



Application for the NHTSA/ NCDC DWI Court Foundational Training

Overview

The National Highway Traffic Safety Administration (NHTSA), Office of Impaired Driving and Occupant Protection, Impaired Driving Division, is now accepting applications for the 2021 DWI (Driving While Impaired) Court Foundational Training. This is a national training initiative designed to assist communities in developing DWI Court programs and is conducted in cooperation with the National Center for DWI Courts (NCDC), a division of the National Association of Drug Court Professionals. Under this initiative, communities will be selected to participate in a facilitated planning process. Participating communities must identify a team of professionals who will participate in the regionalized training. This program was developed as team-oriented training; therefore, individual participation is not permitted.

Cost to Participate

A training team consists of eight-to-ten (8-10) people representing various professions discussed later in this document. As of the release of this solicitation, it is expected all training will be conducted virtually. Virtual training sessions are held via an online platform. Travel, lodging and per diem expenses will not apply to virtual training. There are no costs associated with virtual training.

If travel and group gathering restrictions allow for in-person training, one or more of these trainings could be conducted at the academy court location. Registered teams will have the choice to participate in-person or virtually. If teams choose the in-person option, teams are requested to work through their State Highway Safety Office (SHSO) for potential funding to cover travel costs associated with required team 'members' participation in this effort. However, this does not preclude teams from seeking local or other funding, which should be noted on the application. Travel costs include airfare, lodging, meals, and ground transportation.

Communities may also send up to two additional team members beyond the eight required to attend; however, these costs will be at the community's or funder's expense. Prior permission for the two additional persons to attend is required. NHTSA covers the cost of the training room and AV costs, along with faculty and training material costs.

NOTE: The SHSO should be aware that the training will usually occur outside of the team's home state. Training programs are held regionally around the country with every effort made to keep each of the teams in or near their region.

Type of Training

3½ Day Foundational Training:

This training is designed for teams that are not currently operating a DWI court, had extensive staff turn-over, or never attended an NCDC training. Please see the next page for more detail.

FOUNDATIONAL TRAINING (3½ DAYS)

This training is designed for teams that are not currently operating a DWI court, had extensive staff turn-over, or never attended a NCDC training. Team-oriented, comprehensive training is critical to laying the foundation of a DWI Court operating under the *10 Guiding Principles for DWI Courts*.

These key issues addressed in the training include the development of:

- Team Building
- Target population, eligibility criteria and disqualification criteria
- Court model
- Identification, referral, screening, assessment and admission process
- Phases, phase duration and phase transition criteria
- Supervision and drug testing protocols for each phase
- Comprehensive treatment continuum of care
- Formation of commencement and termination criteria
- Court responses to client behavior through development of incentives and sanctions
- Long-term sustainability plan that includes traditional and nontraditional funding, community mapping, resource development, evaluation and monitoring

Although designed for new teams, this training may be open to teams that have an operational DWI court but have not received official (NHTSA/ NCDC) training OR operational DWI Court teams that have had significant staff turnover. However, please note this is a planning training for a DWI Court and may not benefit all operational DWI Courts.

Required Commitment and Participation

In offering training and technical assistance through NCDC, NHTSA, and the SHSO's demonstrate a commitment to working with local communities to prevent and control impaired-driving, substance misuse, and crime. NHTSA's investment in this training initiative must be met by all approved team members' active participation.

Application Process

To participate in DWI Court Planning training, each interested jurisdiction must complete the application by **April 1, 2021**, and submit it to their State Highway Safety Office for consideration and approval for funding. It should be noted that most State Highway Offices look at their funding needs before this date, so all efforts should be made to get the application submitted earlier. For more information on this, please contact your State Highway Office. Each community must also submit a letter of commitment from the presiding judge. NCDC expects each community/jurisdiction to honor their commitment to attending training.

