



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst
Date: February 22, 2016
Subject: Grant Request #2806

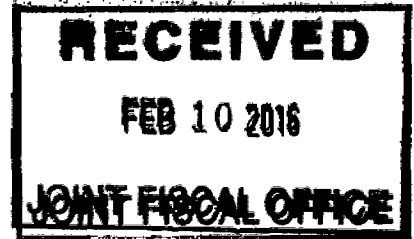
Enclosed please find one (1) item that the Joint Fiscal Office has received from the Judiciary.

JFO #2806– One (1) limited-service position within the Vermont Judiciary to help support the ongoing work of the Windsor County Accelerated Intervention Docket (WCAID), which is dedicated to changing the behavior of Driving under the Influence (DUI) offenders. The position will be funded through a sub-grant from the Agency of Transportation (MOU attached) using federal dollars granted to the Governor’s Highway Safety Program. The title of the position will be Treatment Court Coordinator.

[JFO received 2/10/16]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by March 7, 2016 we will assume that you agree to consider as final the Governor’s acceptance of these requests.

**STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form**



This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Judiciary Date: 2/17/16

Name and Phone (of the person completing this request): Linda Richard (802)828-4767

Request is for: received grant funding
from AOT using federal
funding, see MOU
 Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO # _____

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

Granting Agency: Agency of Transportation
 Title of Grant: Governor's Highway Safety Program (GHSP) 2016 Education Grant

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

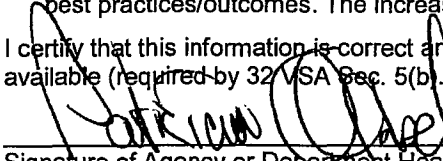
<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Treatment Court Coordinator	1 (one)	Planning & Court Services	September 30, 2016

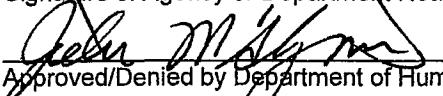
*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

In 2014 & 2015 the GHSP Edu Grant provided funding for a temporary DUI docket coordinator to implement the DUI project. The FY16 award provides for a limited service benefited position now that the program has grown. The coordinator had been with the project since inception. This position ensures fidelity to the DUI model and ensures best practices/outcomes. The increase capacity and sustainability necessitates a full time position

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).


 Signature of Agency or Department Head _____ Date _____


 Approved/Denied by Department of Human Resources _____ Date 2-18-16

Approved/Denied by Finance and Management _____ Date _____

Approved/Denied by Secretary of Administration _____ Date _____

Comments:

TREATMENT COURT COORDINATOR: The coordinator is typically responsible for overseeing the drug court budget and resources, grant writing, maintaining individual files on participants, compiling statistical data and guiding or participating in program evaluation, contract management, preparation and management of Drug Court dockets, and soliciting community support through education and other linkages in an effort to enhance services available to the participant. Other miscellaneous responsibilities can include such things as fund raising, organizing and/or chairing local multidisciplinary teams, and in situations where time and skills allow, may also provide some case management services.

Kim E. Owens
CAO, Programs Manager
Superior Court
9 Merchants Row
Rutland, VT 05701
Ph: 802-786-8857
kim.owens@vermont.gov

Questions in regards to Grant please see

Kim E. Owens

CAO, Programs Manager

Superior Court

9 Merchants Row

Rutland, VT 05701

Ph: 802-786-8857

kim.owens@vermont.gov

JEREMY ZELIGER

Senior Programs Manager

Vermont Judiciary – Division of Planning and Court Services

802-828-4913

jeremy.zeliger@vermont.gov

CAO

State Court Administrator

Patricia Gabel

Director, Planning & Court Services

Linda Richard

Senior Programs Manager

Jeremy Zeliger

Programs Manager

Kim Owens

Treatment
Court
Coordinator
Kiley Dixon

Treatment
Court
Coordinator
Althea Lloyd

Treatment
Court
Coordinator
Stephen Von
Sitas

Treatment
Court
Coordinator
Stephanie Clark

Treatment
Court
Coordinator
*(requested
position #)*

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
VERMONT AGENCY OF TRANSPORTATION
AND
VERMONT JUDICIARY
(VERMONT COURT ADMINISTRATOR'S OFFICE)

*-only for use with pass-throughs by VTrans, of federal funds received by VTrans,
to another Vermont State agency or department-*

The Vermont Agency or Department receiving funds under this MOU and the Vermont Agency of Transportation (VTrans) mutually acknowledge that each such entity is an agency of the State of Vermont, each operating under the same Federal I.D. number, 03-6000264 of the State of Vermont. This inter-agency MOU uses terms such as "grantee," "recipient," or "subrecipient," to describe the modes of interactions and roles under this MOU, and for reasons of operational consistency in accordance with Bulletin 5 and other potentially applicable standards (such as the relevant Granting Plan). The funding covered by this MOU falls under 2 CFR 200, and although sibling State agencies are not literally subrecipients under that regulation, the federal requirements and monitoring responsibilities nonetheless may remain obligations of VTrans under the primary grant from the federal government to VTrans. The Agency or Department receiving funds from VTrans agrees to fully cooperate, as set forth herein, with VTrans' standard ways of monitoring grant funds.

