



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: November 16, 2012
Subject: Grant Requests

Enclosed please find four (4) items that the Joint Fiscal Office has received from the administration, including the establishment of 1 limited service position.

JFO #2589 – \$280,028 grant from the Center for Substance Abuse Treatment to the Vermont Judiciary. These funds will be used with funds from JFO #2590 to enhance drug court services through evidence-based substance abuse treatment and recovery services. One limited service position request is associated with this item.
[JFO received 10/29/12]

JFO #2590 – \$300,000 grant from the U.S. Department of Justice to the Vermont Judiciary. These funds will be used with funds from JFO #2589 to enhance drug court services through evidence-based substance abuse treatment and recovery services.
[JFO received 10/29/12]

JFO #2591 – \$7,912,054 grant from the U.S. Department of Transportation to the Vermont Agency of Transportation. These funds will be used to create a heavy-haul freight rail corridor linking Vermont to Canada and establish an intercity passenger rail link along the Boston-to-Montreal High Speed Corridor.
[JFO received 10/29/12]

JFO #2592 – \$58,000 grant from the U.S. Department of Health and Human Services to the Vermont Agency of Human Services. These funds will be used to support the efforts of the Refugee Elder Collaborative's efforts to help older refugees overcome barriers to achieving naturalization.
[JFO received 10/29/12]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by November 28 we will assume that you agree to consider as final the Governor's acceptance of these requests.

State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

[phone] 802-828-2376
 [fax] 802-828-2428

Agency of Administration

JFO 2589

**STATE OF VERMONT
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

Grant Summary:		This grant is one of two grants funding part of same three year initiative to enhance the existing Chittenden Treatment Docket. The federal grant program was set up so that Judiciary applied for part of the project from Justice Department and the other part from the Center for Substance Abuse Treatment/ Substance Abuse and Mental Health Services Administration(SAMSA). This grant request is for the SAMSA part of the project. The Justice Department part is being submitted to the Governor and JFC at the same time.			
Date:		10/12/2012			
Department:		Judiciary			
Legal Title of Grant:		Joint Adult Drug Court Solicitation to Enhance Services,Coordination and Treatment			
Federal Catalog #:		93.243			
Grant/Donor Name and Address:		Center for Substance Abuse Treatment/Substance Abuse & Mental Health Services Administration, 1 Choke Cherry Road, Room 7-1091, Rockville, MD 20857			
Grant Period:		From:	To:		
		10/1/2012	9/30/2013		
Grant/Donation		\$280,028			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$184,818	\$95,210	\$	\$	This \$280,028 is the first year award. The second and third year of this Federal grant for the remaining \$560,056 has not yet been awarded. Since this is the case, the request here is

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 OCT 29 2012
JOINT FISCAL OFFICE

**STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM**

					for first federal year funds.
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Position Information:	# Positions	Explanation/Comments
		1

Additional Comments:

Department of Finance & Management <i>AT</i>	<i>10/12/12</i>	(Initial)
Secretary of Administration	<i>10/15/12</i>	(Initial)
Sent To Joint Fiscal Office	<i>10/24/12</i>	Date



**SUPREME COURT OF VERMONT
OFFICE OF THE COURT ADMINISTRATOR**

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Court Administrator
bob.greemore@state.vt.us

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TDD: (802) 828-3234
Website: www.vermontjudiciary.org

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October 1, 2012

To: The Joint Fiscal Committee

From: Karen Gennette, Programs Manager, Court Administrator's Office

(802)-828-4913

[karen.gennette@state.vt.us](mailto:karen.gennette@state.vt.us)

Re: A Joint Program to Enhance Adult Drug Court Services, Coordination and Treatment  
Grantors: Department of Justice / Bureau of Justice Assistance (BJA): Federal Catalog # 16.585  
Substance Abuse and Mental Health Services Administration / Center for  
Substance Abuse Treatment (SAMHSA): Federal Catalogue #CFDA 93.243

Enclosed herein you'll find two grant award notices (one from BJA and one from SAMHSA), two AA-1 forms, one grant application, one timeline, two budgets, and the program coordinator job description. A joint request for proposals was issued by BJA and SAMHSA which required one application and two budgets. One budget needed to meet the requirements for BJA and one for SAMHSA.