Team Composition

To participate in the DWI court training, each community must identify a DWI court planning team to include the following:

- Judge
- Prosecutor
- Defense Counsel
- Treatment representative
- DWI/Drug Court coordinator/ Planning coordinator
- Expert in research or evaluation
- Probation/Supervision
- Law Enforcement

NHTSA and NCDC expect to serve up to 20 communities/jurisdictions through this DWI court Foundational training process, utilizing four 3 ½ Day Foundational Trainings. Five teams can be accommodated at each training. Once the capacity of 20 teams has been met, a waitlist is initiated. Waitlisted teams are accepted into training when space becomes available.

Review and Selection Process

Applications are reviewed by a panel comprised of NHTSA and NCDC staff. NHTSA/NCDC reviews the application materials and determines whether a community's needs may be met through participation in DWI court training. Final selections are based on the following:

- The extent of identified need.
- Past training experience.
- Geographic diversity.
- Status of existing community planning efforts.
- Availability of alternative training and technical assistance resources to meet training needs.
- Completeness of application (e.g., whether required disciplines are identified).

All decisions regarding a jurisdiction's acceptance into DWI court training are final and are at the sole discretion of NHTSA and NCDC. If a community is not selected to participate in this training, a referral to other sponsored training and technical assistance resources may be provided. NHTSA and NCDC generally assign accepted jurisdictions to trainings on a regional basis. Jurisdictions will be notified of their acceptance or denial of DWI court training by **April 15, 2021**. Communities can expect to begin the initial groundwork in the months leading up to their training program. Communities that are unable or unwilling to participate in their assigned training track will forfeit their participation. The vacant slot will be offered to the first community on the waitlist.

Additional Team Members

Communities may send up to eight team members to the training with two additional people at the 'jurisdiction's expense. These other representatives may include but are not limited to disciplines such as court administration, case management, mental health, community- and faith-based organizations, prevention, and labor/job-training.

Team Member Roles and Responsibilities

Each participating team member must:

- Attend all training sessions.
- Actively participate in all discussions and training breakouts.
- Abide by funder travel policies.
- Identify an appropriate substitute if the need arises.
- Complete all homework assignments and respond to all requests for information from NCDC staff and representatives.

Also, the person representing the DWI court coordinator on each team must serve as the point-of-contact for all DWI court activities. This duty will include ensuring all relevant information is disseminated to team members in a timely fashion, responding to requests for information from NHTSA/NCDC, and coordinating with all SHSO's.

For More Information

For more information on the DWI Court Foundational Training program, go to www.dwicourts.org, click on the resources tab; or, contact Julie Seitz, Project Director, NCDC at (218) 343-2928.

Mail/Fax Applications to:

Your respective **State Highway Safety Office/Governors' Highway Safety Coordinator**

**Deadline for Application Submission is
April 1st, 2021**

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Training Dates/Academy Court Observation:

- ___ June 7-11, 2021 Duluth, MN
- ___ July 26-30, 2021 Billings, MT
- ___ November 1-5, 2021 El Paso, Texas
- ___ December 13 -17, 2021 Athens, Georgia

Please select two dates that coordinate with the team's ability to attend the training. Teams will be assigned to a specific training location based on geographic location, needs expressed in the application, and space available. NCDC will assign DWI court programs to particular locations as applications are received. Each training site is limited to five DWI court teams.

Jurisdiction Name and State: _____

Team Point of Contact: (first) _____ (last) _____

Title: _____

Organization: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email: _____

Check List

Court / Jurisdiction

- Team members selected
- Application filled out
- Letter of commitment attached
- Funding for travel determined
 - State Highway Safety Office (SHSO)
 - Other: (List) _____
- Application submitted to SHSO by **April 1, 2021** – if SHSO funding the travel for the team
 - o Date: _____
- Application submitted to NHTSA by **April 1st, 2021**– if “other” funding the travel for the team.
 - o Date: _____

State Highway Safety Office Use

- Application received – Date _____
- Approval: (initials) _____
- Forwarded to NHTSA by, _____ – Date: _____

I. Statement of Intent

All interested jurisdictions must respond to the following questions. Please attach your narrative response. The review panel will assess each question's answers and determine the ability of NHTSA and NCDC to meet your jurisdiction's needs.