Parties: This is a Memorandum of Understanding (MOU) by and among the Vermont Agency of Transportation (VTrans) and the Vermont Judiciary, through the Vermont Court Administrator's Office.

Subject Matter: The subject matter of this Grant Agreement is for continuing the implementation of the court dedication to changing the behavior of DUI offenders. A detailed description of the program and the services to be provided are described in Attachment A.

Award Details: Amounts, dates and other award details are as shown in the attached Grant Agreement Part 1 – Grant Award Detail.

Amendment: No changes, modifications, or amendments in the terms and conditions of this MOU shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of VTrans and the Vermont Judiciary.

Cancellation: This Agreement may be suspended or cancelled by either party by giving written notice at least 30 days in advance.

Attachments: This Agreement consists of 15 pages including the following attachments that are incorporated herein:

Attachment A – Scope of Work to be Performed

Attachment B – Payment Provisions

["Attachment C - Standard State Provisions for Contracts and Grants," which ordinarily appears here, is intentionally not included: many portions of that document applicable to obligations of non-State entities do not apply here, whereas other standards, where applicable, are already inherently in effect within and between different sub-units of Vermont State Government.]

Attachment D – Other Provisions

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS MOU, ITS PROVISIONS, ATTACHMENTS AND CONDITIONS CONTAINED HEREIN.

STATE OF VERMONT
AGENCY OF TRANSPORTATION

Signature: _____

Name: _____

Title: Secretary of Transportation

Date: _____, 20__

GRANTEE:
VERMONT JUDICIARY

Signature: 

Name: Matthew D. Rivon

Title: Chief of Fin & Admin

Date: 1/13, 2016

APPROVED AS TO FORM:

DATE: 12/10/2015



ASSISTANT ATTORNEY GENERAL

STATE OF VERMONT GRANT AGREEMENT		Part 1-Grant Award Detail					
SECTION I: GENERAL GRANT INFORMATION							
¹ Grant #: MU0121		² Original <input checked="" type="checkbox"/> Amendment # _____					
³ Grant Title: 2016 DUI Court Windsor County							
⁴ Amount Previously Awarded: \$ 0.00		⁵ Amount Awarded This Action: \$ 225,000	⁶ Total Award Amount: \$ 225,000				
⁷ Award Start Date: 10/1/2015		⁸ Award End Date: 9/30/2016	⁹ Subrecipient Award: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>				
¹⁰ Vendor #:		¹¹ Grantee Name: Vermont Court Administrator's Office					
¹² Grantee Address: 109 State Street							
¹³ City: Montpelier		¹⁴ State: VT	¹⁵ Zip Code: 05602				
¹⁶ State Granting Agency: Vermont Agency of Transportation			¹⁷ Business Unit: 08100				
¹⁸ Performance Measures: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		¹⁹ Match/In-Kind: \$ 56,250 Description:					
²⁰ If this action is an amendment, the following is amended: Amount: <input type="checkbox"/> Funding Allocation: <input type="checkbox"/> Performance Period: <input type="checkbox"/> Scope of Work: <input type="checkbox"/> Other: <input type="checkbox"/>							
SECTION II: SUBRECIPIENT AWARD INFORMATION							
²¹ Grantee DUNS #: 360705925		²² Indirect Rate: _____ % <small>(Approved rate or the minimum 10%)</small>	²³ FFATA: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>				
²⁴ Grantee Fiscal Year End Month (MM format): 06		²⁵ R&D: <input type="checkbox"/>					
²⁶ DUNS Registered Name (If different than VISION Vendor Name in Box 11): Vermont Judiciary							
SECTION III: FUNDING ALLOCATION							
STATE FUNDS							
Fund Type	²⁷ Awarded Previously	²⁸ Award This Action	²⁹ Cumulative Award	³⁰ Special & Other Fund Descriptions			
General Fund	\$0.00	\$0.00	\$0.00				
Special Fund	\$0.00	\$0.00	\$0.00				
Global Commitment <small>(non-subrecipient funds)</small>	\$0.00	\$0.00	\$0.00				
Other State Funds	\$0.00	\$0.00	\$0.00				
FEDERAL FUNDS <small>(Includes subrecipient Global Commitment funds)</small>				Required Federal Award Information			
³¹ CFDA #	³² Program Title	³³ Awarded Previously	³⁴ Award This Action	³⁵ Cumulative Award	³⁶ FAIN	³⁷ Federal Award Date	³⁸ Total Federal Award
20.616	National Priority Safety Programs	\$0.00	\$225,000	\$225,000	18X920405D VT13		\$0.00
³⁹ Federal Awarding Agency: NHTSA		⁴⁰ Federal Award Project Descr: 2016 DUI Court Windsor County					
Total Awarded - All Funds		\$0.00	\$225,000	\$225,000			
SECTION IV: CONTACT INFORMATION							
STATE GRANTING AGENCY				GRANTEE			
NAME: Betsy Ross				NAME: Klm Owens			
TITLE: Highway Safety Program Coordinator				TITLE: Programs Manager			
PHONE: (802) 595-4402				PHONE: (802) 828-4913			
EMAIL: Danielle.record@vermont.gov				EMAIL: klm.owens@vermont.gov			

**ATTACHMENT A
SCOPE OF WORK TO BE PERFORMED**

Objective:

The Windsor County Accelerated Intervention Docket (WCAID) will continue implementation of the court dedication to changing the behavior of Driving Under the Influence (DUI) offenders. The goal of the DUI Court is to protect public highway safety by implementing the nationally recognized post-conviction model of DUI offender supervision, accountability and long-term treatment. The project will include sustainability planning and contracted services for case management, judicial expertise, on-going training for the court team and program evaluation.

