

RESOLUTION NO.

A RATIFIED RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE U.S. DEPARTMENT OF JUSTICE FOR AN ADULT DRUG COURT DISCRETIONARY GRANT PROGRAM FY 2018 COMPETITIVE GRANT IN THE AMOUNT OF \$48,356.00, ON BEHALF OF THE GOVERNING BODY OF LARAMIE COUNTY, WYOMING

FOR THE PURPOSE OF: REQUESTED FUNDS WILL BE USED FOR THE LARAMIE COUNTY VETERANS TREATMENT COURT TO EXPAND THE PROGRAMS POPULATION, PURCHASE THE COMPAS R&N ASSESMENT, INCREASE DRUG AND ALCOHOL TESTING FOR PROGRAM PARTICIPANTS, AND FOR THE VTC TEAM TO ATTEND THE 2019 JUSTICE FOR VETS CONFERENCE.

WITNESSETH

WHEREAS, the Governing Body of Laramie County desires to participate in the U.S. DEPARTMENT OF JUSTICE grant by sponsoring this grant application to assist in financing this project; and

WHEREAS, the Governing Body of Laramie County has been provided with preliminary cost estimates and information on this project; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LARAMIE COUNTY that a grant application in the amount of \$48,356.00 be submitted to the Department of Justice for consideration of assistance in funding the Veteran's Treatment Court Program. Matching funds are to be in the form of In-kind and will come from the Veteran's Treatment Court personnel and participant fees in the minimum amount of \$12,089.00.

BE IT FURTHER RESOLVED, that Sandra Newland, or her successor in the position of Laramie County Grants Manager, is appointed as agent of the Laramie County Board of Commissioners to execute and submit applications and certifications for these funds and to receive funds and implement the programs funded under this grant.

PASSED, APPROVED AND ADOPTED THIS 5th DAY OF JUNE, 2018.

By: _____
K.N. Buck Holmes, Chairman


Date: _____

ATTEST:

Debra Lee, Laramie County Clerk

Date: _____

Received and Approved as to Form only By:


Mark Voss, County Attorney

Date: _____

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	BJA-2018-13601
Opportunity Title:	BJA FY 18 Adult Drug Court Discretionary Grant Program
Opportunity Package ID:	PKG00241586
CFDA Number:	16.585
CFDA Description:	Drug Court Discretionary Grant Program
Competition ID:	BJA-2018-13881
Competition Title:	CATEGORY 2: ENHANCEMENT
Opening Date:	04/30/2018
Closing Date:	06/05/2018
Agency:	Bureau of Justice Assistance
Contact Information:	<p>For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.</p> <p>An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below within 24 hours after the application deadline in order to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under Experiencing Unforeseen Grants.gov Technical Issue▲ in the How to Apply section.</p> <p>For assistance with any unforeseen Grants.gov technical issues beyond an applicant's control that prevent it from submitting its application by the deadline, or any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301-240-5830; or web chat at https://webcontact.ncjrs.gov/ncjchat/chat.jsp. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.</p>

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS00135891
Application Filing Name:	Laramie County Veteran's Court
DUNS:	1977327090000
Organization:	LARAMIE COUNTY, WYOMING
Form Name:	Application for Federal Assistance (SF-424)
Form Version:	2.1
Requirement:	Mandatory
Download Date/Time:	May 29, 2018 01:39:54 PM EDT
Form State:	No Errors

FORM ACTIONS:

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

Laramie County, Wyoming

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

83-6000111

*** c. Organizational DUNS:**

1977327090000

d. Address:

*** Street1:**

310 W. 19th, Suite 300

Street2:

*** City:**

Cheyenne

County/Parish:

*** State:**

WY: Wyoming

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

82001-4452

e. Organizational Unit:

Department Name:

Laramie County Drug Court

Division Name:

Veteran's Court

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Ms.

*** First Name:**

Sandra

Middle Name:

Lynn

*** Last Name:**

Newland

Suffix:

Title:

Grants Manager

Organizational Affiliation:

*** Telephone Number:**

307-633-4201

Fax Number:

307-633-6285

*** Email:**

snewland@laramiecounty.com

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.585

CFDA Title:

Drug Court Discretionary Grant Program

* 12. Funding Opportunity Number:

BJA-2018-13601

* Title:

BJA FY 18 Adult Drug Court Discretionary Grant Program

13. Competition Identification Number:

BJA-2018-13881

Title:

CATEGORY 2: ENHANCEMENT

14. Areas Affected by Project (Cities, Counties, States, etc.):

Map of Laramie County.pdf

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Laramie County is requesting funding to enhance an existing and operational Veteran's Treatment Court.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment**Delete Attachment****View Attachment****17. Proposed Project:*** a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="48,356.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="19,984.60"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="68,340.60"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment**Delete Attachment****View Attachment**

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

Abstract

Laramie County, on behalf of the Laramie County Veterans Treatment Court (VTC), is requesting \$48,356.00 per year for one year(s) for a Category 2, Veterans Treatment Court Type B grant as defined by the FY-18 Adult Drug Court Discretionary Grant Program. This request will expand the program's population, purchase the COMPAS R&N assessment, increase drug and alcohol testing for program participants, and for the VTC Team to attend the 2019 Justice for Vets conference in Washington D.C.

The Laramie County Veterans Treatment Court program has been operational since July 2012 and is located at 309 W. 20th Street, Cheyenne, Wyoming and serves veterans who reside in Laramie County, Wyoming, to include the communities of Cheyenne, Burns, Pine Bluffs, Albin, and Carpenter. The VTC Magistrate is Raymond Macchia and the VTC Coordinator is Kurt Zunker. Their contact information is as follows:

Raymond Macchia
Magistrate, Laramie County Veterans Treatment Court
1813 Carey Ave
Cheyenne, WY 82001
(307) 432-0807 Ext- 319
(307) 633-4589
rmacchia@lawyoming.org

Kurt Zunker
Coordinator, Laramie County Veterans Treatment Court
309 W. 20th Street
Cheyenne, WY 82001
(307) 633-4530
(307) 633-4588 – fax
kzunker@laramiecounty.com

Laramie County is requesting \$48,750.00 as reflected in the SF 424 form and attached budget. The VTC has a maximum capacity of twenty-five veterans; however the VTC is currently only serving seven veterans. Laramie County will use funding from this federal grant to assist in identifying barriers that prevent the VTC from operating at capacity.

The VTC has four phases, with a required minimum of 60 days in Phase I, 90 days in Phase II, 90 days in Phase III, and 120 days in Phase IV. The VTC Team anticipates being able to identify the barriers that prevent eligible veterans from participating in the program, which should allow a maximum of seventy-five veterans to receive services because of these grant funds over the life of the grant.

The admission protocol for the VTC is as follows:

- The VTC program office receives a notice of a veteran being arrested and in custody within the Laramie County Detention Center.

- The Veteran Justice Outreach Caseworker for the VA makes contact with the veteran and provides the veteran a VTC program application.
- The Caseworker retrieves the application or it is sent to the VTC program office via the “jail mail.”
- The VTC case manager conducts a records check and a criminal history report to determine if the veteran meets eligibility requirements. Eligibility requirements include but are not limited to, being a resident of Laramie County, having criminal charge in the 1st Judicial District for the State of Wyoming, demonstrated need of substance abuse treatment or mental health treatment services, be classified as high-risk and high need offender, and be eligible for community-based services.
- Eligible veteran’s application packets are presented to the VTC Team who makes the determination of acceptance or not. If the veteran is accepted into the program the veterans defense attorney notifies the sentencing Court and a sentencing date is set.
- The VTC goal is to have veterans identified and sentenced into the program as rapidly as possible.

The VTC program target population is defined as veterans residing within Laramie County, charged with a criminal offense (violent offenses are not automatically excluded) that have a demonstrable substance abuse issue that is a contributing factor in their arrest. Veterans will have their criminogenic risk factors scored through the COMPAS, and substance abuse level of care as determined by an ASI/ASAM evaluation. No veteran will be denied entry solely based upon their participation in, or need of MAT treatment The VTC will refer veterans in need of MAT treatment to the Cheyenne VA Medical Center, Peak Wellness, or the Cheyenne Health and Wellness Center.

The following NADCP best practice strategies will be addressed in the application on the following pages:

Standard IX: Census and Caseload.....page 12.
 Standard VII: Drug and Alcohol Testing.....page 13.
 Standard VIII: Multidisciplinary Team.....page 14.

The VTC will collect data and enter it into the Wyoming Court Supervised Treatment Program Case Management System (WyCST-CMS). Data to be collected will include demographic information, criminal history, employment status, restitution, fine and fee payments, and pre-program, in-program, and post-program arrest data. Arrest data will be collected at six month, one-year, and three year post-graduation and will be provided through the Wyoming Criminal Justice Information System (WyCJIS).

Laramie County is not designated as an empowerment zone or renewal community as defined by HUD.

The VTC program has not received any previous OJP grant funds and the VTC is not leveraging any other federal funding sources to operate the program and no current member of the VTC Team has attended the Drug Court Planning Initiative training series and it is unknown if any of the previous VTC Team members did.

Kurt Zunker, VTC Coordinator is the program administrator. Please see his contact information above.

Program Narrative

1. Statement of Problem

Purpose of Enhancement Grant: The Veterans Treatment Court (VTC) is seeking funds to expand the programs population, enhancing drug testing services for veteran participants, and funding to send the VTC Team to the 2019 Justice for Vets Conference in National Harbor, Maryland.

