEAD NSB are to be seriously considered as improvements to OPD's program, these recommendations are not binding and ultimately, OPD maintains final responsibility and accountability for their program and outcomes. This consultation does not create any requirement directing OPD to report to LEAD NSB.

This program shall 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 intervention and outreaching to populations that may be experiencing a crisis, including those persons that may pose a risk to public safety or the personal safety of the worker;
 - Meeting the prospective participant is 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 in 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-based organizations whose social purpose area directly aligns with the goals of OPD's Familiar Faces Program; and
- Active engagement at community meetings that are relevant to the program and its goals.

This program must be managed to achieve expected outcomes that are measurable and will be used in the future to evaluate the performance under this grant and to ensure accountability for the use of this funding. The expected outcomes defined for the grant program are:

- 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 and/or substance abuse services;
- To reduce the 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.

OPD must develop a mechanism to account for what portion of time and other costs paid under this agreement is spent working with individuals on a post-arrest basis. OPD must articulate the costs associated with these individuals separately when appropriate. A time cost allocation may be used if the underlying data used to make the decision is less than 12 months old. The results of such a study, if used, must be reevaluated every 12 months for accuracy.

Per RCW 36.28A.450: "...grants awarded under this program are separate and distinct from grants awarded pursuant to RCW 36.28A.440 [Mental Health Field Response]." It is expected that OPD and their contractors be able to delineate which of their clients is being served by the Arrest and Jail Alternatives program and which are being served by the Mental Health Field Response grant program at all times.

Delivery Dates: OPD shall complete the services and/or work on or before the delivery schedule below:

Phase One - April - May 2020

- Post Neighborhood Policing, Mitigation Site, Re-entry, and Roving/Encampment Peer Navigator positions with Catholic Community Services
- Post Program Manager position with Catholic Community Services
- Post Mental Health Professional (MHP) position with Catholic Community Services
- Meet with Familiar Faces Stakeholder Group, strategize the implementation of four new peers, along with the program manager and MHP into the program
- Identify initial Neighborhood Policing, Mitigation Site, Re-entry, and Roving/ Encampment Familiar Faces participants
- Interview Neighborhood Policing, Mitigation Site, Re-entry, and Roving/Encampment Peer Navigators candidates
- Develop expanded Familiar Faces program policies
- Rent office space and order all necessary office supplies for the program
- Monthly report due to WASPC

Phase Two - June 2020

- Hire Neighborhood Policing, Mitigation Site, Re-entry, and Roving/Encampment Peer Navigators
- Hire Program Manager
- Hire Mental Health Professional
- Training for Neighborhood Policing, Mitigation Site, Re-entry, and Roving/Encampment Peer Navigators including cross training at TCOMM, OPD, and CRU.
- Training for Program Manager
- Training for Mental Health Professional

- Communication to internal and external stakeholders about expanded Familiar Faces Program
- Communication at all OPD briefings, the introduction of Program Manager, Mental Health Professional, Neighborhood Policing, Mitigation Site, Re-entry and Roving Encampment Peer Navigators and expanded Familiar Faces program
- Peer Navigators connect with Familiar Faces participants
- Peer Navigators, Program Manager, and Mental Health Professional attend and collaborate with local service providers at meetings such as the Vulnerable Index meeting held weekly at the Community Care Center (Providence)
- Monthly report due to WASPC

Phase Three - July 2020 – June 2021

- Peer Navigators will continue working closely with Familiar Faces participants
- Program Manager will be facilitating weekly Familiar Faces Stakeholder meetings, ensuring capacity for Essential Stakeholders and capacity for an expanded client list
- Weekly Familiar Faces Stakeholder meeting staffs Familiar Face client's caseloads
- Monthly report due to WASPC
- Identification of barriers and create strategies to address the needs of Familiar Faces participants
- Identification of caseload capacity and potential overbooking of Essential Stakeholders

WASPC intends to maintain adherence with 5 CFR § 1320.5 (d)(2) whenever possible. There may however, be times where this will not be practical or in the program's best interest. In this case, WASPC reserves the right to modify any and all aspects of the Recipient or Subrecipients reporting requirements.

WASPC will be utilizing a third party data collection and case management system. Because this system is not yet in place and we understand that every community's reporting needs will be different, OPD's reporting requirements can be flexible, as full utilization of the system will allow for most elements of the required reports to be either automated or manually generated in little time.

In the event that there is a change in the contract or program management staff paid for by this grant, it is expected that OPD will notify WASPC of the change to include the name and contact information for the new staff member.

If OPD fails to perform to the standards set forth above, WASPC remains able to remedy noncompliance as outlined in the Special Terms and Conditions and General Terms and Conditions of this grant document, including provisions for recapture of funds already paid to the grantee.