

## **APPLICATION PACKET FOR SFY2026 STATE FUNDING**

The Administrative Office of the Courts is pleased to continue the availability of state funding to support new and existing therapeutic courts in courts of limited jurisdiction for SFY2026 (July 1, 2025 – June 30, 2026).

*Please note: AOC state funding for therapeutic courts in courts of limited jurisdiction may not supplant already existing local, state, or federal monies for this purpose.*

### **Section 1 - Contact Information**

Use this section to enter contact information for the person who is applying for this funding and contact information for the person who can authorize acceptance of funds, if approved.

#### **1.0 Court Name**

#### **1.1 Applicant Name**

#### **1.2 Applicant Email**

#### **1.3 Signatory Name**

#### **1.4 Signatory Title**

#### **1.5 Signatory Email**

#### **1.6 Signatory Mailing Address**

#### **1.7 Select the appropriate application type from the list below**

New Application – New or Existing Therapeutic Court

Renewal – Currently has AOC SFY24-25 funding

### **Section 2 – Program Details**

#### **2.0 Which therapeutic court program model(s) is this request for?**

We will be combining multiple program contracts into one contract for SFY25-26. If you previously had more than one contract, please submit only one application and select all program models that apply from the list below.

Community Court

Drug/SUD Court

DUI Court

DV Court

Human Trafficking Court

Mental Health/Behavioral Health Court

Veteran's Court

Housing Court

Gambling Court

#### **2.1 Participants: Based on your previous years' participant numbers, please provide an estimate of the number of participants your court plan to serve in a contract year**

*e.g. SFY26 contract year is June 1, 2025, through July 30, 2026*

#### **2.2 Referrals: Please briefly outline how participants are referred to the program**

If a new court/program, describe how participants will enter the new program

**2.3 Eligibility Criteria: Please briefly describe your current/potential eligibility criteria**

e.g. allowable legal charges, must have certain diagnoses, etc.

**2.4 Risk-Needs Assessment: What Risk-Needs-Responsivity Assessment Tool(s) are you currently using/ do you plan to use?**

If a new court/program, describe what tools you may utilize.

See the [Resources section](#) of your application packet for helpful Information

**2.5 Behavioral Health: Please describe any formal agreements your court has with behavioral health agencies that provide evidence-based treatment and intervention**

(e.g. Moral Reconation Therapy (MRT), Acceptance and Commitment Therapy, etc.)

Please note: if chosen for funding, evidence-based and/or best practice standards will be required.

(See the Resources section of your application packet for helpful Information)

**2.6 Substance Use: Please briefly describe your substance use testing policies and procedures**

If a new court/program, describe what the process may look like

**Section 3 - Administrative Details**

This section is to inform the AOC of the possible technical assistance or training opportunities we can provide. As a requirement of this funding source, courts must complete the Washington Therapeutic Court Evaluation and Review (WATER) tool.

Support from the AOC in completion of the WATER will be provided.

**Please answer the following questions using 350 words or fewer**

**3.0 a) Does your program track data?**

A “no” answer will not jeopardize a funding decision

Yes

No

**3.0 b) If yes, what data do you track?**

**3.0 c) How is it tracked? (ie. Excel, DCCM, etc.)**

**3.1 For new programs, has your program built and implemented a policies and procedures manual? If so, please include it with your application. If not, when do you anticipate completion?**

The AOC can support you in the completion of this requirement

**3.2 Equity and inclusion means ensuring equitable access, services, and outcomes for all sociodemographic and sociocultural groups. Please tell us how your court ensures equitable**

**referral and entry into the program and what steps you take to promote diversity and inclusion in your work.**

If not, please describe your intention to create a plan and please include a timeline

*The AOC will require that courts receiving funding under this program develop an equity and inclusion plan tailored to their therapeutic court program. **If yes, please attach copies, if available, of your current DEI plan***

**3.3 Please list community partners your court collaborates with or plans to collaborate with to address the needs of your target population**

*e.g. behavioral health agencies, law enforcement, social services agencies, etc*

**Please attach copies, if available, of the Memorandums of Understanding (MOUs) or letters of support**

**3.4 What sources of funding currently contribute to the operations of your therapeutic court?**

**3.5 a) Have you submitted application for other funding?**

Select one from the dropdown below

No

Yes, already awarded funds

Yes, we have an application under consideration

**3.5 b) If yes, please state the funding source, the dollar amounts awarded or sought, the operations supported, and when the funding begins in the field below**

