

CLJ Therapeutic Courts FAQs

FY2024 Closeout Process

Q: It can be hard to get vendors to comply with the closeout deadline of July 15, 2024. Will you be granting any exceptions to this deadline?

A: No. The July 15, 2024 deadline is non-negotiable. The AOC fiscal team thought very carefully about this date and they have their own deadline requirements in order to maintain compliance. Being communicating with your own fiscal team and your vendors now that the last business day for services rendered is June 28, 2024. All invoices for Q4/the month of June will need to be submitted for payment to you by June 28th, 2024. A19 reimbursements for services rendered for the month of June are due no later than July 15, 2024.

FY2025 Application/Renewal Process

Application Packet

Q: Section 4 seems a bit confusing. Are you asking for two separate documents?

A: Use the space to answer both questions. Tie your budget request into your justification. Try to keep the narrative to a minimum. The reviewing team are subject matter experts in funding therapeutic courts and understand issues that may arise so more words are not necessary. If you're renewing, keep in mind that we have access to your quarterly reports.

Renewals

Q: What is required for me to renew my contract?

A: Please complete Sections 1, 2.1, and 4 of the SY2025 Application/Renewal Packet and be sure to include a budget for the 2025 Fiscal Year (July 1, 2024 to June 30, 2025) along with a brief justification for your budget.

Q: I don't want to over ask or under ask for funds. What's a good way to calculate what I'll need for my FY2025 budget?

A: If you're an existing therapeutic court renewing your contract, a good way to calculate your budget is to use the number of participants you've seen YTD, divide that number by what you spent on each spending category, then multiply by anticipated referrals. Understand that you're just trying to get an average amount spent from the last year to help guide what you'll need for the next year.

Q: I will probably have funds leftover from the FY2024 contract, what do I do with those funds?

A: Nothing. Because the agreements are set up on a reimbursement basis, there will be no further steps beyond your final a19 submission. Unspent funds do not "rollover" to the next funding period. You will use the application/renewal form to request funds to cover operation for the 24-25 state fiscal year.

Q: Do I need to include letters of support along with my renewal application?

A: No. Letters of support are not required for *renewal*.

Q: Do I need to include the materials I supplied in my last quarterly report in my renewal application?

A: No. We have access to those materials. We will be looking at past reports you've submitted along with your renewal application when considering funding.

Budget & Justification

Q: What do I need to include in the justification if I am renewing my contract?

A: A budget justification is a description of the proposed costs for each category. It explains why the proposed costs are needed to accomplish deliverables/tasks. If you are requesting an increase in funds over your current contract, please explain why.

Examples:

Salaries/benefits "We've seen an increase in referrals and entries requiring increased FTE to support case management"

Staff equipment "We have hired a new case manager and need to purchase a computer for them"

FY2025 Contracting

Q: Would claiming the hours our Judge spends on our therapeutic court be considered supplanting? I want to make sure if claiming the Judge's salary would be an allowable expense?

A: No. You may claim the Judge's time spent on your therapeutic court program under Personnel Costs. If a portion of the Judge's salary is already dedicated to your therapeutic court program under another funding source, that would be considered supplanting. Supplementing funds from this funding source to cover the Judge's time dedicated to your therapeutic court program is an allowable expense.

Use of Funds

Q: What do I need to get pre-approval from the CLJ TC team for?

A: Pre-approvals are required for any exception to the [Use of Funds List](#).

Q: I need more funds in a particular spending category. How do I do that?

A: Up to 10% of funds can be moved from each spending category to any other category without having to amend your contract. Please notify CLJTherapeuticCourtsApplications@courts.wa.gov which categories you will be adjusting. Anything over 10% requires an approval and amendment to your contract. Please notify CLJTherapeuticCourtsApplications@courts.wa.gov of your request and Leah Niccolocci will work with you and the AOC contracts team to complete an amendment.

Q: We are looking to start a brand-new alternative in our jurisdiction. Specifically, we want to start a jail reentry program. Would I be able to use these funds to support that program?

A: Unfortunately, these funds have been allocated by the legislature to be used for therapeutic courts only.

Spending Categories

Personnel Costs

Q: Can I claim a Coordinator/Peer Support staff member who works with our team if they're not a designated staff member of our therapeutic court?

A: Yes. Claim only the hours they work for the therapeutic court under this spending category. A timesheet, paystub, or payroll report is required to claim personnel costs. If this person works for an agency outside your city or county, we recommend a MOU or contract to support formal relationship between the court and agency.

Q: Can these funds be used to increase hours for an existing position? For example, to bring a part-time staff member up to full-time?

A: These funds can only support staff hours spent on your therapeutic court. You can use the funds to fill in for the rest of the FTE without having to hire another staff member, as long as existing staff are tracking the hours spent on your therapeutic court.

Team Training & Travel

Q: I'd like to send our team to a training that is not on the list of approved trainings. How do I get that approved?

