



Department of Community Health
Behavioral Health Services
Funding Application

Overview

This competitive Request for Application (RFA) for Behavioral Health funds will benefit new and expanded programs for the provision of mental health prevention and/or treatment services.

To be considered for funding, applicants must meet the minimum requirements.

One application submitted per project. The submission of multiple applications per agency is acceptable. However, if your agency submits more than one application, you must provide a cover letter indicating application priority with a number. This number must be written at the top right-hand corner of Section I for each application submitted.

Contracts for this RFA will go into effect January 1, 2024.

Minimum Requirements

To be considered for funding, applicant's projects must:

- **Be located in Walla Walla County**
- **Be licensed by the State of Washington for the provision of chemical dependency or behavioral health treatment services as required by the proposed scope of services.**
- **Serve individuals within the boundaries of Walla Walla County who are determined to benefit from behavioral health prevention or treatment services.**

Eligible Applicants

The following types of organizations are eligible to apply for funding:

- **Non-profit agencies**
- **Public and Private Schools**
- **Private agencies with a mission consistent with the intent of the Ad Valorem and One-Tenth of One Percent funding priorities.**

2024 Behavioral Health Funding Allocation Schedule

The timeline for this application process will occur as follows:

Monday	10/16/2023	Advise Walla Walla Board of County Commissioners of Request for Applications for Behavioral Health Funding
Wednesday	10/18/2023	Request for Application legal notice submission to The <i>Walla Walla Union Bulletin</i>
Monday-Friday	10/16/2023 10/20/2023	Department of Community Health staff appoints Scoring Committee members
Sunday	10/22/2023	Advertised Request for Proposal can be found in the Walla Walla Union Bulletin and posted on the Department of Community Health website
Monday	10/23/2023	Application accessible at: https://www.co.walla-walla.wa.us/government/commissioners/county_bid_rfp_rfq.php
Thursday	10/26/2023	Proponents' Conference at 4:00 P.M. PST via WebEx. Participation is mandatory for applicants. Record conference for future posting https://wwco.webex.com/wwco/j.php?MTID=m68e75382144bda54d2a117d49a2ac820
Monday	10/30/2023	Q&A from Proponents' Conference emailed to attendees and a recording of the Proponents' Conference and the Q&A will be posted online at: https://www.co.walla-walla.wa.us/government/commissioners/county_bid_rfp_rfq.php
Friday	11/17/2023	Applications due by 5:00 P.M. PST
Monday	11/20/2023	Department of Community Health Staff screen/review applications for eligibility
Tuesday	11/21/2023	Department of Community Health distributes eligible applications to Scoring Committee for scoring/ranking
Friday	11/29/2023	Scoring Committee members submit their scores to Department of Community Health by 5:00 P.M. PST
Thursday	11/30/2023	Scoring Committee meets to review and determine final consolidated scores/rankings
Monday	12/04/2023	Community Health forwards award recommendations to Walla Walla County Board of Commissioners
Monday	12/04/2023	Walla Walla County Board of Commissioners determines final awards
Tuesday	12/05/2023	Department of Community Health staff notifies applicants of awards
Friday	12/15/2023	Contracts submitted for signature to awarded applicants
Monday	01/01/2024	Contracts executed and program year begins

Application Review Process

The Application Review Process will be conducted as follows:

- The Department of Community Health will determine the eligibility status of all applications submitted. Applications deemed eligible will be forwarded to the Scoring Committee.
- The Scoring Committee will review, score, and rank all applications and the Department of Community Health will tabulate the results.
- The Department of Community Health will present the rated applications to the Walla Walla County Board of Commissioners to make the final determination regarding project awards.

Rating Criteria (100 possible points)

Projects will be reviewed for completeness and rated according to the following criteria:

Criteria Category	Possible Points
Funding priority category	30
Project Design and Effectiveness	20
Project Goals and Outcomes	20
Agency Staff Capacity and Experience	10
Evidence Based or Promising Practices	10
Community Outreach and Collaborative Partnerships	5
Budget and Budget Narrative	5

Application Submission Instructions

Applications must be completed electronically.

Submit application packet via email to: contractsdc@co.walla-walla.wa.us and place “BHF Application” in the subject line. Application must be in PDF file format.