1) Describe your target population and describe the nature and scope of the alcohol/drug misuse within that population. *Narrative response required – attach as a separate document. Be sure to include jurisdiction/state in the narrative.*

2) Describe the challenges your current court/case processing system faces and how a DWI court can help resolve these issues. *Narrative response required – attach as a separate document. Be sure to include jurisdiction/state in the narrative.*

3) Has your community previously participated in NHTSA training, the Bureau of Justice Assistance (BJA) Drug Court Planning Initiative (DCPI), or similar training?

- Yes. If yes, please list relevant training(s). _____
- No

4) Indicate your team's experience in drug or DWI court planning and exposure to the drug or DWI court concept.

- No experience or exposure.
- Limited experience and exposure (e.g., attended annual drug court conferences or read articles).
- Moderate experience and exposure (e.g., visited an operational drug or DWI court).
- Extensive experience and exposure (e.g., visited an operational drug or DWI court, researched the topic extensively, and are ready to implement a pilot program).
- Completed planning and implemented a pilot program or full docket.

5) If you indicated having any experience with the drug or DWI court concept, briefly describe the extent of this exposure. For example, have you identified a steering committee and/or team, held weekly or monthly meetings, started taking in DWI offenders? *Narrative response required – attach as a separate document. Be sure to include jurisdiction/state in the narrative.*

6) Which best describes your jurisdiction?

- Rural (less than 50,000 people)
- Urban
- Suburban
- Mixed. Please specify: _____

II. Letter of Commitment

Each participating judge must write and submit a letter of commitment that includes the information listed below. This letter should be included with the application or faxed to your State Highway Safety Office.

- An expression of the community's commitment to the development and implementation of your DWI court.
- An expression that the community will seek resources necessary to sustain an operational DWI court that may result from the community's planning efforts.
- The agencies participating in the planning process.
- The expected responsibilities and resources that the participating team member agencies will dedicate once the DWI court is operational.
- A clearly stated commitment that approved team members will attend all required trainings in their entirety.
- An indication that the team has read and will abide by the Federal and/or State Travel Regulations.
- If virtual, the team has the ability to participate on a virtual platform with adequate bandwidth.

III. Team Roster

Jurisdiction Name and State: _____

Team Point of Contact: (first)_____ (last)_____

Title: _____

Organization: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email: _____

Enter contact information for each member/agency participating on your team:

Judge

Name _____
Title _____
Organization _____
Address _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

Prosecutor

Name _____
Title _____
Organization _____
Address _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

**Defense
Counsel**

Name _____
Title _____
Organization _____
Address _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

Treatment

Name _____
Title _____
Organization _____
Address _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

Jurisdictional Name and State: _____

Expert in Research or Evaluation

Name _____
Title _____
Organization _____
Address _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

DWI/Drug Court Coordinator

Name _____
Title _____
Organization _____
Address _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

Law Enforcement

Name _____
Title _____
Organization _____
Address _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

Probation/Supervision

Name _____
Title _____
Organization _____
Address _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

**Additional Team Member
to be paid for by the jurisdiction**

Name _____
Title _____
Organization _____
Address _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

**Additional Team Member
to be paid for by the jurisdiction**

Name _____
Title _____
Organization _____
Address _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

FOR STATE HIGHWAY SAFETY OFFICES ONLY

State Highway Safety Office staff will review the applications for their respective state, noting which teams will receive funding from the State Highway Safety Office should they be selected for the training. E-mail the applications by **April 1st, 2021** to:

Caroline Cash
National Highway Traffic Safety Administration
Impaired Driving Division
Phone: (202) 366-9712
Email: caroline.cash@dot.gov