A: Send a message to CLJTherapeuticCourtsApplications@courts.wa.gov addressed to Leah Niccolocci with information about the training and justification as to how the training aligns with best practices and how it will benefit your team.

Q: Is Domestic Violence (DV) Moral Reconciliation Therapy (MRT) an allowable expense?

A: Yes. The AOC funding will cover these courses for participants charged with a domestic violence offense.

Q: Can I use these funds to cover personnel costs of travel from one site to another? For example, a staff member regularly does outreach in the community. Would their mileage be covered under this contract?

A: Yes. Claiming mileage incurred while traveling to sites other than the regular work site is an allowable expense. However, mileage incurred traveling from staff's home to their regular work site is not an allowable expense.

Q: We would like to begin a Risk/Needs Assessment process for our therapeutic court program. We found a vendor that wants to charge an annual fee for access, a fee for training our staff, and an additional network fee so we can access the assessments completed throughout the year. How would I claim this on our A19s?

A: This is an allowable expense and should be listed under the Team Training/Travel category.

Staff Equipment & Technology

Q: I would like to purchase new case management software (CMS/DIMS). Would that be an allowable expense?

A: No. Only maintenance fees for existing systems are allowable. No new case management software will be approved.

Q: Can I get an exception for furniture purchases we have slated for FY24 Q4?

A: No. We cannot approve furniture purchases on the FY2024 contract. Allowable furniture will need to be purchased in the new fiscal year under the FY2025 contract.

Q: Can I purchase a large TV or monitor for my therapeutic court? I want to use it for online group trainings for our participants.

A: Please send a message to CLJTherapeuticCourtsApplications@courts.wa.gov addressed to Leah Niccolocci with more information to request an exception.

Q: We'd like to purchase some equipment such as privacy screens, headphones, and tables/chairs for our stakeholders to use for privacy while in the courtroom meeting with participants? Would this be an allowable expense?

A: Yes and no. The purchase of headphones, privacy screens, and other items related to obtaining privacy while meeting with participants are allowable. However, the current FY2024 contract does not cover furniture. Please email CLJTherapeuticCourtsApplications@courts.wa.gov to ask for pre-approval when planning to purchase furniture under the FY2025 contract.

Recovery Supports

Q: Some of our participants need help getting their driver's licenses renewed/reinstated. Does this funding cover that?

A: Yes. WA DOL fees associated with obtaining a driver's license are allowable. However, training courses or fees associated with driving school required by the participant to obtain their license are not allowable expenses.

Q: Can these funds be used to offset the cost of peer certification or licensure?

A: No. Professional licensing fees are not an allowable expense.

Q: We have an opportunity to secure beds at a new clean and sober house in our community. Can I use these funds for that purpose?

A: Yes. This use of funds for securing temporary housing at a facility is an allowable expense. We recommend that you connect your participant with programs that can offer longer term supports if support is needed for more than the beginning phase of recovery.

Q: One of our participants is facing eviction. Can we help cover some of the fees in order to ensure they remain housed?

A: Pre-approval required. Please email CLJTherapeuticCourtsApplications@courts.wa.gov with more information as to what your program will be covering, but generally, this is an allowable expense.

Treatment Services

Q: Can we claim administrative costs we incur from human services vendors on our A19s?

A: No. At this time, the AOC funding does not cover administrative costs (indirect costs). Be sure to remove those from the total listed on the invoice and mark the correct amount charged to your court when submitting your A19s.

Q: Is equine therapy an allowable expense under this funding source?

A: Pre-approval required. Please email CLJTherapeuticCourtsApplications@courts.wa.gov with more information as to how this therapy will benefit your participants and how/when you intend to use it.

Other Direct Costs

Q: Can I use this spending category for space rentals/venues? Ideally, we'd like to rent space for our graduations and would need to cover the space, food, and supplies for activities.

A: Pre-approval is required. Keep in mind you will need really sound contracts with vendors and make sure you're not spending more than \$20 per person on refreshments. Please include a list of attendees along with your expense receipts when submitting your A19 for reimbursement.

A19s

Q: How do I claim interpreters as an expense on my A19?

A: Depends on what the service was for. If an interpreter was used in the courtroom, during meetings with court staff, etc. Claim those expenses under Recovery Supports. If interpretation services were used to translate court forms or documents, claim those under Staff Equipment & Technology.

Q: I realized I had not been claiming some expenses like I should have on past A19s. How do I go about correcting that?

A: Submit supplemental A19s for the relevant reporting periods to both the CLJTherapeuticCourtsApplications@courts.wa.gov AND Payables@courts.wa.gov inboxes before the July 15, 2024 deadline.

Reporting

Q: I'm having trouble accessing the reporting portal/submitted my quarterly report. How do I get this submitted on time?

A: First, ensure you're logged in to <https://inside.courts.wa.gov/> and in to a VPN. Please email CLJTherapeuticCourtsApplications@courts.wa.gov with some info as to what's happening and we will try to figure out the problem. We can also send you a Word version of the report for you to complete and send back via email.