Drug and Alcohol Abuse in Laramie County, Wyoming: Drug and alcohol abuse, and its related criminal activity, is a concern for many citizens of Laramie County. Abusing alcohol or drugs is found to be a significant aggravating factor when someone is arrested. According to the Wyoming Association of Sheriffs and Chiefs of Police (WASCOP), from 2014 to 2016, the abuse of alcohol, or drugs, was a factor 73.92% of the time when an arrest was made¹. Those numbers are even higher in Laramie County, which showed the use of alcohol, or drugs, were present 79.17% of the time at arrest.

Wyoming						
Year	Total Arrests	Alcohol & Drugs	Alcohol Only	DUI	BAC at Arrest	Violent Crime
2014	17,361	74.60%	64.18%	28%	.156	11.5%
2015	15,599	72.56%	59.20%	26.27%	.1574	11%
2016	15,881	74.59%	57.01%	26.70%	.1591	10.6%
Laramie County						
Year	Total Arrests	Alcohol & Drugs	Alcohol Only	DUI	BAC at Arrest	Violent Crime
2014	2,149	79.5%	64.7%	21.03%	.1577	20.1%
2015	2,195	77.0%	59.1%	20.32%	.1748	16%
2016	2,309	81.0%	55.8%	24.9%	.1639	14.4%

¹ <http://www.jandaconsulting.com/reports.html>

In reviewing the WASCOP data, 11.03% of the individuals taken into custody for committing a violent crime (domestic violence, assault, and resisting arrest) throughout the state were under the influence of alcohol or drugs at the time of their arrest. Those numbers are a third higher for individuals arrested for a violent crime in Laramie County at 16.83%.

There are nine District Courts in Wyoming and they are classified as courts of general jurisdiction and they oversee all felony cases filed in the state. There are 23 Circuit Courts in Wyoming, one in each county, and they have jurisdiction over all misdemeanor cases.

According to a court workload study commissioned by the Wyoming Supreme Court², the First Judicial District Court of Wyoming, located in Laramie County, is the busiest court in the state. The three District Court Judges and the three Circuit Court Judges heard over 1,017 felony cases and over 9,983 misdemeanor cases in fiscal year 2017, with 70% being alcohol or drug related.

In February 2018, the VTC Coordinator collected Laramie County arrest data to see if the program was missing veterans in need of services. The report produced the following.

Month (2017)	Number of Veterans Arrested	Alcohol or Drug Related Charges	Eligible for VTC (Based on Charge)	Admitted	Denied	No Action Taken
July	13	7	5	0	0	5
August	17	11	5	0	0	5
September	9	7	2	1	1	0
October	10	6	4	0	0	4
November	15	11	7	1	0	6
December	15	5	10	0	0	10
January	14	10	8	0	1	7
TOTAL	93	57	41	2	2	37

² <https://www.courts.state.wy.us/circuit-courts/circuit-court-reports-and-statistics/>

The statistics above show that there is a direct correlation between alcohol and drug abuse and crime in the general population and in the veteran population in Laramie County. More alarming is that of the 41 veterans identified as being eligible to participate in the VTC, only two were admitted. The VTC program could be doing more to assist veterans in Laramie County and this is why we are requesting funds through this enhancement grant.

Program Design, Structure, and Current Operation

The VTC is a post-adjudication program designed to offer sentencing alternatives for veterans in Laramie County in lieu of jail or prison (**Key Component # 1**). As with other treatment court models, the VTC uses the leverage of the criminal justice system to get veterans to engage in substance abuse and mental health treatment and rehabilitation as opposed to serving a jail or prison sentence (**Key Component # 1**). Using a non-adversarial approach, the VTC Team works together to provide services that encourages veterans to seek and maintain sobriety and cultivate law-abiding behavior (**Key Component # 2**).

The VTC coordinates other support services that many veterans need, such as, housing assistance, employment placement assistance, and transportation assistance (**Key Component # 4**). The VTC also coordinates a continuum of care for our veterans by coordinating other treatment services that may be needed, such as, domestic violence classes, parenting classes, GED training, family and couples counseling (**Key Component # 4**).

VTC Level System

The VTC program is designed to last a minimum of twelve months and uses a level system to advance participants through the program. Veterans are expected to incorporate their treatment goals with other program requirements and complete these objectives to advance in the program and eventually graduate. Veterans can be regressed back in Phase as a sanction and are not allowed

to advance early, unless they were regressed through sanctioning. Please find an outline of the phase system below:

Categories	Phase I	Phase II	Phase III	Phase IV
	Minimum of 60 days compliant	Minimum of 90 days compliant	Minimum of 90 days compliant	Minimum of 120 days compliant
Sobriety Days	Sentencing day is day 1	A <u>minimum</u> of 45-60 days	A <u>minimum</u> of 120 days	A <u>minimum</u> of 180 days
Level of Supervision	Maximum	Maximum	Medium	Medium/Minimum
Court Appearances	Every week from date of sentencing	Eligible for every other week	Eligible for every other week	Eligible for Graduation . Court appearances are once per month
Treatment	Enroll in and active in treatment	Active in treatment	Active in treatment	Active in Treatment
Goals/Needs	Identify potential goals/needs	Safe housing, reliable transportation, stable employment	Must be current with court fines, costs, fees	Housing, transportation, employment remain stable; court fines, costs, fees current
VETERANS TREATMENT Court Fees	None	Continue \$50 per month payments.	Continue \$50 per month payments. Must be current.	Continue \$50 per month payments. Must be current.

Target Population

The VTC accepts veterans who reside in Laramie County with a clinical diagnosis of drug or alcohol addiction and/or mental health diagnosis. Veterans may be charged with felony and/or misdemeanor offenses. Criminal charges can include, but are not limited to; possession of a controlled substance, driving while under the influence (DUI), and property crimes. Veterans that are charged with a violent crime may also be eligible to participant, depending on the charge. Veterans charged with domestic violence (DV), or other assaultive behaviors are eligible as long as the charges are for misdemeanor offenses. Veterans who have committed violent felony offenses or a sex crime are not eligible for placement into the VTC.

Referral, Screening, and Assessment (Key Component # 3)

The defense attorney for the veteran applicant is required to submit the VTC application to the Veterans Court Coordinator. Referrals may be made by Probation and Parole, Treatment Agencies, VA staff, jail mental health case workers, law enforcement, or the Court themselves. The District Attorney's Office is responsible for screening potential participants' applications by reviewing current charges, facilitating criminal background checks, and requesting input on supervision concerning any previous probationary periods. The VTC Case Manager will assist in facilitating a substance abuse and mental health treatment evaluation. The VTC Team member representing the VA is required to complete veteran status verification and determine eligibility for VA care. The District Attorney, acting as the VTC Team Representative, will inform the sentencing Court, at Disposition whether or not the veteran has been accepted into the VTC. The goal is to conduct this process as rapidly as possible.

Service Delivery Plan (Key Component #4)

The VTC program connects participants to relevant treatment and support services that are determined to be best practices, recovery-based, individualized, co-occurring capable, culturally sensitive, and trauma-informed for veterans. Treatment providers work with each participant to create an individualized treatment plan to address problems or circumstances identified from the assessment. The overall goal is to address substance abuse and mental health issues, as well as other objectives related to reintegration, traumatic brain injury, PTSD, and peer and family relationships. The plan may be reviewed and modified with input from the VTC Team as the veteran progresses through the program. Progress or barriers to the veterans' treatment goals are shared as needed in weekly team staffing meetings. All treatment providers shall be Commission on Accreditation of Rehabilitation Facilities (CARF) accredited and

certified by Wyoming Department of Health- Behavioral Health Division, or Veterans Affairs Administration.

Judicial Supervision (Key Component # 7)

VTC hearings are held on a regular basis to establish and reinforce the program policies, to ensure that veteran needs are met, and to provide adequate supervision for all veterans and allow for interaction with the VTC judge. Veterans are required to attend court reviews according to their phase in the program, or more frequently as needed. Phase level dictates VTC appearances and is as follows:

Phase I	Every week	Phase II	Every 2 weeks
Phase III	Every 2 weeks	Phase IV	Every 4 weeks

Evidence-Based Treatment and Medication Assisted Therapy (MAT)

The Cheyenne Veterans Affairs Medical Center (VAMC) is the primary caregiver for veterans in the VTC. Providing care for veterans since 1934, The VAMC serves veterans in one of the largest geographical service areas in the VA system. Veterans enrolled in the VTC program are eligible to receive not only mental health and substance abuse treatment, but also may be eligible to receive care for a variety of other issues that can be a hindrance to long-term recovery.

The VAMC offers a full spectrum of substance abuse and mental health services. Veterans in the VTC have access outpatient, intensive outpatient, and residential substance abuse treatment. The residential treatment program uses the Matrix for its group curriculum, as well as Cognitive Behavioral Therapy for Substance Abuse Disorders (CBT-SUD) for individual therapy.

Veterans can also participate in a Living in Balance (LIB) group that uses curriculum developed by Hazelden Publishing and that meets DSM-5 classification. VAMC also provide Mindfulness-Based Stress Reduction program that teaches veterans stress reduction techniques and encourages them to practice “self-care.” Self-care asks veterans to consider their physical, mental, emotional, and spiritual needs in order to improve their quality of life.

VAMC also provides treatment for Post-Traumatic Stress Disorder (PTSD). The VAMC uses Cognitive Process Therapy (CPT), Prolonged Exposure therapy (PE), and Eye Movement Desensitization and Reprocessing (EMDR) to treat PTSD.