Performance Measures:

Indicator	Type (Process or Outcome)	Source	Reporting Timing
Continue implementation of court dedication with additional staff training as needed	Process	WCAID	Quarterly
Convene regular meetings of DUI Court Team	Process	WCAID	
Reduce DUI caseload on existing Windsor County Court system	Outcome	WCAID	Quarterly
Implement and complete ongoing program evaluation	Outcome	WCAID	Quarterly
Provide timely 1) financial and 2) narrative reports	Process	WCAID	Monthly/ Quarterly

**ATTACHMENT B
PAYMENT PROVISIONS**

VTrans agrees to compensate the Grantee for services performed, up to the Federal share amount stated below, provided such services are within the scope of the Subgrant and are authorized as provided for under the terms and conditions of this Subgrant.

Budget Detail:

	Rational	Amount
Salaries and Benefits	Temporary/Full time Pay Grade 23 Employee Salary, Workman's Compensation and Federal Insurance Contributions Act (FICA) Semi-Annual Certification Forms must be signed	\$65,824.00
Contract Services	Health Care and Rehab Services Full Time Case Manager \$76,503.00 Evaluation of Services \$30,000.00 Judge Time Strictly for DUI Court Travel for Judge \$4,260.00 Defense Attorney \$16,800 Management Information System (MIS) \$5,000.00	\$132,563.00
Supplies	Alcohol and Drug Testing \$2,000.00 Contingency Management Program \$3,000.00 General Office Supplies for Project \$500.00	\$5,500.00
Travel/Mileage/Conference	Team Members to Visit in-state Courts 800 Miles (approx.) Travel and Attendance to National Association of Drug Court Professionals (NADCP/NCDC) Conference for Members (please seek pre-approval from the Governor's Highway Safety Program (GHSP) before making travel arrangements)	\$16,930.00
Equipment	Ignition Interlock Device Printer	\$800.00
Other Operating Expenses	Phone Cost / Conference Calls Impaired Driver Assessment (IDA) Training (on site) Secure Continuous Remote Alcohol Monitor (SCRAM) monitoring/use fees	\$3,383.00
Federal Share Amount		\$225,000.00
Match Amount		\$56,250.00
Total Program		\$281,250.00

If indirect rates or overhead is going to be charged, a current indirect rate approval must be on file with the VTrans Audit Section.

During the performance of this Subgrant, any of the cost categories may be increased or decreased by up to 10% of the total award without the need for an official amendment but with the prior approval of the grant approving official(s), provided both of the following apply:

- 1) The change is within the Total Award Amount in effect at the time of the adjustment
- 2) The change does not change the Scope of Work in Attachment A

PROGRAMMATIC REPORTING REQUIREMENTS:

Grantee will report activity to the Governor's Highway Safety Program as follows:

In addition to monthly financial reports, a Narrative Report to the Governor's Highway Safety Program must be submitted on a quarterly basis. The report will include significant program events or activities, challenges encountered in the performance of approved activities and any other issues deemed appropriate by the Grantee project manager. The quarterly report is required even if there has been no activity. The Grantee must submit programmatic reports using the VTrans Subgrant Progress Report Form. The quarterly report is due 30 days after the previous quarter ends.

The Grantee must also submit a Subgrant Final Progress Report to the Vermont Department of Transportation no later than 30 days after the end date of the subgrant.

FINANCIAL REPORTING REQUIREMENTS /PAYMENT REQUESTS:

VTrans, at its discretion, will reimburse the Grantee by one of the following options depending on the needs of the Grantee and their standing with the State at the time they request Subgrant funds:

- Reimbursement in arrears of expenditures with attached documentation. Subrecipient must submit the VTrans Financial Report Form (AOT-001) with attached detailed documentation of incurred expenses paid to receive payment.
- Limited cash advance with prior approval. Grantee must submit the VTrans Financial Report Form with detailed documentation of incurred expenses marked "Goods/Services received, not paid." VTrans will process and make payment to Grantee. Next, the Grantee MUST make payment to the vendor and provide VTrans proof of such (i.e. copy of cancelled check) within ten (10) days of receipt of the State of Vermont payment. Interest earned amounts up to \$500 per year may be retained by the non-Federal entity for administrative expense. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (PMS).