**Overview from the FY'2012 Competitive Grant Announcement**

BJA and SAMHSA are accepting applications for FY 2012 grants to enhance the court services, coordination, and evidence-based substance abuse treatment and recovery support services of adult drug courts. The purpose of this joint initiative is to allow applicants to submit a comprehensive strategy for enhancing drug court services and capacity, permitting applicants to compete for both criminal justice and substance abuse treatment funds with one application.

Because the grant application required two budgets, two AA-1 forms were prepared, one for each budget reflecting the separate grant award amounts. The budgets will be monitored separately. The BJA grant award is for 3 years as reflected in the AA-1 form showing the entire \$300,000 award. SAMHSA makes their awards one year at a time, the AA-1 form reflects the one year SAMHSA grant award in the amount of \$280,028. You will notice in the SAMHSA grant award notice, the Project Period is listed as 3 years, from 9/30/2012 to 9/29/2015, the Court Administrator's Office expects to receive an additional 2 years of funding although this is not guaranteed.

Please let me know if you have any questions.

**OCT 11 2012**

**STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)**

| <b>BASIC GRANT INFORMATION</b>                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |                |                     |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------|---------------------|
| <b>1. Agency:</b>                                              | The Vermont Judiciary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                |                     |
| <b>2. Department:</b>                                          | Court Administrator's Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |                |                     |
| <b>3. Program:</b>                                             | Chittenden County Treatment Court Enhancement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 |                |                     |
| <b>4. Legal Title of Grant:</b>                                | Joint Adult Drug Court Solicitation to Enhance Services, Coordination, & Treatment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                |                     |
| <b>5. Federal Catalog #:</b>                                   | 93.243                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |                |                     |
| <b>6. Grant/Donor Name and Address:</b>                        | Center for Substance Abuse Treatment / Substance Abuse & Mental Health Services Administration, 1 Choke Cherry Road, Room 7-1091, Rockville, MD 20857                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                |                     |
| <b>7. Grant Period:</b>                                        | <b>From:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 10/1/2012       | <b>To:</b>     | 9/30/2013           |
| <b>8. Purpose of Grant:</b>                                    | The purpose of the total project which is funded by both grants is to enhance the existing Chittenden Treatment Docket by adding a case manager to increase capacity; a part-time recovery coach coordinator, recovery coach training, recovery coaches, and employment support to increase the graduation rate and functioning and decrease recidivism. These supports will be available beyond the completion of the treatment docket. To improve program operations through an improved data collection system and the implementation of a process and outcome evaluation. To increase the health of participants by providing HIV education and testing.               |                 |                |                     |
| <b>9. Impact on existing program if grant is not Accepted:</b> | Impact if both grants are not accepted: the Chittenden Treatment Docket has been limited in it's capacity to grow because of the number of case managers. The additional case managers will bring the program closer to capacity. The recovery supports that the participants receive have been very limited and much of the support ends at graduation. If this program is not accepted, these limitations will continue to exist. The participants will be minimally supported in their recovery during their participation in the treatment docket and post graduation. Improved outcomes will be achieved when participants receive ongoing supports after graduation. |                 |                |                     |
| <b>10. BUDGET INFORMATION</b>                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |                |                     |
|                                                                | <b>SFY 1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>SFY 2</b>    | <b>SFY 3</b>   | <b>Comments</b>     |
| <b>Expenditures:</b>                                           | <b>FY 2013</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>FY 2014</b>  | <b>FY 2015</b> |                     |
| Personal Services                                              | \$169,473                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$87,305        | \$             | A portion of the    |
| Operating Expenses                                             | \$15,345                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$7,905         | \$             | FFY 1 funding is in |
| Grants                                                         | \$                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$              | \$             | SFY 1 & a portion   |
| <b>Total</b>                                                   | <b>\$184,818</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>\$95,210</b> | <b>\$</b>      | is in SFY 2.        |
| <b>Revenues:</b>                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |                |                     |
| State Funds:                                                   | \$                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$              | \$             | This award is year  |
| Cash                                                           | \$                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$              | \$             | one of a three year |
| In-Kind                                                        | \$                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$              | \$             | grant.              |
| Federal Funds:                                                 | \$                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$              | \$             | The total project   |
| (Direct Costs)                                                 | \$184,818                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$95,210        | \$             | cost for 3 years    |
| (Statewide Indirect)                                           | \$                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$              | \$             | is \$840,084 but .  |
| (Departmental Indirect)                                        | \$                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$              | \$             | only the first year |
| Other Funds:                                                   | \$                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$              | \$             | has been awarded.   |
| Grant (source )                                                | \$                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$              | \$             |                     |
| <b>Total</b>                                                   | <b>\$184,818</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>\$95,210</b> | <b>\$</b>      |                     |