#### Section 4 - Best Practices

**4.0a Target Population - Does your program have objective eligibility and exclusionary criteria specified in writing & communicated to a wide array of potential referral sources?**

*If program eligibility criteria include any mention of amenability, motivation for change, attitude, likelihood of success, suitability, readiness for treatment, or team members vote on participant program entry, you may NOT mark this item as yes*

Yes

No

**4.0b Does your program use a validated risk assessment tool to determine eligibility?**

*e.g. CCAT, ORAS, RANT, DUI-RANT, IDA, etc.*

Yes

No

**4.0c Does your program, or partnering behavioral health agency use a validated clinical assessment tool to determine eligibility?**

*e.g. GAIN, TCU, SCID-5, PRISM, CARS*

Yes

No

**4.1a Roles & Responsibilities of the Judge - Does your team engage in staff meetings to review participant progress, share observations & expertise, and offer recommendations to the judge about appropriate responses to participant program performance?**

Yes

No

**4.1b Do participants appear in court no less frequently than every two weeks during the first two phases of the program (or until they are clinically and psychosocially stable and reliably engaged in treatment)?**

Yes

No

**4.1c Does the judge interact directly with the participants for three or more minutes each during court hearings?**

Yes

No

**4.2a Multidisciplinary Team - Does your program have a steering committee that includes leadership of all partner agencies (court, defender association, prosecutor's office, community supervision, law enforcement, and other agencies)?**

*A steering committee is a group that officially approves all the programs governing mission and objectives, executes memoranda of understanding, assigns personnel and other resources, garners political and community support, and obtains any necessary statutory or other legal authorization or appropriations.*

Yes

No

**4.2b Does your steering committee meet on quarterly or semiannual basis?**

Yes

No

**4.2c Does your program have an advisory group consisting of a broad coalition of community agencies and members who can provide the necessary resources, advice, and support for the program?**

Yes

No

**4.2d Do all team members receive annual training on treatment court best practices?**

Yes

No

**4.3a Substance Use, Mental Health, Trauma Treatment, & Recovery Management - Are treatment professionals core members of the treatment court team?**

Yes  
No

**4.3b Do treatment professionals attend pre-court staffing or court status hearings?**

Yes  
No

**4.4 Complementary Services and Recovery Capital - Does your program provide complimentary services to participants?**

*e.g. health-risk prevention, housing assistance, family and significant other counseling, medical and dental care, vocational/educational/life skills counseling, or community/cultural/spiritual activities*

Yes  
No

**4.5 Community Supervision - Are supervision caseloads under 50 high-risk, high-need people?**

*Preferably, supervision caseloads should be between 20 and 30 participants designated as high-risk, high-need.*

Yes  
No

**4.6a Incentives, Sanctions, and Service Adjustments - Does your program have established guidelines for the use of incentives, sanctions, service adjustments?**

Yes  
No

**4.6b Does your program inform participants of the types of incentives and sanctions the program utilizes and the types of behavior that will draw a response?**

Yes  
No

**4.7a Drug & Alcohol Testing - Is urine testing administered at least twice per week until participants have achieved early remission of their substance use disorder and are reliably engaged in recovery management activities?**

Yes  
No

**4.7b Are urine testing schedules random and unpredictable?**

Yes  
No

**4.8 Program Monitoring, Evaluation, & Improvement - Does the program monitor adherence to best practices annually, evaluating and implementing needed modifications to improve its practices and outcomes?**

Yes  
No

### Section 5 - Budget & Justification

This section informs AOC of your expected budgetary needs. Your budget justification serves as the rationale for your costs. To ensure success, you'll want to provide sufficiently detailed information and explain any costs that may be unclear. For example, explain why particular equipment or training is programmatically necessary or explain how funds will benefit participants and contribute to program success. Pro Tip: work with your fiscal departments to determine accurately projected personnel expenses (including benefits and cost of living adjustments).

Tips for justification narrative:

#### **5.0 Please provide a narrative justification of your attached budget and how these funds will support the operation of your therapeutic court**

Answer the following question using 600 words or fewer

##### **5.1 SFY2026 Budget**

Can use [Sample Budget](#) or attach your own budget document here

### Optional Attachments

If you're an existing therapeutic court, and have submitted your Q3 report, you don't have to include any programmatic details here.

**You can attach multiple files to each field.**

#### **Policies & Procedures**

Can include your existing program charter, participant handbooks, etc.

#### **DEI Plan**

Please attach your existing court's DEI plan, if available

#### **MOUs**

Please attach copies, if available, of any Letters of Support related to your program

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