The VAMC also provides Medicated Assisted Treatment (MAT). MAT and counseling are offered as complementary services with Buprenorphine as the primary MAT medication.

Drug Testing (Key Component # 5)

This is an area that the VTC plans to enhance services for the veterans in the program with funds received from this grant solicitation. The VTC plans to contract with one of the drug testing companies located in Cheyenne, Wyoming in order to enhance or supplement our current drug testing procedure, which is as follows:

All veterans are tested for illicit as well as prescription drugs along with alcohol during all four phases in the program. Ideally, each veteran shall be subject to no fewer than two random drug and/or alcohol tests per week. The P&P Office, treatment centers, and the courts shall have the ability to request testing of any individual at any time. Testing will include urinalysis, Breathalyzer, oral swabs or use of the SCRAM or other similar devices. Veterans may be required to pay for some of the drug or alcohol testing, depending on the suspected banned substance being used.

Case Management and Community Supervision

Case management is conducted by the VTC Case Manager who focuses on the coordination of all services that each veteran is receiving. The VTC Case Manager will also act as the liaison between the VTC and other ancillary community organizations (**Key Component # 10**). The VTC Case Manager will document the various needs of the veteran, but will primarily focus on issues that may be a barrier to the veterans' success in the program, such as homelessness, nutritional assistance, and transportation issues.

The VTC Probation Agent is responsible for the legal case management and community supervision for all veterans. The VTC P&P Agent is responsible for ensuring that the terms imposed by the sentencing court are followed. The VTC P&P Agent will establish a restitution and court fee schedule, ensure the veteran resides in approved housing, ensures that the veteran complies with any no contact order or restraining order, and oversees the completion of other court ordered obligations.

The VTC Case Manager and the VTC P&P Agent will work collaboratively with each person being able to conduct the duties of the other, to ensure that the veteran is set up for success.

Incentives and Sanctions (**Key Component # 6**)

The VTC employs a graduated incentives and sanctions schedule as a means of behavioral modification. Incentives are awarded to veterans for exhibiting desired behaviors, commendable acts, or any other behavior the team wants to encourage. Sanctions are implemented to reinforce compliance with VTC rules. Sanctions are not to be used to humiliate, demean, insult, or otherwise be hurtful to the veteran. Rather, sanctions are designed to address

specific negative behaviors and replace those behaviors with more desirable and pro-social behaviors.

Each veteran is staffed prior to a VTC Hearing and requests for incentives or sanctions are discussed by the VTC team. The VTC team will evaluate and recommend the appropriate incentive or sanction to the VTC Judge. The VTC Judge will make all final decisions on the awarding of incentives or sanctions.

Restitution and Fees

Alcohol and drug abuse treatment is the principal focus of the VTC. VTC veterans work with the VTC P&P Agent on a Restitution Plan to address Court-ordered restitution, fines and assorted fees. Wyoming law requires treatment court participants to pay a fee to off-set the cost of their participation in treatment court programs. The VTC charges each veteran \$500 to participate in the program. However, the VTC does reduce fines and participation fees as incentives for program participants to the minimum allowed by law. No one is turned away from the VTC due to an inability to pay.

Graduation and Expulsion Criteria

The following are the requirements for graduation:

- Acceptable level of sobriety (to include no positive drug test results for 180 consecutive program days).
- Completion of treatment.
- Gainful, consistent employment or sufficiently involved in a vocational/academic training program or volunteer organization.
- Achieved an understanding of personal problems of addiction, criminal behavior, and relapse prevention.

- Achieved a stable living arrangement and healthy interpersonal relationships.
- Court fines, costs, restitution, and fees current.

Unfortunately, Veterans Treatment Court is not the solution for everyone, and unsuccessful terminations do occur. Some possible reasons for termination are:

- Non-compliance with program rules.
- Poor attitude and/or participation in treatment.
- Repeated use of illegal substances or alcohol.
- Committing a new offense.
- Risk to public safety.
- Behavior which imperils program integrity.
- Any act of violence.
- Any substantiated threat made to another participant, Veterans Treatment Court Team member, or other community member.
- Flight from the program.

VTC Policies and Procedure Manual

Please see an attached copy of the Laramie County VTC Policy and Procedure Manual.

Criminogenic Risk/Need

The VTC program would like to formally adopt the Risk-Need-Responsivity (RNR) model into our policy and procedures. RNR has proven to reliably differentiate offenders in terms of risk and in assisting offenders become more pro-social³. As such the VTC would use funds awarded through this grant solicitation to purchase the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) assessment.

³ Bonta, J. & Andrews, D.A. (2007) Risk-Need-Responsivity Model for Offender Assessment and Rehabilitation. <http://www.pbpp.pa.gov/Information/Documents/Research/EBP7.pdf>

The VTC would select the COMPAS because that is the RNR assessment already employed by the Wyoming Probation and Parole agency. However, offenders are not RNR screened until after they have pled guilty. This process delays the VTC in being able to early identify, enroll, and provide services to veterans.

VTC participants do receive other complementary assessment and screenings depending on the nature of the offense. Those complementary assessments include the Computerized Assessment and Referral System (CARS) assessment, Addiction Severity Index (ASI), Substance Abuse Subtle Screening Inventory (SASSI), the Batterers Reeducation Assessment, and other assessments as deemed necessary.

Program Success/Data/Descriptive Statistics

Unfortunately the data showing success for the VTC is limited. The VTC has never entered data into the Wyoming Court Supervised Treatment Information Management System (WyCST-IMS). The VTC Coordinator is in discussions with the Wyoming Department of Health to add the VTC to the WyCST-IMS with the intention of tracking recidivism (both in-program and post- program), retention, units of service, sobriety (drug testing), and restitution and program fee data.

2. Project Design and Implementation

The purpose of this proposal is to enhance the VTC program by expanding the VTC's population, expand drug and alcohol testing, and to send the VTC Team to the 2019 Justice for Vets Conference. These enhancements align with the Ten Key Components of Veterans Treatment Courts and the Adult Drug Court Best Practices Volumes I and II. The VTC program enhancement goals are as follows:

Goal # 1: Identify and mitigate the barriers that are preventing eligible veterans from enrolling in the VTC.

Goal # 2: Identify, screen, and enroll up to 25 veterans into the VTC program.

Goal # 3: Create and publicize a Request for Proposal (RFP) to solicit bids for drug and alcohol testing services that align with Adult Best Practice Standards.

Goal # 4: Make appropriate travel arrangements and enroll the VTC Team to attend the 2019 Justice for Vets conference scheduled for July 2019 in National Harbor, Maryland.

Expanding the VTC Population

There are currently seven veterans enrolled in the Laramie County VTC. The VTC Team would like to expand the program by eighteen to be able to serve twenty-five veterans at any given time.

Recently, one of the main areas of concern was the lack of collected data concerning veterans that were arrested in Laramie County. After all, the program may not need to be expanded if there was no veteran population to be served. However after the arrest data report was completed (please see page 2), it was determined that there is a significant veteran population that were arrested and that would have benefited by participating in the VTC program.

Adult Drug Court Best Practice Standards Volume I, states that, *“Eligibly and exclusion criteria for the Drug Court are predicated on empirical evidence indicating which types of offenders can be treated safely and effectively in Drug Courts.”* Best practices dictate that selection criteria shall be based upon validated assessments and have known eligibility and disqualification criteria. Historically, the VTC has not followed this best practice standard. None

of the current veterans that are enrolled in the program, or those who applied but were denied, where screened using a validated Risk and Need Assessment tool for criminogenic risk factors.

Also, the Ten Key Components of Veteran Treatment Courts note under Key Component #3 that, *“Eligible participants are identified early and promptly placed in the Veterans Treatment Court program.”* Research on treatment court programs and addiction find that early identification of potential program participants, quick placement into programs, and early access to substance abuse treatment increases the success rates of program participants. The VTC is not meeting this Key Component. Although the VTC Team is actively working to address the issues that are preventing the program population from increasing, it is believed that attending a Justice for Vets conference could go a long way in educating the VTC Team on how to incorporate the Adult Drug Court Best Practice Strategies into the VTC, as well as, why the 10 Key Components of Veterans Treatment Courts are required and effective.

Enhancing Drug and Alcohol Testing:

The Ten Key Components of Veterans Treatment Court Key; Component #5 states that, *“Abstinence is monitored by frequent alcohol and other drug testing.”* One of the essential elements of any treatment court program is to require program participants to be subject to random and frequent drug and alcohol testing. According to Dr. Cary Heck and Dr. Meridith Thanner, “Sobriety is most reliably measured using clean drug screens.” Also, according to the Adult Drug Court Best Practice Standards Volume II, Best Practice Number VII., *“Drug and alcohol testing provides an accurate, timely, and comprehensive assessment of unauthorized substance use throughout [the] participants’ enrollment in the Drug Court.”*⁴

Although the VTC is supported by the Wyoming Department of Corrections, who provide a Probation and Parole Agent for the program, and the ability of other members of the

⁴ <https://www.ndci.org/wp-content/uploads/DCR.V2.pdf>

VTC Team to administer drug and alcohol testing, their collective efforts are not sufficient and do not meet the suggested performance measurement of at least two drug and/or alcohol tests per week per veteran.

Best practice strategies require that all drug screens and their results be documented as well as those that are missed, excused, tampered, stalled, or inconclusive. Drug and alcohol testing is not only a mechanism to test program participants compliance, but should be developed and used to establish guidelines for program phase movement, used as a part of an incentive and sanction schedule and assist in establishing graduation criteria.