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**STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)**

|                          |            |                |           |
|--------------------------|------------|----------------|-----------|
| <b>Appropriation No:</b> | 2120000000 | <b>Amount:</b> | \$280,028 |
|                          |            |                | \$        |
|                          |            |                | \$        |
|                          |            |                | \$        |
|                          |            |                | \$        |
|                          |            |                | \$        |
|                          |            | <b>Total</b>   | \$280,028 |

**PERSONAL SERVICE INFORMATION**

**11. Will monies from this grant be used to fund one or more Personal Service Contracts?**  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: Robert Greemore Agreed by: RG (initial)

|                                                  |                    |                                                                                                                                   |
|--------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>12. Limited Service Position Information:</b> | <b># Positions</b> | <b>Title</b>                                                                                                                      |
|                                                  | 1                  | The one limited service position for this project is funded in this grant award. The position requested is a program coordinator. |
|                                                  |                    | The job description is attached.                                                                                                  |
| <b>Total Positions</b>                           | 1                  |                                                                                                                                   |

**12a. Equipment and space for these positions:**  Is presently available.  Can be obtained with available funds.

**13. AUTHORIZATION AGENCY/DEPARTMENT**

|                                                                                                                                                                                                                                                          |                                   |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------|
| I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable): | Signature: <u>Robert Greemore</u> | Date: 10/10/2012 |
|                                                                                                                                                                                                                                                          | Title: Court Administrator        |                  |
|                                                                                                                                                                                                                                                          | Signature:                        | Date:            |
|                                                                                                                                                                                                                                                          | Title:                            |                  |

**14. SECRETARY OF ADMINISTRATION**

|                                               |                                                      |                |
|-----------------------------------------------|------------------------------------------------------|----------------|
| <input checked="" type="checkbox"/> Approved: | (Secretary or designee signature) <u>[Signature]</u> | Date: 10/15/12 |
|-----------------------------------------------|------------------------------------------------------|----------------|

**15. ACTION BY GOVERNOR**

|                                              |                                           |                |
|----------------------------------------------|-------------------------------------------|----------------|
| <input checked="" type="checkbox"/> Accepted | (Governor's signature) <u>[Signature]</u> | Date: 10/23/12 |
| <input type="checkbox"/> Rejected            |                                           |                |

**16. DOCUMENTATION REQUIRED**

**Required GRANT Documentation**

|                                                                 |                                                                   |
|-----------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Request Memo                           | <input type="checkbox"/> Notice of Donation (if any)              |
| <input type="checkbox"/> Dept. project approval (if applicable) | <input type="checkbox"/> Grant (Project) Timeline (if applicable) |
| <input type="checkbox"/> Notice of Award                        | <input type="checkbox"/> Request for Extension (if applicable)    |
| <input type="checkbox"/> Grant Agreement                        | <input type="checkbox"/> Form AA-1PN attached (if applicable)     |

STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)

Grant Budget

**End Form AA-1**

(\*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).

Note: It was originally anticipated that Patty Breneman would be the Program Coordinator. Patty has since left the Court Administrator's Office (she obtained a permanent position with the Department of Health Access) and so this position will be a new hire.

## **Program Coordinator Job Description**

### Primary Job responsibilities

1. Works with Project Director to plan, direct, and coordinate activities of designated project to ensure that goals and objectives of project are accomplished within prescribed time frame and funding parameters.
2. Reviews project proposal/plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project.
3. Establishes work plan and staffing for each phase of project.
4. Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority.
5. Directs and coordinates activities of project personnel to ensure project progresses on schedule and works with Project Director to ensure project is within prescribed budget.
6. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for team and advisory committee.
7. Confers with project personnel to provide technical advice and to resolve problems.
8. May also coordinate project activities with activities of government regulatory or other governmental agencies.
9. Coordinate current education and training needs.
10. Coordinates program delivery, assesses client needs.
11. Recognizes and solves potential problems and works with evaluators on project/program effectiveness.
12. Establishes operating procedures for project/program. Ensures procedures meet program goals

### Knowledge, Skills, and Abilities Required

1. A degree in mental health, substance abuse, psychology, social work, public administration or a related field.
2. Eight to ten years of experience a related field.
3. Demonstrated ability to establish and maintain effective relationships and partnerships with key stakeholders.
4. Demonstrated experience in leading and managing complex projects that are strategic in nature.
5. Excellent organizational skills with demonstrated ability to execute projects on time and on budget.
6. Strong interpersonal, communication, facilitation and presentation skills.
7. Strong analytical and problem solving skills.
8. Ability to work independently and with minimal supervision.
9. Demonstrated ability to work in a small team setting.
10. Good computer skills, proficient with Microsoft Office applications.
11. Experience with the federal government funding process is an asset.
12. Superior communication and interpersonal (tact, diplomacy, influence etc.).