MU0121

Requests for reimbursement, or payment, must be made using the VTrans Financial Report Form (AOT-001). Requests for reimbursement must be submitted to the Program Coordinator no later than the end of the month following the month in which the expenses were incurred. Appropriate backup documentation must be included with each Financial Report Form submitted to the Program Coordinator. Supporting documentation shall include a copy of the GHSP Officer Activity Report, Supervisor's Report, and payroll report/general ledger showing costs of activities.

These requests must be submitted to the Governor's Highway Safety Program Coordinator, no later than the end of the month following the month in which the expenses were incurred. Please send to:

Name: Danielle Record
Address: Vermont Department of Transportation
Governor's Highway Safety Program
One National Life Drive
Montpelier, VT.05633
Via fax: 802-585-9283
Via email: danielle.record@vermont.gov

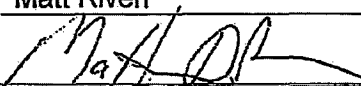
VTrans will not make any payments on this Subgrant unless the Grantee meets all provisions contained herein.



Application for 2016 Education Grants

APPLICATION COVER SHEET
 Submit no later than
April 23, 2015, 3:00 p.m.
 All Applications should be emailed to:
AOT.GHSPGrantsEDU@state.vt.us

Governor's Highway Safety Program
 Agency of Transportation
 One National Life Drive
 Montpelier, VT 05633

1. Applicant Information and Identification:			
Applicant Agency:	<u>Vermont Court Administrator's Office</u>		
Address:	<u>109 State Street</u>		
	<u>Montpelier, VT 05609</u>	County:	<u>Washington</u>
Authorizing Official:	<u>Patricia Gabel</u>	Title:	<u>Court Administrator</u>
Signature: _____			
Project Director:	<u>Kim Owens</u>	Title:	<u>Programs Manager</u>
Telephone:	<u>(802) 828-4913</u>	Fax:	<u>(802) 828-3457</u>
E-Mail:	<u>Kim.owens@state.vt.us</u>		
Federal Tax Id #:	<u>03-6000264</u>	SAM Expires:	_____ Duns #: <u>360705925</u>
Vermont Business Account Number	_____		
Fiscal Entity:	<u>Vermont Judiciary</u>		
Address:	<u>111 State St. (physical address), 109 State St. (mailing address)</u>		
	<u>Montpelier, VT 05602</u>		
Fiscal Year:	Start: <u>July 1</u>	End:	<u>June 30</u>
Fiscal Agent:	<u>Matt Riven</u>	Title:	<u>Chief of Admin. Services</u>
Signature:			Email: <u>Matt.riven@state.vt.us</u>
Proposed Budget Summary			TOTAL
Salaries And Benefits	\$		65,723
Contractual	\$		132,563
Supplies	\$		5,500
Travel And Mileage	\$		16,930
Equipment	\$		800
Other Direct Costs	\$		3,383
Indirect Costs	\$		0
Total Expenses	\$		224,899

2016 Governor's Highway Safety Education Grant Application

2. Project Title: Windsor County DUI Treatment Docket (WCDDT)

The mission of the WCDDT is to increase public safety and reduce recidivism and costs by providing coordinated, comprehensive, and intensive treatment and supervision of high risk DUI offenders. This coordinated and comprehensive team approach is designed to protect the interests of the public while at the same time addressing the needs of the addicted individual.

The WCDDT is a post-conviction program providing high level DUI offenders with intensive treatment targeted to the offender's individual treatment needs, and coupled with accountability and heightened supervision. If eligible under the criteria contained in the WCDDT Policy Manual, an offender may be referred to the docket and voluntarily sentenced into the program upon completion of an orientation phase. Once sentenced, the requirements of the program are mandatory and progressive compliance is required. Failure to comply with terms of the program or supervision will result in sanctions up to and including the imposition of the balance of the suspended sentence. Because the Program is post-conviction, criminal charges are neither dismissed nor expunged even for successful graduates of the WCDDT.

3. Problem Statement:

In 2013, one-quarter of the traffic fatalities in Vermont involved alcohol impairment of a BAC of .08 or higher. (*NHTSA/FARS, 2009-2012, 2013 Annual Report File (ARF)*). Nationally, those drivers are 7 times more likely to have a prior conviction for DUI (*NHTSA 2012 Data: Traffic Safety Facts*). Moreover, drivers whose BAC is .15 or higher are 380 times more likely to be involved in a single-vehicle fatal crash than a non-drinking driver (*Journal of Studies on Alcohol 52 (4):302-310, 1991*). Of the alcohol impaired driving fatalities across the country, 68% included at least one driver with a BAC of .15 or higher. (*NHTSA Traffic Safety Facts: Alcohol-Impaired Driving 2013 Data*). These figures illustrate how persons with multiple DUI offenses pose a distinct threat to public safety based upon their criminal behavior and continuing pattern of repeat impaired driving; these offenders are a small subset of the population but are among the most violent offenders and pose a greater relative risk of killing another person.

In 2015, Vermont has already experienced five motor vehicle fatalities. (*VT AOT & VT FARS, 2015*). Of the fatalities, two (2) were operators suspected to be driving impaired from alcohol or drugs, giving Vermont a 40% rate of impaired driving fatalities in the year's first quarter.