The VTC would use federal funds received from this grant application to contract with a private drug and alcohol organization that has an office in Cheyenne. Two agencies, the Drug Testing Center of Cheyenne, and Foundations Drug Testing, LLC., currently provide drug testing services for criminal justice involved populations. Both agencies have the necessary testing materials and equipment, have established drug testing protocols that have been approved by the other treatment court programs in Laramie County, and have the appropriate facilities to collect, store and ship samples to certified laboratories for confirmation.

2019 Justice for Vets Conference, National Harbor, Maryland

As noted before, the Laramie County VTC program was on the verge of being shut down. However, with a new VTC Coordinator, who has slowly worked to keep the program open, with the assistance of the Wyoming Veterans Commission, and the Office of Governor Matt Mead, a new VTC Team has been established. However, there are only two members of the VTC Team that have had any formal training on Veteran Treatment Court programs.

Adult Drug Court Best Practice Standards Volume II; Standard VIII notes that effective VTC Teams should be made up of, *"A dedicated multidisciplinary team of professionals*

manages the day-to-day operations of the Drug Court, including reviewing participant progress during pre-court staff meetings and status hearings, contributing observations and recommendations within team members' respective areas of expertise, and delivering or overseeing the delivery of legal, treatment and supervision services."

The defining of a treatment court team is also codified in Wyoming law and can be found in W.S.S. 7-13-1609(a), which states, *Each applicant seeking to establish a program shall create a program team, consisting of the following members, all of whom shall be appointed by the governing body of the applicant, subject to the individual consent of each appointee:*

- (i) A participating judge;*
- (ii) A prosecuting attorney;*
- (iii) An attorney who practices criminal defense or serves as a guardian ad litem;*
- (iv) A representative of the treatment providers;*
- (v) The probation officer or other person who supervises participants;*
- (vi) The program coordinator; and*
- (vii) Other persons determined necessary and helpful by the participating judge.*

The VTC Team has been re-established and has a representative from each organization listed above and in accordance with Wyoming law. However, most members the VTC Team have served less than six months on the Team and only two have had any formal training.

The Ten Key Components of Veterans Treatment Court; Key Component #9 states, *"Continuing interdisciplinary education promotes effective Veterans Treatment Court planning, implementation, and operations."*

The VTC Team recognizes that all program staff should be involved in education and training. It is also recognized by the VTC Team that Adult Drug Court Best Practice Standards;

Standard VII, paragraph F. recommends that, “[VTC] team members attend a formal pre-implementation training to learn from expert faculty about best practices in Drug Courts and develop fair and effective policies and procedures for the program.” However, much of the policy and procedure materials have already been developed by the prior to the establishment of the current VTC Team and although revisions in certain areas need to be made, a complete re-write is not necessary.

Although the next Justice for Vets Conference is not scheduled until July 2019, it is still crucial for the VTC Team to attend. Until that time, the VTC Team will attend VTC related or Adult Drug Court related training as may be available in the surrounding region.

3. Capabilities and Competencies

Management and Structure of the VTC

When the current VTC Coordinator took over, the VTC was in jeopardy of closing down. Personality conflicts between Judges, the Wyoming Department of Health, and other individuals were the main culprits to the threat of the program closing. Since that time, the VTC team has had a near complete turnover with only one member of the original Team still serving the program. New enthusiasm has emerged with the new Team members and they are dedicated to becoming a viable sentencing option for veterans in Laramie County.

One of the goals of the VTC is to have the entire VTC Team be veterans. As of the time of this grant submission that has nearly been completed. The Court Magistrate is a former Army veteran, the Coordinator is a Navy Veteran, the Case Manager is a retired Master Sargent with the Air Force, and the Criminal Defense Bar Representative is a retired Major with the Air Force. However, only the Court Coordinator, the Case Manager, and the P&P Agent have extensive treatment court training and experience.

VTC Team

Name	VTC Team Role (Year Started)	Experience and Capabilities
Honorable Raymond Macchia	Judge/Magistrate (2018)	Magistrate Macchia is a US Army veteran, where he served as a combat medic. Magistrate Macchia has a BA in Philosophy and Political Science from the University of Missouri and a Juris Doctorate from the University of Wyoming.
Kurt Zunker	Coordinator (2016)	Kurt Zunker is Navy veteran and has been the Director of the Drug Court and DUI Court for 16 years and has acting as the Coordinator for VTC since 2016. Kurt has a BA from the University of Wyoming and a MA from the University of Cincinnati in Criminal Justice. Mr. Zunker has attended over 40 hours of Drug/DUI Court and VTC Court training.
Fernando Muzquiz	Case Manager (2017)	Mr. Muzquiz retired from the Air Force after 21 years and has been the Laramie County DUI Court case manager since 2006. Mr. Muzquiz has a B.S. in Criminal Justice from the Park University and over 40 hours of Drug/DUI Court training.
Patricia Bennett	Defense Attorney (2018)	Ms. Bennett is a veteran of the U.S. Navy, Naval reserves and retired from the Wyoming Army National Guard in 2014. She holds a BA from San Diego State University and a M.P.A. and J.D. from the University of Wyoming. Patty practices as a criminal defense attorney for 8 years before being appointed as the clerk of the Wyoming Supreme Court.
Lane Hill	P&P Agent (2012)	Mr. Hill has been a P&P Agent for 15 years, where he served as the P&P Agent for the Adult Drug Court for 3 years. Mr. Hill has served as the P&P Agent for VTC since the program's inception. Mr. Hill has a BA from UNLV and a MS from the University of Phoenix in Criminal Justice. Mr. Hill has over 40 hours of Drug Court and VTC training.
Lisa Gibson	VA Outreach Case Worker (2012)	Lisa Gibson, MSW, LCSW is the Veteran's Justice Outreach Coordinator at the Cheyenne VA Medical Center. Ms. Gibson holds a BA in Sociology and a MA in Social Work from the University of Wyoming. Ms. Gibson attended the 2013 Justice for Vets Conference in Washington DC.
Open	District Attorney	The VTC Team is actively recruiting to fill this role.
Open	Veteran Mentor	The VTC Team is actively recruiting to fill this role.

Open	Law Enforcement Liaison	The VTC Team is actively recruiting to fill this role.
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Currently, there are vacancies on the VTC Team that are deemed critical and required to be an effective treatment court program. At the time of this grant submission, the VTC Coordinator is seeking to fill those vacancies.

4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures

The VTC proposes a mixed-methods research design utilizing both qualitative and quantitative methods. This method of evaluation will (1) enable the VTC Team immediate feedback if goals as outlined in this solicitation are being met and to make changes as needed; (2) collect and disseminate appropriate data sets to show program outcome/effectiveness; and, (3) report aggregated client-level performance and outcome data through BJA’s Performance Measurement Tool (PMT).

Qualitative/Process Evaluation

The VTC is committed to the fidelity of the Veterans Treatment Court model articulated by the Bureau of Justice Assistance (BJA) and the National Association of Drug Court Professionals (NADCP). The evaluation will collect and process the qualitative and quantitative data using the Adult Drug Court Best Practice Standards Volume I and II, Quality Improvement for Drug Courts: Evidence-Based Practices, and the 10 Key Components of Veteran Treatment Courts as guides. The VTC Coordinator will be in charge of completing the evaluation. Although there may be some concern that there may be bias in the evaluation because it will be completed “in-house,” the VTC believes that the goals as documented on page 12, can be effectively, accurately, and non-prejudicially be reported.

Outcome/Quantitative Evaluation

The goal of the outcome evaluation is to determine whether or not the VTC is realizing its stated goals and meeting best practice standards and the performance measurements as written by the Wyoming Department of Health. Those performance benchmarks include; (1) offender recidivism (in-program and post-program), (2) sobriety (drug testing), (3) retention (defined as the number of people who complete the program divided by the number who enter the program during a particular cohort indicators⁵), (4) units of service (defined as the activities and/or services that address the needs of program participants, and (5) fine, fee, and restitution payments.

Data Collection Instruments: There are three major data collection instruments; (1) COMPAS, (2) the ASI, SASSI, and other substance abuse assessments as necessary, and (3) the Wyoming Criminal Justice Information Systems (WyCJIS).

The COMPAS has been widely studied for its validity and reliability and is the R-N-R tool used by the Wyoming Department of Corrections. All State of Wyoming certified treatment providers are required by law to use the ASI, and other substance abuse and mental health tools as necessary on all criminal justice involved offenders. Lastly, the WyCJIS is a Wyoming specific data system that contains the arrest data, active arrest warrant records, incarceration records, parole information, driver's license information, sex offender registry, and concealed weapons permits on Wyoming citizens.

Data Collection, Management, Analysis, Interpretation, and Reporting

The VTC Coordinator will conduct the vast majority of data collection, management, analysis, interpretation and file the necessary reports. The Coordinator will be responsible for

⁵ Heck, C. (2006). Local Drug Court Research: Navigating Performance Measures and Process Evaluations. In National Drug Court Institute Monograph 6: 1-43

the quarterly review of the actual number of participants served by grant funds as well as reporting to the BJA Performance Measurement Tool website.

Sustainability

Although Wyoming is one of a handful of states not participating in the Medicaid expansion under the Patient Protection and Affordable Care Act, Wyoming has generously funded treatment court programs. Wyoming provides approximately \$4.3 million annually to fund the twenty-two adult, juvenile, and family drug court programs found throughout the state. The \$4.3 million does not include monies that local drug court programs receive from county and city governments. The VTC Team is confident that once it completes the tasks associated with this grant application, and proven that the program is viable, needed, and worthy of sustaining, that the requisite funding will be found to further its operations. The VTC Team will rely on the many letters of support attached to this application as verification of continuing support.