Notice of Award

Issue Date: 09/21/2012

BJA FY 12 Joint Adult Drug Court  
Department of Health and Human Services  
Substance Abuse and Mental Health Services Administration  
Center for Substance Abuse Treatment

Grant Number: 1H79TI024486-01

Program Director:  
Karen Gennette

Project Title: Chittenden County Treatment Court Collaborative

| Grantee Address                                                                                               | Business Address                                                                                            |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| VERMONT OFFICE OF COURT ADMINISTRATORS<br>Court Administrator<br>109 State Street<br>Montpelier, VT 056090701 | Vermont Court Administrator's Office<br>Court Administrator<br>109 State Street<br>Montpelier, VT 056090701 |

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COURT ADMINISTRATION

Budget Period: 09/30/2012 – 09/29/2013  
Project Period: 09/30/2012 – 09/29/2015

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$280,028 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to VERMONT OFFICE OF COURT ADMINISTRATORS in support of the above referenced project. This award is pursuant to the authority of Authorized under Section 509 of the PHS Act, as amended and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at [www.samhsa.gov](http://www.samhsa.gov) (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,

Eileen Bermudez  
Grants Management Officer  
Division of Grants Management

for

See additional information below

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**SECTION I – AWARD DATA – 1H79TI024486-01****Award Calculation (U.S. Dollars)**

|                                                |                  |
|------------------------------------------------|------------------|
| Salaries and Wages                             | \$44,033         |
| Fringe Benefits                                | \$12,263         |
| Personnel Costs (Subtotal)                     | \$56,296         |
| Consortium/Contractual Cost                    | \$188,982        |
| Travel Costs                                   | \$23,250         |
| Other                                          | \$11,500         |
| Direct Cost                                    | \$280,028        |
| Approved Budget                                | \$280,028        |
| Federal Share                                  | \$280,028        |
| Cumulative Prior Awards for this Budget Period | \$0              |
| <b>AMOUNT OF THIS ACTION (FEDERAL SHARE)</b>   | <b>\$280,028</b> |

| SUMMARY TOTALS FOR ALL YEARS |           |
|------------------------------|-----------|
| YR                           | AMOUNT    |
| 1                            | \$280,028 |
| 2                            | \$280,028 |
| 3                            | \$280,028 |

\* Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

**Fiscal Information:**

CFDA Number: 93.243  
EIN: 1036000264D6  
Document Number: 12TI24486A  
Fiscal Year: 2012

|    |         |           |
|----|---------|-----------|
| IC | CAN     | Amount    |
| TI | C96T511 | \$280,028 |

**TI Administrative Data:**

PCC: EADC-SCT / OC: 4145

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**SECTION II – PAYMENT/HOTLINE INFORMATION – 1H79TI024486-01**

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

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**SECTION III – TERMS AND CONDITIONS – 1H79TI024486-01**

