



## Application for the NHTSA/ NCDC DWI Court Planning 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 NHTSA grant year three, DWI (Driving While Impaired) Court Planning 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 a 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. **The training 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 and **this 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 who are 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 take place 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 Planning Training:

This training is designed for teams that are **not** currently operating a DWI Court. Please see the next page for more detail.

## **PLANNING TRAINING (3½ DAYS)**

**This training is designed for teams that are *not* currently operating a DWI Court.** Team-oriented, comprehensive training is critical to the planning and development 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
- Mission statement, goals and objectives
- Target population, eligibility criteria and disqualification criteria
- Court model
- Identification, referral, screening, assessment and admission process
- Phases, phase duration and phase transition criteria
- Treatment, supervision and drug testing protocols for each phase
- Formation of graduation 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 are demonstrating a commitment to working with local communities to prevent and control impaired-driving, substance abuse and crime. NHTSA's investment in this training initiative must be met by active participation of all approved team members.

## **Application Process**

To participate in DWI Court Planning training, each interested jurisdiction must complete the application by **May 9, 2016** 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 prior to this date, so all efforts should be made to get the application in earlier. For more information on this, please contact your State Highway Office. A list of the State Highway Safety Offices is attached to this solicitation. **Each community must also submit a letter of**

**commitment from the presiding judge. NCDC expects each community/jurisdiction to honor their commitment for 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 Planning training process, utilizing four **3 ½ Day Planning 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:

- 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 training on a regional basis. **Jurisdictions will be notified of their acceptance or denial into DWI Court training in June 2016. 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, and 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 additional 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/or representatives.

In addition, 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 Planning Training program, go to [www.dwicourts.org](http://www.dwicourts.org) and click on the Resources tab; or, contact Cliff Jacobs, Project Director, NCDC at (571) 384-1867.

Mail/Fax Applications to:

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

**Deadline for Application Submission is  
May 9, 2016**

# Application for NHTSA/NCDC DWI Court Planning Training (June 1, 2016-May 31, 2017)

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 **May 9, 2016** – if SHSO funding the travel for the team
  - o Date: \_\_\_\_\_
- Application submitted to NHTSA by **May 16, 2016** – if “other” funding the travel for the team.
  - o Date: \_\_\_\_\_

### State Highway Safety Office Use

- Application received – Date \_\_\_\_\_
- Approval: (initials) \_\_\_\_\_
- Forwarded to NHTSA by, **May 16, 2016** – Date: \_\_\_\_\_

## I. Statement of Intent

All interested jurisdictions must provide responses to the following questions. Please attach your narrative response. The review panel will assess the responses to each question 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 abuse problem within that population. *Narrative response required – attach as separate document. Be sure to include jurisdiction/state on 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 separate document. Be sure to include jurisdiction/state on 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.

4a) 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 separate document. Be sure to include jurisdiction/state on narrative.*

5) 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.
- Indication that the team has read and will abide by the Federal and/or State Travel Regulations.

**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 **May 16, 2016** to:

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