Laramie County, who will submit and manage the grant for the VTC program has a solid record of sustaining Federal initiatives once Federal funding has expired. Laramie County Grants Manager, Ms. Sandra Newland, will administer this grant, act as the fiscal agent, and answer to the County Commissioners in regards to this grant.

Ms. Newland and the VTC Coordinator will be armed with the information required to approach the Board of Commissioners and other policy makers at the Wyoming Legislature to ensure that the VTC is integrated into the local/state budgeting process to create financial stability.

Laramie County Veterans Treatment Court Time Task Plan

Grant Application Goals	Quarter # 1 (Jan'19 to Mar'19)	Quarter # 2 (Apr'19 to Jun'19)	Quarter # 3 (Jul'19 to Sep'19)	Quarter # 4 (Oct'19 to Dec'19)
Goal # 1: Identify and mitigate the barriers that are preventing eligible veterans from enrolling in the VTC.	<u>Task # 1:</u> Make arrangements to meet with stakeholders. <u>Task # 2:</u> Conduct necessary presentations demonstrating the benefits of VTC. <u>Task # 3:</u> Create policies and procedures to mitigate barriers in enrollment.	<u>Task #1:</u> Meet periodically with stakeholders. <u>Task # 2:</u> Continue to monitor VTC to ensure barriers are mitigated. <u>Task # 3:</u> Enroll veterans into the program.	<u>Task #1:</u> Meet periodically with stakeholders. <u>Task # 2:</u> Continue to monitor VTC to ensure barriers are mitigated. <u>Task # 3:</u> Enroll veterans into the program.	<u>Task #1:</u> Meet periodically with stakeholders. <u>Task # 2:</u> Continue to monitor VTC to ensure barriers are mitigated. <u>Task # 3:</u> Enroll veterans into the program.
Goal # 2: Identify, screen, and enroll up to 25 veterans into the VTC program using COMPAS.	<u>Task # 1:</u> Meet with COMPAS sales rep. <u>Task # 2:</u> Identify the appropriate COMPAS for VTC. <u>Task # 3:</u> Make purchase agreement.	<u>Task # 1:</u> Install COMPAS and conduct user training. <u>Task # 2:</u> Begin using COMPAS and incorporate into SOP.	<u>Task # 1:</u> Continue to screen all veteran applicants with COMPAS	<u>Task # 1:</u> Continue to screen all veteran applicants with COMPAS
Goal # 3: Create and publicize a Request for Proposal (RFP) to solicit bids for drug and alcohol testing services that align with Adult Best Practice Standards.	<u>Task # 1:</u> Draft RFP for drug and alcohol testing services. <u>Task # 2:</u> Present RFP to Team and County Attorney for approval. <u>Task # 3:</u> Release RFP.	<u>Task # 1:</u> Present RFP bids to VTC Team. <u>Task # 2:</u> Select bid and draft contract. <u>Task # 3:</u> Begin drug and alcohol testing in compliance following Adult Drug Court Best Practice Strategies.	<u>Task # 1:</u> Continue drug and alcohol testing in compliance following Adult Drug Court Best Practice Strategies.	<u>Task # 1:</u> Continue drug and alcohol testing in compliance following Adult Drug Court Best Practice Strategies.
Goal # 4: VTC Team to attend the 2019 Justice for Vets conference scheduled for July 2019 in National Harbor, Maryland.	<u>Task # 1:</u> Make appropriate travel arrangements and enrollment attend the 2019 Justice for Vets Conference.	<u>Task # 1:</u> Ensure all travel and registration requirements are complete	<u>Task # 1:</u> Attend the 2019 Justice for Vets Conference scheduled for July 14- 17, 2019 at the Gaylord National Resort and Convention Center in National Harbor MD	<u>Task # 1:</u> Ensure VTC Team completes post-training surveys, questionnaires and reports. <u>Task # 2:</u> Incorporate new strategies learned at the training to enhance VTC program.

Laramie County Veterans Treatment Court Time Task Plan

Goal # 5: The VTC program will all required financial and programmatic data as required by grant award.	<u>Task # 1:</u> Collecting and reporting data as required by the grant award.	<u>Task # 1:</u> Collecting and reporting data as required by the grant award.	<u>Task # 1:</u> Collecting and reporting data as required by the grant award.	<u>Task # 1:</u> Collecting and reporting data as required by the grant award. Task # 2: All reports and grant close-out requirements to be completed by 12/31/2019.
Number of Veterans to be served	10	15	20	25

Laramie County Veterans Treatment Court Budget Narrative and In-Kind Donations

Category	Expense
Drug Testing for Participants	\$14,400.00
COMPAS R&N Assessment	\$14,750.00
2019 Justice for Vets Conference	\$19,206.00
Total from Grant	\$48,356.00
Total Match to be Made	\$19,984.60
Project Total	\$68,340.60

Narrative: The Laramie County Veterans Treatment Court (VTC) program will be requesting \$48,356.00 in their U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance Adult Drug Court Discretionary Grant Program FY-2018 Competitive Grant application. The VTC will contribute a 41% match to support the grant application.

Drug Testing					
Fiscal Year	Average Number of Participants	Amount of Drug/Breath Tests Administered Per Part/ Per Year	Costs	Costs per Test	Average Number of Tests Administered Per Month/ Per Part.
FY-2017	21	2688	\$14,400.00	\$5.36	10.67
FY-2016	16	2185	\$14,400.00	\$6.59	11.38
FY-2015	16	1860	\$14,400.00	\$7.74	9.69
VTC Estimates:	25	2,400	\$14,400.00	\$6.00	8.00

Narrative: The VTC will work with a local drug and alcohol testing company to enhance drug and alcohol testing services for VTC program participants. The above graph depicts what drug and alcohol testing services one local provider already provides for a different treatment court program. It is estimated that the cost for this service will be the same for the VTC at \$14,400.00

COMPAS Risk and Needs Assessment	
Cost	Description
\$12,000.00	Purchase price and installation fee.
\$2,750.00	First year user fee.
\$14,750	TOTAL

Narrative: The COMPAS Core Risk and Needs Assessment is designed to identify the risk and needs factors of offenders who remain in the community. The COMPAS Core is an evidence-based software product that is web-based. The cost estimates above are the standard rates to purchase the COMPAS Core and includes program installation, training, and free consultation. The COMPAS Core contains a PTSD assessment designed for returning military veterans. The COMPAS Core product is already used in the State of Wyoming by the Department of Corrections.

2019 Justice for Vets Conference	Total Cost
Lodging and Meals for 7 VTC Team Members	\$6,832.00
Conference Registration for 7 VTC Team Members	\$5,600.00
Airfare for 7 VTC Team Members	\$5,660.00
Mileage from Cheyenne to DIA for 7 VTC Team Members	\$764.00
Parking for 7 VTC Team Members	\$350.00
Total	\$19,206.00

Narrative: The Justice for Vets Conference, hosted in conjunction with the annual National Association of Drug Court Professionals conference, will feature sessions specifically targeted at Veterans Treatment Court programs. The conference is scheduled for July 14-17, 2019 at the Gaylord National Resort and Convention Center in National Harbor, MD. By attending the training the VTC Team will gain much need knowledge on working with the addicted offender, who also happens to be a veteran.

25% Match (\$12,089.00)		
Person/Entity Providing	Formula	Total

Match		
Ray Macchia, VTC Magistrate	\$70/per hour x 2 hours per week x 26 weeks	\$3,640.00
Kurt Zunker, VTC Coordinator	\$34.68/per hour x 4 hours per week x 45 weeks	\$6,242.40
Fernando Muzquiz, VTC Case Manager	\$22.79/per hour x 4 hours per week x 45 weeks	\$4,102.20
VTC Participant Fees	\$250 participation fee x 12 participants	\$3,000.00
Participation Fee Waiver (Incentive)	\$250 per participant x 12 participants	\$3,000.00
		\$19,984.60

Narrative: The 25% match requirement for this grant will be made through the volunteer efforts of the Court Magistrate, Court Coordinator, the Court Case Manager, and participation fees.

The Court Magistrate volunteers his time to support to the VTC. Magistrate Macchia is the Executive Director for Legal Aid of Wyoming. Both the Court Coordinator and the Court Case Manager are employed by Laramie County, Wyoming. The Court Coordinator is responsible for the operations of the Laramie County Drug Court and the Laramie County DUI Court program. He will not receive any additional compensation for his work managing the VTC. The Court Case Manager is responsible for case management duties for the DUI Court program and he will not receive any additional compensation for case management duties for the VTC.

Wyoming State Statute 7-13-1605(c)(ii) requires, "*participants to contribute financially to their own program.*" As such, the VTC participation fee is \$500. The VTC does not exclude participants from the program because of an inability to pay. The VTC also understands that not all participants will graduate the program successfully. Therefore, the formula used is an estimate of what the VTC believes they will collect (\$250), from at least half of the target population.

The VTC will also waive participation fees as an incentive. Again the formula was created with the understanding that not all participants will receive a fee waiver incentive. Therefore, the formula reflects an estimate of total fee waiver incentives will be issued (\$250) for at least half of the targeted population.

Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
(DOJ Financial Guide, Section 3.10)

A. Personnel

Name		Position	Computation				
List each name, if known.		List each position, if known.	Show annual salary rate & amount of time devoted to the project for each name/positi				
			Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost
							\$0
							\$0
Narrative		Total(s)					

B. Fringe Benefits				
Name		Computation		
List each grant-supported position receiving fringe benefits.		Show the basis for computation.		
		Base	Rate	Total Cost
				\$0
		Total(s)		\$0
Narrative				

Purpose Area #4

C. Travel						
Purpose of Travel	Location	Type of Expense	Basis	Computation		
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Lodging, Meals, Etc.	Per day, mile, trip, Etc.	Compute the cost of each type of expense X the number		
				Cost	Quantity	# of Staff
						# of Trips
				Total Cost		
Parking at DIA	Denver, CO	Other	N/A	\$12.50	4	7
Training	National Harbor, MD	Meals	Day	\$69.00	4	7
Training	National Harbor, MD	Lodging	Night	\$175.00	4	7
To and From the Airport	To Denver International Airport	Mileage	Mile	\$0.55	200.2	7
Airfare	National Harbor, MD	Transportation	Round-trip	\$808.57	1	7
Conference Registration	National Harbor, MD	Other	N/A	\$800.00	1	7

Purpose Area #4

Estimated costs in the travel section above were reached by anticipating that seven of our VTC team members will be attending the Justice for Vets Conference driving to Denver International Airport from Cheyenne, Wyoming, flying to National Harbor, MD for the Conference, staying at the Gaylord National Resort four days, and flying back. Breakdown of costs include parking at the Denver International Airport, Meals, lodging, mileage and the airfare along with conference were based on 2018 per diem rates. The training is needed to bring all VTC team members up to date with standard practices and procedures for properly are estimating at least seven team members will attend the training. Parking at DIA will be needed for at least 4 vehicles (\$12.50 per day) total of \$350, Mil four vehicles .55 per mile for a total of \$764.00. Airfare is estimated at \$808.57 per person for a total of \$5,660. The conference registration is \$800.00 per individuals for a total of \$5,600. Lodging is estimated at \$175.00 per person for the four days for a total of \$4,900 and meals were estimated at \$69.00 per \$1,932. All prices were based off of the gsa website. All travel arrangements will follow the Laramie County policy for travel and procurement.

D. Equipment		Computation		
Item		Compute the cost (e.g., the number of each item to be purchased X the cost p		
List and describe each item of equipment that will be purchased		# of Items	Unit Cost	Total Cost
User Fee for the COMPASS Core		1	\$2,750.00	\$2,750
COMPASS Core, an evidence based software that is web based with a PTSD assessment aspect		1	\$12,000.00	\$12,000
		Total(s)		\$14,750
Narrative				

The cost estimates above are the standard rates to purchase the COMPAS Core and includes program installation, training, and free consultation. COMPASS purchased and used by the VTC. The software comes with a user fee to operate the program, this is included in our request. The software we are requestin and needs of offenders within the program. The VTC needs some sort of an assessment tool to guage the participants and COMPAS Core has the best rating exsiting program. The software will follow all standard Laramie COunty procurement procedures.

E. Supplies				
Supply Items		Computation		
Provide a list of the types of items to be purchased with grant funds.		Describe the item and the compute the costs. Computation: The number of each item to be purc		
		# of Items	Unit Cost	Total Cost
				\$0
		Total(s)		
		\$0		
Narrative				

F. Construction			
Purpose	Description of Work	Computation	
Provide the purpose of the construction	Describe the construction project(s)	Compute the costs (e.g., the number of each item to be purchased X the cost p	
		# of Items	Total Cost
			\$0
		Total(s)	\$0
Narrative			

Purpose Area #4

G. Subawards (Subgrants)					
Description	Purpose		Consultant?		
Provide a description of the activities to be carried out by subrecipients.	Describe the purpose of the subaward (subgrant)		Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.		
			Total Cost		
			Total(s) \$0		
Consultant Travel (if necessary)					
Purpose of Travel	Location	Type of Expense	Computation		
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Hotel, airfare, per diem	Compute the cost of each type of expense X the		
			Cost	Duration or Distance	# of Staff
					\$0
			Total		
			\$0		
Narrative					

H. Procurement Contracts				
Description	Purpose	Consultant?		
Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).	Describe the purpose of the contract	Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.		
		Total Cost		
Drug and Alcohol testing services	To provide evidence of sobriety and to keep the participants accountable	No	\$14,400	
		Total(s)	\$14,400	
Consultant Travel (if necessary)				
Purpose of Travel	Location	Type of Expense	Computation	
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Hotel, airfare, per diem	Compute the cost of each type of expense X the	
		Cost	Duration or Distance	Total Cost

J. Indirect Costs			
Description		Computation	
Describe what the approved rate is and how it is applied.		Compute the indirect costs for those portions of the program which allow suc	
	Base	Indirect Cost Rate	Total Cost
			\$0
		Total(s)	\$0
Narrative			

No	
on.	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Number of people traveling.	
Non-Federal Contribution	Federal Request
	\$350
	\$1,932
	\$4,900
	\$764
	\$5,660
	\$5,600
\$0	\$19,206

ance in National Harbor, MD, and Convention Center for
rence registration. All prices
assisting the Veterans. We
eage to and from airport for
r person for seven
day per person for a total of

er item)	
Non-Federal Contribution	Federal Request
	\$2,750
	\$12,000
\$0	\$14,750

is a software that will be
g will help identify the risk
gs and will work with our

based X the cost per item.		
Non-Federal Contribution	Federal Request	
	\$0	
\$0	\$0	

per item)	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

	Non-Federal Contribution	Federal Request	
		\$0	
	\$0	\$0	
number of people traveling.			
	Non-Federal Contribution	Federal Request	
		\$0	
	\$0	\$0	

[illegible]

h costs.	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	BJA-2018-13601
Opportunity Title:	BJA FY 18 Adult Drug Court Discretionary Grant Program
Opportunity Package ID:	PKG00241586
CFDA Number:	16.585
CFDA Description:	Drug Court Discretionary Grant Program
Competition ID:	BJA-2018-13881
Competition Title:	CATEGORY 2: ENHANCEMENT
Opening Date:	04/30/2018
Closing Date:	06/05/2018
Agency:	Bureau of Justice Assistance
Contact Information:	<p>For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.</p> <p>An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below within 24 hours after the application deadline in order to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under Experiencing Unforeseen Grants.gov Technical Issue▲ in the How to Apply section.</p> <p>For assistance with any unforeseen Grants.gov technical issues beyond an applicant's control that prevent it from submitting its application by the deadline, or any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301-240-5830; or web chat at https://webcontact.ncjrs.gov/ncjchat/chat.jsp. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.</p>

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS00135891
Application Filing Name:	Laramie County Veteran's Court
DUNS:	1977327090000
Organization:	LARAMIE COUNTY, WYOMING
Form Name:	Financial Management and System of Internal Controls Questionnaire
Form Version:	1.1
Requirement:	Mandatory
Download Date/Time:	May 03, 2018 04:00:28 PM EDT
Form State:	No Errors

FORM ACTIONS:



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

OMB Number: 1121-0329
Expiration Date: 11/30/2020

Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: Laramie County, Wyoming

Street1: 310 W. 19th Street, Suite 300

Street2:

City: Cheyenne

State: WY: Wyoming

Zip Code: 82001-4452

2. Authorized Representative's Name and Title:

Prefix: First Name: Middle Name:

Mr. K.N. Buck

Last Name:

Holmes

Suffix:

Title:

Chairman

3. Phone: 307-633-4260

4. Fax:

5. Email: commissioners@laramiecounty.com

6. Year Established:

1890

7. Employer Identification Number (EIN):

83-60000111

8. DUNS Number:

1977327090000

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)?

☐ Yes ☒ No

If "No" skip to Question 10.

If "Yes" skip to Questions 9. b) and 9. c).



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

OMB Number: 1121-0329
Expiration Date: 11/30/2020

AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of paying the tax described in 26 U.S.C. 511(a)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)? If "Yes", refer to "Additional Attachments" under "What an Application Should Include" in the OJB solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.	<input type="checkbox"/> Yes <input type="checkbox"/> No
For the purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.	
10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply): <input checked="" type="checkbox"/> "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200 <input type="checkbox"/> Financial Statement Audit <input type="checkbox"/> Defense Contract Agency Audit (DCAA) <input type="checkbox"/> Other Audit & Agency (list type of audit): <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	
<input type="checkbox"/> None (if none, skip to question 13)	
11. Most Recent Audit Report Issued: <input checked="" type="checkbox"/> Within the last 12 months <input type="checkbox"/> Within the last 2 years <input type="checkbox"/> Over 2 years ago <input type="checkbox"/> N/A Name of Audit Agency/Firm: McGee, Hearne & Paiz 314 W. 18th Street, Cheyenne, WY 82001 307-634-2151	
AUDITOR'S OPINION:	
12. On the most recent audit, what was the auditor's opinion? <input checked="" type="checkbox"/> Unqualified Opinion <input type="checkbox"/> Qualified Opinion <input type="checkbox"/> Disclaimer, Going Concern or Adverse Opinions <input type="checkbox"/> N/A: No audits as described above	
Enter the number of findings (if none, enter "0"): <input type="text" value="0"/>	
Enter the dollar amount of questioned costs (if none, enter "\$0"): <input type="text" value="0.00"/>	
Were material weaknesses noted in either the report or opinion? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
13. Which of the following best describes your accounting system: <input type="checkbox"/> Manual <input checked="" type="checkbox"/> Automated <input type="checkbox"/> Combination of Manual and Automated	
14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by budget cost categories shown in the approved budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329
Expiration Date: 11/30/2020