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

**Attachment 3: Project Timeline, Resumes, and Key Staff***Chittenden County Treatment Collaborative Timeline*

| <b>Activities</b>                                                                                                                                                                                                               | <b>Responsible Person</b>                                                            | <b>Timeframe</b>                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------|
| Submit AA1 Form to the Joint Fiscal Office for approval to accept grant (no funding can be accessed until approval is given)                                                                                                    | Karen Gennette, Court Administrator's Office                                         | Immediately after receiving NGA (3-4 month process)   |
| Convene CCTC Community Collaboration Committee (CCC); review and finalize project plan;                                                                                                                                         | Staff at Court Administrator's office, Coordinator & Project Director                | Within 6 weeks after receiving NGA; ongoing quarterly |
| Identify/ Screen potential participants                                                                                                                                                                                         | CCTC Coord./Team                                                                     | Immediately & ongoing                                 |
| Weekly CCTC staffings & hearings                                                                                                                                                                                                | CCTC Team                                                                            | Immediately & ongoing                                 |
| Ensure client confidentiality and privacy in accordance with HIPAA and other requirements                                                                                                                                       | CCTC Team                                                                            | Immediately & ongoing                                 |
| Develop MOUs between community partners and the CCTC                                                                                                                                                                            | Karen Gennette, Court Administrator's Office                                         | By 1/2013                                             |
| Recruit for Project Director                                                                                                                                                                                                    | Karen Gennette & CCTC Team                                                           | By 1/2013                                             |
| Recruit for 2 clinical case managers                                                                                                                                                                                            | HowardCenter                                                                         | By 1/2013                                             |
| Reach out to other agencies that work with ensuring equity in the criminal justice system (Mental Health Law Project, the Public Defenders, Human Rights Commission)                                                            | Project Director & CCTC Team                                                         | By 1/2013                                             |
| Prepare and execute an MOU between AOC/Chittenden County Treatment Courts (CCTC) and Turning Point Center (TPC)                                                                                                                 | CCTC Coord., Director of the TPC, and Project Director                               | By 2/2013                                             |
| Prepare and execute an MOU between AOC/Chittenden County Treatment Courts (CCTC) and Howard Center (HC)                                                                                                                         | CCTC Coord., Executive Director of the HC and Project Director                       | By 2/2013                                             |
| Develop training program for treatment providers, case managers and court personnel in co-occurring disorders, flexible service-delivery based upon supportive input, assistance with problem-solving, and trauma informed care | HC Staff -Diversity Specialist, Burlington Community and Economic Development Office | By 2/2013                                             |
| Review and revise written recruitment and retention practices to ensure a diverse group of court participants                                                                                                                   | CCC, CCTC Team                                                                       | By 2/2013                                             |

|                                                                                                                                                                                                                                                                                 |                                                                                       |                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------|
| Consult with a Diversity Coordinator through the Burlington Community and Economic Development Office, Cultural Connections, the Refugee Project and the Association of Africans Living in Vermont who will provide assistance on meeting the needs of specific sub-populations | Project Director & CCTC Team                                                          | By 2/2013               |
| Recruit, hire, and train additional recovery coaches                                                                                                                                                                                                                            | Recovery Coach Coord. @ TPC, CCTC Coord & CCTC Clinical Coord.                        | 3/2013                  |
| Initiate evaluation and assessment of project, including collection of input information/data collected, from GPRA, GAIN, RANT,SSM, CEST analysis, and feedback from clients/ participants)                                                                                     | Evaluator, Clinical team, Recovery Coaches<br>Project Director                        | 3/2013 and ongoing      |
| Purchase EBP program software: TCU Enhanced Mapping Enhanced Counseling, and Client Evaluation of Self and Treatment                                                                                                                                                            | HC CCTC Clinical Coord.                                                               | By 4/2013               |
| Finalize the CCTC project plan                                                                                                                                                                                                                                                  | CCC, CCTC Team                                                                        | By 4/2013               |
| Conduct training on using Evidence-based practices and tools for court personnel and clinicians                                                                                                                                                                                 | HC CCTC Clinical Coord.<br>CCTC Coord.                                                | By 5/2013 and ongoing   |
| Review and update CCTC protocols, procedures, manual, and participant contract forms to incorporate change of Phases and expectations.                                                                                                                                          | CCTC Coord., HC CCTC Clinical Coord.                                                  | By 4/2013               |
| Develop individualized plans of care addressing substance abuse, criminogenic needs, mental health and/or co-occurring mental health disorders, and SSM                                                                                                                         | CCTC Coord., with input from HC CCTC staff                                            | By 4/2013               |
| Provide education for court personnel and legal counsel on cultural competence issues, as they relate to identifying and prioritizing high risk participants for eligibility determination.                                                                                     | CCC, CCTC Coord., HC CCTC Clinical Coord.<br>Project Director                         | By 4/2013 and ongoing   |
| Make appropriate referrals to social service and community-based supports to address individual needs re: housing, education, training, transportation, etc.                                                                                                                    | CCTC participant, HC CCTC Clinician with input from HC Case Manager, Recovery Coaches | By 4/2013 and Ongoing   |
| Identify resources and make arrangements for transportation                                                                                                                                                                                                                     | CCTC participant, HC CCTC Clinician and Case Manager                                  | Immediately and ongoing |
| Develop and implement protocols and procedures for Contingency Management incentive program                                                                                                                                                                                     | HC CCTC Case Manager                                                                  | By 2/2013               |