Locally, Windsor County maintained its position as second highest in the state for traffic fatalities from 2009 through 2013, and tied percentage-wise for first with Windham County. (*VTDOC Facts & Figures, FY2014*). Now that the WCDDT is operational with thirteen (13) felony level DUI offenders enrolled, it is anticipated the curve will trend downward in Windsor County. To sustain a downward curve, resources continue to be necessary to help the docket reach its full capacity.

The annual average per capita cost to incarcerate one offender in Vermont is \$59,640, while the cost of treatment and heightened supervision is as low as \$9 to \$14 per day, for a total average annual cost of between \$3,200 to \$6,000 per offender. (*VTDOC Facts & Figures, FY2014*). Incarceration alone is costly and insufficient to break the cycle of addiction or change long-term behavior. Intensive treatment, supervision, and a mechanism to hold multiple DUI offenders accountable are all necessary elements for reducing recidivism among this population.

4. Project Goals And Objectives:

Continued implementation of the WCDDTD will operate in alignment with the National Center for DWI Court's *10 Guiding Principles for DWI Courts*. Studies illustrate the efficacy of the DWI/DUI treatment court model as improving public safety by reducing recidivism by multiple DUI offenders. (*NHTSA: An Evaluation of Three Georgia DUI Courts, Mar. 2011*: Graduates had 63% lower recidivism than the contemporary comparison group in traditional court). Goals and objectives of the WCDDTD are:

- ❖ Continue to promote public safety by reducing the recidivism rate of DUI offenders in Windsor County and thereby reduce the number of traffic accidents, injuries and deaths related to DUI offenses.
- ❖ Continue integrating intensive substance abuse treatment, participant accountability, and enhanced supervision with ongoing judicial monitoring and one-on-one judicial interaction with each participant because that interaction is essential to participants' success.
- ❖ Provide effective case management, community supervision and increased accountability using a team approach including the judiciary, prosecutor, defense attorneys, law enforcement, treatment providers, case managers, probation and a court coordinator.
- ❖ Decrease the time from arrest to referral into the Program.
- ❖ Continue team training to improve decision making and the effective use of incentives and sanctions both in court and in the community.
- ❖ Provide access to a continuum of alcohol, drug, and other related treatment and rehabilitation services.
- ❖ Reassess participants regularly to maintain appropriate treatment levels and services throughout the Program's phases.
- ❖ Maintain and refine the coordinated system of incentives and sanctions in line with best practices to motivate and facilitate participant compliance and changed behavior.
- ❖ Promote sobriety to improve the quality of life for each participant, as well as their families and to build a solid foundation for each participant to become a productive member of society.
- ❖ Require gainful employment for all participants who are able to work so they can pay fines, fees and restitution.
- ❖ Reduce the significant time and high cost to the criminal justice system involving DUI offenders.
- ❖ Reduce the number of correctional bed space days needed by providing safe supervision of offenders in the community.
- ❖ Increase the docket to full capacity and analyze the costs and resources needed for sustainability analysis.
- ❖ Continue ongoing participation in the independent evaluation of processes and outcomes, and regular timely review of performance measures.
- ❖ Make process and substantive changes in accordance with evaluation recommendations to maintain and improve adherence to the national model and guiding principles.
- ❖ Continue to develop a community partnership group, as well as partnerships among the court, public agencies, and community-based organizations to support the Program and enhance the overall effectiveness of the Program.
- ❖ Provide basic and essential training to non-Team member professionals in Vermont interested in the WCDDTD and/or similar problem-solving courts.

5. Project Description:

The WCDDT is an accountability court dedicated to changing the behavior of serious DUI offenders. The goal of the WCDDT is to protect public safety by using the highly successful Drug Court model that uses accountability and long-term treatment to reduce DUI offenses and resulting traffic accidents, injuries and fatalities caused by the serious DUI offender.

The mission of the WCDDT is to reduce the number of repeat DUI offenses by providing alternative community-based treatment and supervision, increasing both offender productivity and public safety. The WCDDT follows guidelines established by the National Center for DWI Courts in *The Ten Guiding Principles for DWI Courts* (NCDC). These principles are modeled after *Defining Drug Courts: The Key Components* (NADCP, 1997), which applies best practice standards defined through multiple research studies on effective programming for the addicted criminal population that treatment courts serve. (See NADCP *Adult Drug Court Best Practice Standards, Vol. 1*, 2013).

As the first DUI-dedicated docket in Vermont, the WCDDT adheres to the proven principles guiding DWI/DUI courts nationally. The target population defined for the WCDDT is DUI 3rd offenders and subsequent and those DUI 2 offenders with a BAC of .15% or greater or a prior DUI offense that was reduced to a non-DUI conviction. Each offender with an eligible offense is jointly referred into the program by the prosecutor and defense attorney. Upon referral, the participant enters the orientation phase which triggers clinical and risk/need assessments to further define a participant's eligibility. All referrals are screened with the SSM (Self Sufficiency Matrix), the ORAS CSST (Ohio Risk Assessment Screen, Community Supervision Screening Tool), the MAST (Michigan Alcohol Screening Tool), and the CAGE (acronym based on the tool's four questions), to determine if each referred participant is an appropriate candidate based on their risk of recidivism and level of need, and clinical level of alcohol addiction. Participants must be clinically eligible and appropriate for community supervision within Windsor County. During the orientation phase, a participant must attend all case management and treatment appointments, attend at least two community support meetings weekly, and attend bi-weekly WCDDT court hearings. If fully eligible, a participant is voluntarily sentenced into the program at the end of the orientation phase, and upon sentencing signs the Participant Contract and enters Phase One.