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
19. Is the applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
PROPERTY STANDARDS AND PROCUREMENT STANDARDS	
20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds: (1) a description of the property; (2) an identification number; (3) the source of the funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for an analysis of lease and purchase alternatives; and (3) set out a process for soliciting goods and services and (4) include standards of conduct the address conflicts of interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
TRAVEL POLICY	
24. Does the applicant entity:	
(a) maintain a standard travel policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) adhere to the Federal Travel Regulation? (FTR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

OMB Number: 1121-0329
Expiration Date: 11/30/2020

SUBRECIPIENT MANAGEMENT AND MONITORING

25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award – (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards
26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards
27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual who is suspended or debarred from such subawards?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.) If "Yes", provide the following: (a) Name(s) of the federal awarding agency: <input type="text"/> (b) Date(s) the agency notified the applicant entity of the "high risk" designation: <input type="text"/> (c) Contact information for the "high risk" point of contact at the federal agency: Name: <input type="text"/> Phone: <input type="text"/> Email: <input type="text"/> (d) Reason for "high risk" status, as set out by the federal agency: <input type="text"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure
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CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR") or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: <input type="text" value="K.N. Buck Holmes"/>	Date: <input type="text" value="05/03/2018"/>
Title: <input type="checkbox"/> Executive Director <input type="checkbox"/> Chief Financial Officer <input checked="" type="checkbox"/> Chairman <input type="checkbox"/> Other: <input type="text"/>	
Phone: <input type="text" value="307-633-4260"/>	

Adult Drug Court Discretionary Grant Program FY 2018 Competitive Grant:

Applicant Disclosure of Pending Applications

This application is being submitted by Laramie County, Wyoming on behalf of the Laramie County Veteran's Treatment Court.

Laramie County and the Laramie County Veteran's Treatment Court have no federally pending applications and no indirect funding applications to request funding to support the same project being proposed under this solicitation.

Laramie County has a Byrne JAG 2017 grant application to request funding for community policing overtime and mobile radios for the City of Cheyenne Police Department and the Laramie County Sheriff's Department submitted on September 5, 2017.

Federal or State Funding Agency	Solicitation Name/Program Name	Name/Phone/Email for Point of Contact at Funding Agency
Department of Justice, Bureau of Justice Assistance	DOJ/BJA FY 17 Edward Byrne Memorial Justice Assistance Grant (JAG) Local Solicitation	Bureau of Justice Assistance 950 Pennsylvania Ave. Rm 4706 Washington DC, 20530 Jeffrey S. Felten- Green 202-514-8874



Wyoming Veterans Commission Wyoming Military Department

5410 Bishop Blvd, Cheyenne, WY 82009
307-777-8152
Fax: 307-777-8150
Toll-Free Veteran's Hotline 1-800-833-5987

May 3, 2018

US Department of Justice
Office of Justice Programs
Bureau of Justice Assistance
810 Seventh Street NW
Washington, D.C. 20531

Re: Laramie County Veterans Treatment Court

To whom it may concern:

It is my pleasure to write a letter of support for the 2018 Adult Drug Court Discretionary Grant application being submitted by the Laramie County Veterans Treatment Court program.

As the Director of the Wyoming Veterans Commission, I am aware that many of our veterans struggle with substance abuse and mental health disorders. I am aware of the successes that program staff have experienced in assisting veterans in accessing mental health and/or substance abuse treatment, and connecting veterans to educational, housing, and employment resources.

It is my understanding and it is with my full support that Laramie County Veterans Treatment Court program seek federal enhancement funding in order to expand the program's population, increase drug and alcohol testing for program participants, and for the Veterans Treatment Court team attend the 2019 Justice for Vets conference in Washington DC.

Please feel free to contact me at your convenience if you need any other information.

Sincerely yours,

Stephen M. Kravitsky
Col, USAF (Ret)
Director

MATTHEW H. MEAD
GOVERNOR

THE STATE OF WYOMING



2323 Carey Avenue
CHEYENNE, WY 82002

Office of the Governor

May 7, 2018

US Department of Justice
Office of Justice Programs
Bureau of Justice Assistance
810 Seventh Street NW
Washington, D.C. 20531

Re: Laramie County Veterans Treatment Court

To whom it may concern:

It is my pleasure to submit this letter on behalf of the Laramie County Veterans Treatment Court in their submission of a 2018 Adult Drug Court Discretionary grant application.

I am a strong proponent of treatment court programs. As a former Family Treatment Court Judge for the 5th Judicial District Court of Wyoming, I have witnessed the positive outcomes experience by program participants. Currently, I am a Policy Advisor for Governor Matt Mead, where I support and advocate on the expansion of treatment court programs.

I fully support the Laramie County Veterans Treatment Court program as they seek federal enhancement funding in order to expand the program's population, increase drug and alcohol testing for program participants and for the Veterans Treatment Court team to attend the 2019 Justice for Vets conference in Washington, DC.

Please contact me at your convenience if need any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary P. Hartman".

Gary P. Hartman
Policy Advisor to Governor Mead
307 777-5771

Wyoming Supreme Court
Administrative Office of the Courts

LILY SHARPE
State Court Administrator

RONDA MUNGER
Deputy State Court Administrator

EYDIE TRAUTWEIN
Director of Legal Resources and Judicial Education

ELISA BUTLER
Staff Attorney



KRISTI RACTNES
Chief Fiscal Officer Human Resources

JULIE GOYEN
Chief Information Officer

MATT SWIFT
State Law Librarian
307-777-7240 (fax)

May 15, 2018

US Department of Justice
Office of Justice Programs
Bureau of Justice Assistance
810 Seventh Street NW
Washington, D.C. 20531

To whom it may concern:

It is my pleasure to write a letter of support for the 2018 Adult Drug Court Discretionary Grant application being submitted by the Laramie County Veterans Treatment Court program.

As the Court Administrator for the Wyoming Supreme Court, I am a proponent of treatment court programs. By addressing substance abuse addiction and mental health disorders, I believe that treatment court programs serve as a vital component of the Wyoming criminal justice system. Treatment court programs have been widely evaluated and heavily scrutinized in Wyoming and they have proven to reduce recidivism.

I fully support the Laramie County Veterans Treatment Court program as they seek federal program enhancement funding to expand the program's population, increase drug and alcohol testing, and for the Veterans Treatment Court team to attend the 2019 Justice for Vets National Conference in Washington, D.C.

Please feel free to contact me at your convenience if you need any additional information.

Best Regards,

A handwritten signature in blue ink that reads "Lily Sharpe".

Lily Sharpe
State Court Administrator



Behavioral Health Division
6101 Yellowstone Road, Suite 220
Cheyenne, WY 82002
(307) 777-6494 • 800-535-4006
Fax (307) 777-5849 • www.health.wyo.gov



Thomas O. Forslund
Director

Matthew H. Mead
Governor

May 9, 2018

Ref: CD-2018-014

US Department of Justice
Office of Justice Programs
Bureau of Justice Assistance
810 Seventh Street NW
Washington, D.C. 20531

To Whom It May Concern,

It is my pleasure to write a letter of support for the 2018 Adult Drug Court Discretionary Grant application being submitted by the Laramie County Veterans Treatment Court program.

As the Mental Health and Substance Abuse Section Administrator, for the Wyoming Department of Health, Behavioral Health Division, I am aware of the issues many people in Wyoming, including veterans and members of the armed forces, have with substance use disorders. I am also aware of the successes of Wyoming Adult Drug Court programs in reaching out to individuals needing treatment and assisting them in improving their lives while saving thousands of taxpayer dollars. Specifically, the Laramie County Veterans Treatment Court program works hard in assisting our veterans achieve sobriety, receive treatment for mental health disorders, find employment, and successfully reintegrate back into our community.

I fully support the efforts of the Laramie County Veterans Treatment Court program as they seek federal enhancement funding to increase the numbers that can be served, increase drug and alcohol testing for program participants, and attend the 2019 Justice for Vets conference.

Sincerely,

Carol Day, M.P.A.
Mental Health and Substance Abuse
Administrator, Behavioral Health Division

CD/ay

- c: Chris Newman, M.H.A., Senior Administrator, Behavioral Health Division
Nicole Gilbert, Court Supervised Treatment State Coordinator
Kurt Zunker, Coordinator for Laramie County Veteran's Treatment Court

The Board of
Laramie County
Commissioners



K.N. Buck Holmes
Chairman

Linda Heath
Vice-Chairman

Amber Ash
Commissioner

Ron Kailey
Commissioner

Troy Thompson
Commissioner

May 7, 2018

US Department of Justice
Office of Justice Programs
Bureau of Justice Assistance
810 Seventh Street NW
Washington, D.C. 20531

Re: Laramie County Veterans Treatment Court

To whom it may concern:

I am pleased to submit this letter on behalf of the Laramie County Commission in support of the 2018 Adult Drug Court Discretionary Grant application being submitted by Laramie County on behalf of the Laramie County Veterans Treatment Court program.

As Chairman of the Laramie County Commissioners, I understand the impact that substance abuse related criminal activity has on our citizens. The Commissioners and I support all of our treatment court programs and we believe treatment courts not only save lives, but they also save the county hundreds-of-thousands of dollars. Laramie County has the required financial management systems and controls required to manage federal funds as mandated in the grant application.

It is our understanding and it is with our full support that Laramie County Veterans Treatment Court programs seek federal enhancement funding in order to expand the program's population, increase drug and alcohol testing for program participants, and for the Veterans Treatment Court team to attend the 2019 Justice for Vets conference in Washington DC.