|                                                                                                                                 |                                                                           |                                  |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------|
| Educate and train court personnel, case managers and treatment providers regarding the Contingency Management incentive program | CCTC Coord. and HC CCTC staff                                             | By 5/2013                        |
| Purchase items for Contingency Management incentive program, and securely store them                                            | CCTC Coord. and HC CCTC Clinical Coord.                                   | By 5/2013                        |
| Collect and manage case data                                                                                                    | CCTC Coord., HC CCTC Staff, and Evaluator                                 | By 6/2013                        |
| Consult with and supervise the implementation of Evidence-based practices into service delivery                                 | HC CCTC Clinical Coord.                                                   | By 4/2013 and 3x/year thereafter |
| Arrange for cross-training session and identify programming and speakers, for all parties interacting with participants         | HC CCTC Clinical Coord., CCTC Coord., and Project Director                | By 6/2013 and 3x/year thereafter |
| Conduct bench bar meeting with the Court Team, Judges, Attorneys, and members of the CCC to review outcomes of the project      | HC CCTC Clinical Coord., CCTC Coord., and Project Director                | By 7/2013 and 2x/year thereafter |
| Attend and participate in grant meeting in Washington, DC                                                                       | CCTC Coord., HC CCTC Clinical Coord., Evaluator and others as appropriate | As required                      |
| Attend and participate in the SAMHSA meeting and NADCP Conference                                                               | CCTC Coord., HC CCTC Clinical Coord., Evaluator and others as appropriate | NADCP Conference June 2013       |

## **ABSTRACT**

The State of Vermont Court Administrator's Office, in collaboration with the Chittenden County District Court, the HowardCenter (substance abuse/mental health agency), and the Turning Point Recovery Center is requesting Joint Adult Drug Court Grant Program funds in the amount of (\$280,028 per year from SAMHSA, and \$99,875 per year from BJA) for the Chittenden County Treatment Court Enhancement Project. The Chittenden County Treatment Court Enhancement Project (CCTCEP) will enhance the quality of the treatment court model through the systematic use of evidence based recovery coaches and recovery groups in addition to mental health peer support workers who will help participants address their long-term recovery and community integration; will address parenting needs, analyze the referrals of ethnically diverse populations, will improve data collection; and improve linkages between and among area organizations, treatment providers, and the recovery community.

The proposed project will serve Chittenden County, in northwestern Vermont, and will serve Burlington (population 39,824), Vermont's largest and most diverse community, as well as surrounding small towns and villages. The population to be served are adults who have behavioral health issues, including substance abuse, mental health and co-occurring disorders (not excluding those persons with solely a substance use condition or mental health condition)—particularly those at risk of continuing the multigenerational cycle of poverty, substance use, and involvement within the criminal justice system.

The existing treatment courts currently serve 47 very high risk and high need participants. The project will expand the number of participants receiving services from an average of 43 per year to 70 per year by the end of year three. The total number of unduplicated participants over the 3 years will be 165 (30 new participants in year 1, 40 in year 2, and 52 in year 3.) Enhanced services will include the use of evidence based recovery groups and recovery coaches in addition to community support workers (in cases where there is significant mental illness) who will help participants address their long-term recovery and community integration needs. The project will provide enhanced services to all 165 participants. Based on historical trends, 96% of participants will have both mental health issues and substance abuse issues, although services will be available for persons with solely a substance abuse issue or a mental health issue.

In operation since 2003, the Chittenden County Treatment Court closely follows the 10 Key Components of Drug Courts through a nonadversarial approach, prompt identification of participants, access to a continuum of services, abstinence monitoring, compliance strategy, judicial interaction, interdisciplinary education, community partnerships and evaluation. This proposal includes details about the adherence to the following Drug Court Key Components: Key Component 1 (pages 1 and 5), Key Component 2 (page 1), Key Component 3 (page 2), Key Component 4 (page 3), Key Component 5 (pages 2, 3, and 4), Key Component 6 (pages 3 and 5), Key Component 7 (pages 3 and 5) and Key Component 10 (page 5).

The Chittenden County Treatment Court Enhancement Project is also derived from several Evidence-based Program Design Features including: Design Feature 1 (pages 2 and 13), Design Feature 2 (page 7), Design Feature 3 (pages 5 and 17), Design Feature 4 (page 1), Design Feature 5 (pages 2, 3, and 4), Design Feature 6 (page 3) and Design Feature 7 (page 3).