Applications must be emailed to the email address above no later than Friday, November 17, 2023 at 5:00 PM PST.

To be eligible for funds, applicants must attend the Proponents’ Conference scheduled for 4:00 PM on October 26, 2023, PDT. This meeting will be held via WebEx.

<https://wwco.webex.com/wwco/j.php?MTID=m68e75382144bda54d2a117d49a2ac820>

2024 Behavioral Health Funding

Section I

Face Sheet

Total Amount of Funds Requested

Organizational Information

Applicant/Agency Name	
Agency Director	
Mailing Address	
City/State/ZIP Code	
Federal Tax I.D. Number	
Phone	
Fax	
E-Mail Address	
Project Title	
Project Location	

Description of Project

Summarize the project including how the funds will be used.

Original Signature of Authorized Official

This signatory declares he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application will be used only for the purposes set forth herein, and verifies all information contained in this application is valid and true to the best of his/her knowledge.

Signature	
Printed Name & Title	
Date	

Section II

Application Specifics

1. Which of the following will your project provide? (*check all that apply*)

- Access to outpatient behavioral health care for Spanish speakers
- Community health workers/promoters
- ED diversion programs
- Peer Support programs
- Suicide Prevention/Crisis Services/Reduction of Harm
- Youth Behavioral Health Services
- Specialized Population (s)
- Behavioral Health Prevention Services

2. What populations will your project target? (*check all that apply*)

- Youth
- Adults
- Targeted Populations Specify
- WW County Community

Section III

Agency/Program/Project Description

Answer each question and sub-question that applies to your application. Type your responses in Arial font, 12-point size, and label each response with the corresponding question number, e.g., 2(e). Answers to the narrative questions may total no more than 5 pages.

Part A – All applicants must respond to questions 1-8

History/Background

1. Provide a brief history of your agency/organization and a background and/or history of the program/project for which you are requesting funds.

Project Description

2. Give a description of the proposed program/project.

In addition, address the following:

- a. How will the requested funds be used? Be specific.
- b. Identify the target population to be served.
- c. What geographic area will be served?
- d. Identify your clientele per their general demographics.
- e. Describe your outreach plan and how you will ensure that eligible persons have access to your program/project. Address how far your geographic outreach will extend, how you will reach persons

with disabilities, limited English, and minorities. In addition, note your organization's history in serving these populations.

Project Goals & Outcomes

3. Overall, what will change in the lives of individuals, families, and the community if your program/project is funded?
4. Identify at least one goal for your program/project and three achievable/measurable outcomes. Be succinct in your response and consider the goal(s) of the funding source for which you're applying (see page 2, Overview, second paragraph).

Community Needs and Priorities

5. Estimate the unmet need for this program/project in the community and describe how it will address this unmet need.

Partnerships

6. Describe the partnerships you have developed with other community agencies which you anticipate contributing to the success of this program/project.

Challenges

7. What are the challenges that may confront this program/project?

Sustainability

8. Discuss sustainability for the program/project including:
 - a. How would a partial funding award affect the program/project?
 - b. If traditional funding sources for this program/project are reduced or eliminated, how will this affect the program/project?

Section IV

Project Budget and Budget Narrative

Complete the project budget for a 12-month period (January 1, 2024 – December 31 2024). At least 25% of the proposed budget must serve as match and may include cash, in-kind (with an assigned dollar value), or a combination of cash and in-kind. Sources of match must be noted in cells b and c (if there is a second match source). Dollar figures must be documented for each applicable line item (1 & 2), and subtotals and totals must be documented in column d and on lines 3 and 4(if applicable), and 5. State or federally approved Administrative/Indirect Fees will be allowed, up to 17.5%, and documentation will be required.

Proposed Activities	a. Dollar Request:	b. Match Source 1:	c. Match Source 2:	d. Totals (Columns a+b+c):
1. Direct Services				
2. Program Operations				
3. Subtotal (lines 1-2)				
4. Administrative Costs				
5. Total (lines 3-4)				

Budget Narrative

Specifically describe the proposed use of the funds being requested and include additional explanation on line items that may warrant further clarity. Regarding in-kind match, describe how the assigned dollar value was derived.

<p>Direct Services:</p> <p>Program Operations:</p> <p>Match Source 1:</p> <p>Match Source 2:</p> <p>Administrative Costs:</p>
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