



THERAPEUTIC COURT GRANT APPLICATION GUIDELINES, RECOMMENDATIONS, AND CHECKLIST

ESB 5476 has mandated that AOC allocate funding based upon a distribution methodology that will split funds equitably between those therapeutic courts located “east of the crest of the Cascade mountains and those therapeutic courts located west of the crest of the Cascade mountains.” Local jurisdictions that receive funding must use those funds to identify individuals before the courts with substance use disorders or other behavioral health needs, and engage those individuals with community-based therapeutic interventions. In order to ensure that these qualifications are met, AOC has created an application to gather information from interested courts. Along with the information provided in the application, AOC will use a tiered structure to make decisions on how funding will be distributed. Courts who are requesting funding to establish a new therapeutic program will be given priority. Courts who are requesting funding to expand their therapeutic program will be the second priority, followed by courts who are requesting funding to maintain a therapeutic program.

When grant applications are received at the AOC, they will undergo a preliminary technical screening to ensure that all required application documents are included and filled out correctly. This review is not a policy or approval review. Applications that pass this initial screening are forwarded to the Therapeutic Grant Application Review Workgroup (Workgroup) for funding evaluation. Applications / applicants that do not pass this initial technical screening will not be accepted for Workgroup evaluation. They will be immediately notified by Stephanie Oyler via return email, along with a list of what needs to be corrected or included. To help ensure that your application passes the initial screening and is expedited for Workgroup evaluation, please use the following checklist as a guideline for completing your application:

Are all questions on your application form completed? If additional space is needed, please feel free to add pages to your application. The more descriptive and detailed you can be in supporting your request, the better.

NOTE: Multiple jurisdictions served by a single municipal court or district court may apply for funds as a single entity.

Funding requests **must identify how funds will be used to identify individuals with substance use disorders or other behavioral health needs and engage those individuals with community-based therapeutic intervention.** It is expected recipients of the grant funding will be audited by both state and federal auditors and the explicit connection to individuals with substance use disorders must be documented.

NOTE: Funding is reserved for judge-included therapeutic court programs. Applications are **limited to presiding judges and court administrators.**

AOC is committed to ensuring that every program receiving funding reflects the principles of diversity and inclusion. Does your funding request identify how your court’s program will avoid discrimination and barriers to access?

Does your funding request comply with evidence-based best practices for therapeutic courts? Funding requests that are inconsistent with evidence-based best practices will be denied. (Examples of evidence-based best practices: [NADCP Drug Court Guidelines](#), [BJA Mental Health Court Guidelines](#), and [Family Treatment Court Best Practice Standards](#))

NOTE: Has your court taken the time to consider including medication-assisted treatment (MAT) in your program? **AOC strongly encourages all applicants to read SAMSHA's guide to MAT, linked [here](#).**

- Is your application form signed by your presiding judge and court administrator?
- Have you attached a categorization of costs grid to your application?
- Does your categorization of costs grid equal the total amount requested on your application form?
- Have you reported any funding for your court's therapeutic court program on your application and grid?
- AOC will require that recipients submit quarterly reports detailing how funding has been used and the impact that that funding has had on your court. Have you documented the reporting measures you have in place to ensure you're accurately able to report information to AOC?

If you have questions or need assistance, please contact Stephanie Oyler, DMCJA Court Association Coordinator, at Stephanie.Oyler@courts.wa.gov or 360-890-0901.