The court coordinator tracks all demographic, contact, employment, treatment history, program compliance/non-compliance and court appearances and interactions in the MIS and spreadsheets.

Each participant's progress is monitored and shaped by the program team, which consists of the presiding judge, prosecutor, defense attorney, case manager, treatment provider, probation officer, law enforcement officer and court coordinator. Compliance is achieved by rewarding positive behavior, sanctioning non-compliance, and using effective treatment responses when needed. Each participant behavior receives a response specifically discussed and chosen by the team in a meeting prior to every WCDDT court session.

A participant may be terminated from the program in accordance with a discharge protocol established by the team which aligns with best practice of the Nation Center for DWI courts.

The program is a minimum of 18 months and each phase requires a certain number of "sober" days immediately before phase advancement. Six (6) months sobriety is required immediately preceding graduation, and a continuing care component is available for graduating participants. Participants are encouraged to have family, friends, employers, and arresting officers attend court and graduation.

2016 Governor's Highway Safety Education Grant Application

6. Project Schedules And Milestones:

Continue operation of the WCDTD with bi-monthly court hearings, increased referrals, ongoing assessments, monitoring and shaping participant behavior and progress through targeted incentives and sanctions. Other specific milestones to be achieved are:

- ❖ Participants moving through phases within the time-frames specified in the Participant Handbook: ongoing
- ❖ Graduations anticipated at regular intervals (current grant): ongoing
- ❖ Continued training and use of standardized incentives and sanctions by phase (current grant): ongoing
- ❖ Continue data collection for process and outcome evaluations (current grant): ongoing
- ❖ Review and revise program as needed in accordance with process and outcome evaluations (current grant): ongoing
- ❖ Compilation of cost data and initial analysis for sustainability (current grant): ongoing
- ❖ Continue development and revision, as needed, of written program policies/procedures (current grant): ongoing
- ❖ Reduction in multiple DUI offenses in the regular Windsor Criminal Division docket (current grant): ongoing, and quarterly Dec. 2015, Mar. 2016, Jun. 2016, and Sep. 2016
- ❖ Reduction in Windsor County arrests for multiple DUI offenses (current grant): ongoing and quarterly, Dec. 2015, Mar. 2016, Jun. 2016, and Sep. 2016
- ❖ Develop community partnership group to broaden awareness of the docket and generate local partnerships and support (current grant): Jan. 1, 2016
- ❖ Identify stakeholders with interest in the expansion and/or regionalization of DUI courts in Vermont to explore the research and analysis surrounding plausible models: Jan. 1, 2016
- ❖ Achieve full caseload of twenty-five (25) to thirty (30) participants: July 1, 2016

7. Project Evaluation Plan: (Please Attach Logic Model on Template Provided)

The WCDTD will continue to work with an independent evaluator to provide process and outcome evaluations, and a cost-benefit analysis of the program. The process evaluation is underway by the Crime Research Group (CRG), and is focusing on the policies, protocols and procedures of the program, and all aspects of its operation from reviewing program documents and forms, to interviewing participants at each phase. To date, two rounds of interviews have been conducted, and separate Team member and initial stakeholder interviews have also been conducted. Ongoing analysis of the program's fidelity to the national model for DWI courts and the guiding principles will be conducted. Outcomes to be measured and evaluated include in-program compliance and timeliness of compliance; post-program behavior; time to recidivate (and all related data including time/date of arrest, type of offense, and other indicators that may have impacted recidivism). The outcome evaluation will include a comparison group analysis.

1. Data Collection

Based upon a review of best practices for evaluations of DWI/DUI Treatment Courts, the following data will be collected by the responsible parties:

- 1.1 Subject data including demographics
- 1.2 Assessment and test results
- 1.3 Eligibility results
- 1.4 Treatment program data
- 1.5 Supervision data
- 1.6 Short-term outcomes
- 1.7 Long-term outcomes

2. Evaluation Design

The overall evaluation design includes the following segments:

- 2.1 A process evaluation of the program policies, protocols and procedures, including review and verification of the program's fidelity to the national DWI/DUI guiding principles.
- 2.2 An outcome evaluation measuring in-program compliance behavior and timeliness of that compliant behavior by phase advancements.
- 2.3 An outcome evaluation measuring post-program behavior.
- 2.4 A recidivism scale to measure the extent of recidivism over a defined period of time.
- 2.5 Phone interviews with participants to measure program effectiveness and relapses.
- 2.6 Cost-benefit analysis.

3. Cost Estimates

Program Activity/Segment	Assessed Cost
Process Evaluation	\$8,000
Outcome Evaluation: In-Program	\$6,000
Outcome Evaluation: Post-Program	\$6,000
Telephone Interviews	\$2,000
Cost-Benefit Analysis	\$8,000
Total	\$30,000

8. Resources Needed:

Court coordinator, case management, substitute judge time/mileage to cover in the event one is needed when the designated judge is on leave or otherwise unavailable, management information system update, training or dedicated technology, ignition interlock devices, program incentives fund (from vendors and through STAT); defense attorney time, training, evaluation, and supplies.

2016 Governor's Highway Safety Education Grant Application

9. Cost Narrative/Detail

- a) **Personnel Costs:** Detail positions being funded by this grant, the average number of hours per week, hourly rate, FICA, Workers comp, etc. Summarize anticipated personnel activity hours per week and total costs for the entire FFY for each employee and the total you expect to charge in personnel costs to your grant here.

A Court Coordinator coordinates all program and grants activities including but not limited to convening the docket, convening the team, preparing and distributing paperwork, tracking participants, conducting risk/needs screenings, collecting program and participant data, researching and implementing best practice standards related to DUI treatment courts, and reporting. A full time temporary employee at an hourly rate of \$22.57 for 40 hours / week \$46,945, benefits \$18,778, for a total of \$65,723.

Subtotal: \$65,723

- b) **Contract Services:**

Health Care and Rehabilitation Services (HCRS): Full-time clinical case management services are provided to the WCDDT by one full-time or two part-time clinical case managers provided by HCRS. The case manager(s) works closely with participants conducting assessments, making referrals for treatment, tracking and coordinating appointments, conducting alcohol and drug testing, and monitoring overall compliance. The case manager reports on participant progress to the Team at each staffing, and makes recommendations targeted to participants' behavior for appropriate responses using incentives and sanctions.

\$76,503

Evaluation Services: An independent evaluator will continue evaluating the WCDDT process, outcomes and costs, tracking data for each participant at each phase of the program, and for a designated period after completing or being terminated from the program.

\$30,000

Substitute Judge Time: To preside over the docket if the presiding criminal judge is unavailable from time to time. Eight (8) days at \$475/day (\$3,800) and 100 miles rt. at .575 (\$460)

\$4,260

Defense Counsel: A post-adjudication defense attorney from the Marsicovetere Law Group is on the WCDDT Program Team and represents participants in the docket outside of a usual defense practice. The time for staffings and court hearings is approximately 6 hours per month. With docket growth, additional time to review cases, meet with participants, and prepare is approximately 8 hours, for a total of 14 hours per month at \$100/hour.

\$16,800

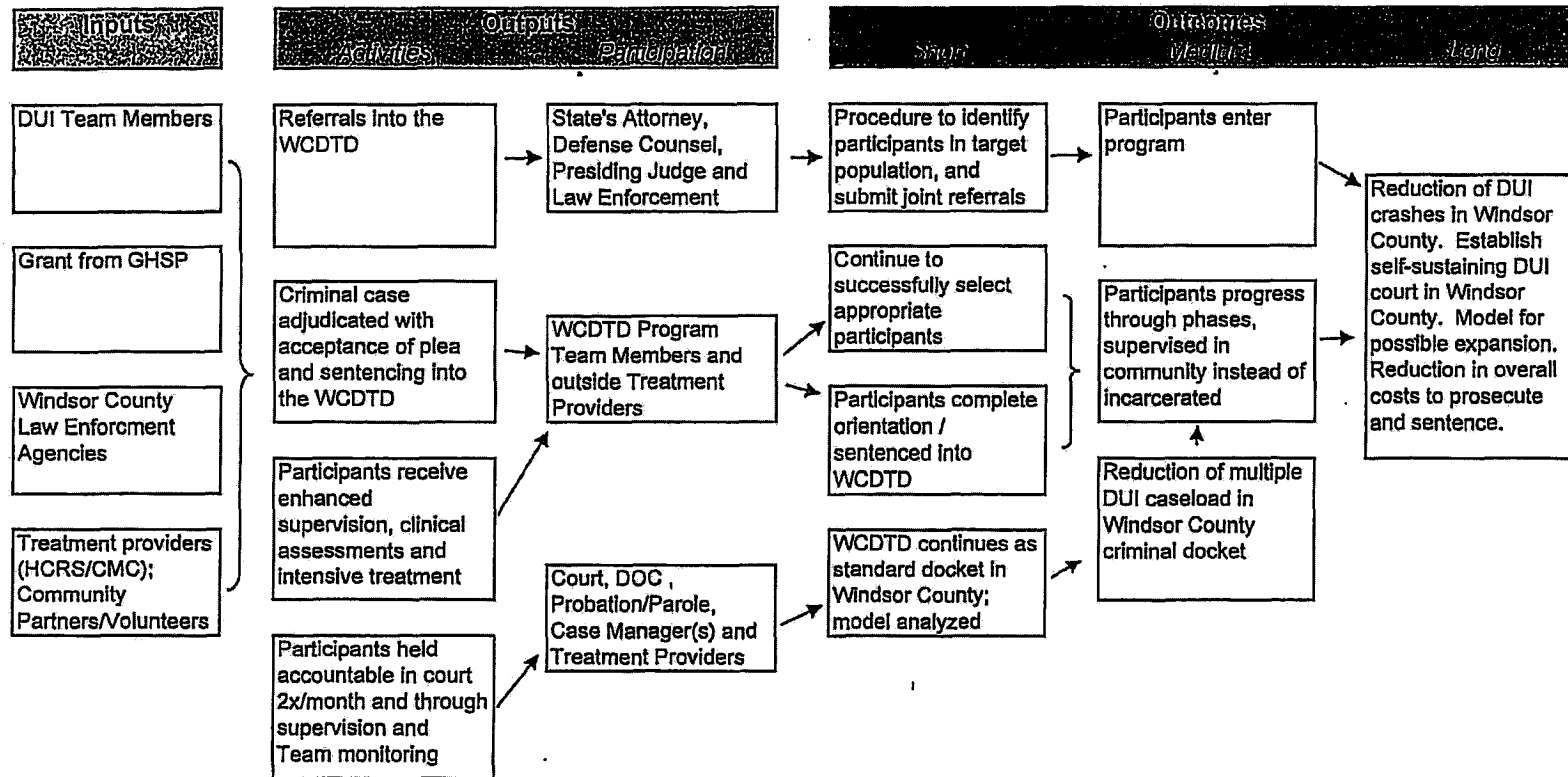
Management Information System: The Court Administrator's Office continues to research web and cloud-based MIS systems to serve all levels and types of treatment courts and programs statewide. The funding would allow the CAO to implement the necessary changes for a new system at the Windsor Superior Court Criminal Division for the WCDDT. Replacement or modification of the current system, or at a minimum dedicated Access training, is still

envisioned as necessary as the current MIS does not track well for the WCDDT.		<u>\$5,000</u>
Subtotal:		\$132,563
c) Supplies:		
<u>Alcohol and Drug Testing:</u>		\$2,000
<u>Incentives for Contingency Management:</u>		\$3,000
<u>General:</u> copy paper, folders for handbooks, binders, office supplies, etc.		<u>\$ 500</u>
Subtotal:		\$ 5,500
d) Mileage/Travel: In-state and out of state. Note that all out of state travel requires prior approval of GHSP. Include all projected Conference Fees and the name of conference:		
<u>Travel for 2 team members to attend the NEADCP Fall Conference:</u>		
2 registration fees at \$300/each		\$ 600
2 hotel rooms for 2 nights: \$200/night		\$ 800
2 staff at \$37.50 per day per diem for 3 days		\$ 225
Mileage (260 miles rt. each x .575)		\$ 300
Misc. parking (\$80 each)		\$ 160
<u>Travel for 5 team members to attend NADCP/NCDC Annual Drug/DWI Conference:</u>		
5 registration fees at member rate of \$650/each		\$ 3,250
5 flights at \$650/each		\$ 3,250
5 hotel rooms for 4 nights @ \$250		\$ 5,000
Misc. parking (\$80 each), travel to airport (\$100 each)		\$ 900
Meals (\$37.50/day each)		\$ 950
<u>Coordinator travel to state meetings/presentations/trainings:</u>		
150 mi rt x .575 x 12 trips)		\$ 1,035
<u>Team/Participant travel:</u>		
Red Ribbon Ceremony, Recovery Day, other courts: 800 mi X .575		<u>\$ 460</u>
Subtotal:		\$16,930
e) Equipment:		
<u>Ignition Interlock device:</u> For up to 4 participants in Phase 2+ (\$125 each)		\$ 500
<u>Printer:</u> For coordinator office for handbooks, reports, and other docket materials		<u>\$ 300</u>
Subtotal:		\$ 800

f) Other Operating Expenses:	
<u>Phone Costs / Conference Calls:</u>	\$ 400
<u>Impaired Driver Assessment (IDA) Training (on site):</u>	\$ 2,000
<u>SCRAM monitoring/use fees: \$6.55/day for 5 people for 30 days each</u>	<u>\$ 983</u>
Subtotal:	\$ 3,383
g) Indirect Costs (If allowed): Submit Federal Approved Rate Letter with % allowed with this application.	
None.	
h) Other Program Income: List Sources and amounts anticipated	
None.	

Program: Windsor County DUI Treatment Docket

Situation: The WCDDT is an accountability court dedicated to changing the behavior of hardcore DUI offenders. The goal of the WCDDT is to protect and increase public safety by using the highly successful Drug Court model that uses accountability and long-term treatment to reduce multiple DUI offenses and resulting traffic accidents, injuries and fatalities caused by the hardcore DUI offender. Early studies of DWI/DUI courts have demonstrated successful results. Numerous individual courts have evaluated their program and determined a significant reduction in recidivism in their jurisdiction.



Assumptions: Windsor County will continue to experience repeat DUI offenders with no alternative consequence other than costly incarceration.

External Factors: Volume of repeat DUI offenses in Windsor County. Eligibility of repeat DUI offenders legally and clinically, and for supervision. Treatment options and availability. Legislative changes. Funding limitations.