Please feel free to contact me at your convenience if you need any other information.

Sincerely,

Buck Holmes

Chairman, Laramie County Commissioners



Laramie County Veterans Treatment Court

309 West 20th Street Suite 2300, Cheyenne, WY 82001

(307) 633-4530 (307) 633-4589 (fax)

Honorable Raymond Macchia, Magistrate

Kurt A. Zunker, Coordinator

May 25, 2018

U.S. Department of Justice
Bureau of Justice Assistance
810 Seventh Street NW
Washington D.C. 20531

RE: Adult Drug Court Discretionary Grant Program (CFDA #16.585) MOU of Key Team Members

To whom it may concern:

The Laramie County Veterans Treatment Court (VTC) program was not able to submit a Memorandum of Understanding (MOU) of the key VTC Team members. There were several issues that arose to cause the inability to submit a signed MOU.

The VTC Team consists of volunteers from the Wyoming Supreme Court and the United States Veterans Administration. The VTC Team was not able to get the necessary approvals from the appropriate authorities to sign off on the MOU by the grant's due date.

Treatment court programs in Laramie County, Wyoming receive substantial support from the legal and corrections community. However, there are detractors. In Laramie County, the biggest critic of treatment court programs is not seeking re-election. The individuals that are running for his office have committed to supporting Laramie County treatment court programs. The VTC Team felt that it would be prudent to wait out the election process and then precede forward seeking agreement and support from the newly elected official.

Please feel free to contact me at your convenience if you need any additional information.

Sincerely,

Kurt A. Zunker
Coordinator, Laramie County Veterans Treatment Court program

"The willingness with which our young people are likely to serve in any war, no matter how justified, shall be directly proportional to how they perceive veterans of early wars were treated and appreciated by our nation."
– George Washington

DRAFT
Memorandum of Understanding
Laramie County Veterans Treatment Court

MEMORANDUM OF UNDERSTANDING
Laramie County Veterans Treatment Court

Agreement by and between Laramie County, Laramie County Circuit Court, Laramie County District Attorney's Office, Criminal Defense Bar Representative, Wyoming Department of Corrections Probation and Parole Division, and the U.S. Department of Veterans Affairs to support the FY-2018 Adult Drug Court Discretionary Grant application for the Laramie County Veterans Treatment Court program (CFDA # 16.585).

WHEREAS, the parties to this Agreement endorse the goals and mission of Laramie County Veterans Treatment Court (VTC) program in order for potential VTC clientele to refrain from future criminal behavior and improve the quality of their lives. In order to be successful in recovery, veteran participants must have access to a community-based, coordinated system of comprehensive services.

WHEREAS, the parties agree that the mission of the Laramie County Veterans Treatment Court is the following:

The mission of the Laramie County Veterans Treatment Court is to have a coordinated community response, through collaboration with the veteran's service delivery system and the criminal justice system. The program provides a means to successfully habilitate veterans by diverting them from the traditional criminal justice system and providing them with the tools needed to lead a productive and law-abiding life.

WHEREAS, the parties to this Agreement endorse the following FY- 2018 Drug Court Discretionary Grant application goals:

Goal # 1: Identify and mitigate the barriers that are preventing eligible veterans from enrolling in the VTC.

Goal # 2: Identify, screen, and enroll up to 25 veterans into the VTC program.

Goal # 3: Create and publicize a Request for Proposal (RFP) to solicit bids for drug and alcohol testing services that align with Adult Best Practice Standards.

Goal # 4: Make appropriate travel arrangements and enroll the VTC Team to attend the 2019 Justice for Vets conference scheduled for July 2019 in National Harbor, Maryland.

WHEREAS, all of the parties to this Agreement will abide by federal and state confidentiality laws that pertain to information disclosed by participants, for the purpose of diagnosis, treatment, or referral for treatment. Specifically, the parties will adhere the requirements set forth in 42 U.S.C. s. 290-dd and 42 CFR Part 2.

DRAFT
Memorandum of Understanding
Laramie County Veterans Treatment Court

WHEREAS, the parties to this Agreement will utilize their respective agencies' existing grievance policies, to address grievances brought forth by participants.

INDIVIDUAL AGENCY RESPONSIBILITIES AND STAFF COMMITMENTS

Laramie County

1. The Laramie County Board of Commissioners (Laramie County) shall act as the governing body for the Laramie County Veterans Treatment Court program and shall appoint all members of the VTC Team as required by W.S.S. 7-13-1609(a).
2. Laramie County shall act as the fiscal agent for the VTC; however, Laramie County does not accept any civility liability that may arise from the furnishing of the services by any other party.
3. Laramie County shall support efforts to adhere to the evidence-based program principles included in the NADCP Adult Drug Court Best Practice Standards and the ten key components for Veterans Treatment Courts.
4. Laramie County does not waive their Governmental/Sovereign Immunity, as provided by any applicable law including W.S. §1-39-101 et seq., by entering into this agreement. Further, the parties fully retain all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law.

District Attorney

1. A representative from the Laramie County District Attorney's Office will be assigned to the VTC for the entire term of this Agreement.
2. The District Attorney's Office will assist in identifying potential participants using VTC eligibility requirements.
3. The District Attorney's Office agrees that a positive drug test, or open court admission of drug possession, or the use of any illegal narcotic will not result in the filing of additional drug charges based on that admission.
4. The District Attorney's Office further agrees not to use any statements or information obtained from the participant for the purpose of diagnosis, treatment, or referral for treatment, to initiate, or substantiate any criminal investigation and/or bring any new or additional criminal charges against the participant, with the exception of those circumstances allowed under applicable State and Federal law.
5. The District Attorney's Office will actively participate as a member of the VTC Team, which includes attendance at staff meetings and court appearances.

Criminal Defense Bar Representative (CDBR)

1. The CDBR will ensure that the VTC follows all laws, rules, and regulations governing the VTC and ensure that the VTC does not violate the Due Process Rights of veteran participants.

DRAFT
Memorandum of Understanding
Laramie County Veterans Treatment Court

2. The CDBR will ensure that the veteran's attorney has advised the veteran as to the nature and purpose of the VTC, the rules governing participation, the consequences of non-compliance, and how participation in VTC will affect his or her interests.
3. The CDBR will assist in identifying potential participants using the VTC eligibility requirements.
4. The CDBR shall ensure that veteran participants are informed of all of the rights that the participant will temporarily or permanently relinquish upon entry into the VTC.
5. The CDBR will participate as an active member of the VTC Team, which includes attendance at staff meetings and court appearances.

Department of Corrections Probation and Parole Division

1. A probation officer from the Wyoming Department of Corrections Probation and Parole Division will be assigned to provide field supervision of VTC participants.
2. The Department of Corrections Probation and Parole Division will conduct an expedited pre-sentence report to assist in the determination veteran eligibility.
3. The Department of Corrections Probation and Parole Division will provide supervision and case management services to the VTC.
4. The Department of Corrections Probation and Parole Division will participate in weekly case reviews and staff meetings as an active member of the VTC Team.
5. Department of Corrections Probation and Parole Division will assist in an assessment of suitability make specific recommendations relating to case management needs of veteran participants.

U.S. Veterans Affairs Administration (VA)

1. The VA will conduct a complete clinical assessment on each participant, to include the Addiction Severity Index (ASI). Additional instruments may be used to determine the severity of alcohol and/or drug use, alcohol and/or drug related problems, readiness for treatment, educational needs, vocational assessment, medical assessment, legal assessment, and mental health issues.
2. The VA will provide substance abuse treatment and mental health counseling as needed or recommended.
3. The VA will make recommendations to the VTC for placement in any specified programs.
4. The VA will provide a comprehensive drug treatment program, which focuses on a bio-psycho-social approach to recovery.
5. The VA will provide the Drug Court with a weekly progress report on each participant, in a manner acceptable to the VTC.
6. The VA will participate as an active member of the VTC Team, to include having appropriate personnel attend and participate in weekly case reviews and staff meetings.

DRAFT
Memorandum of Understanding
Laramie County Veterans Treatment Court

Laramie County Circuit Court

1. Laramie County and Laramie County Circuit Court will appoint a Magistrate to oversee the VTC.
2. The Magistrate will ensure a cooperative atmosphere for attorneys, probation officers, VA staff members, and other VTC team members in order to stay focused on the task of providing veterans with treatment services.
3. The Magistrate will provide appropriate positive reinforcement to veteran participants as necessary.
4. The Magistrate will impose the appropriate sanctions consistent with the 10 Key Components of Veterans Treatment Court and Best Practice Strategies for Adult Drug Court programs.
5. The Magistrate will participate as an active member of the VTC Team to include attendance and participation in weekly case reviews and staff meetings.

Veterans Treatment Court (VTC) Coordinator

1. The County Commissioners will appoint the VTC Coordinator and hire a VTC Case Manager to manage the operations of the VTC.
2. The VTC Coordinator will assist the VTC Team with the monitoring and evaluation of VTC program.
3. The VTC Coordinator and Case Manager will enter all pertinent and required data into the Wyoming Court Supervised Treatment Case Management System (WyCST-CMS).
4. The VTC Coordinator will assist in seeking funding sources, respond to grant applications, implement and monitor grant funds and provide fiscal, narrative and statistical information as required by the funding source to insure the ongoing operation of the VTC program.
5. The VTC Coordinator or the VTC Case Manager will actively represent the VTC in the community and appear before governmental agencies, public commissions, legislative hearings, public forums, and the media.
6. The VTC Coordinator will provide leadership and direction under the supervision of the Laramie County Commission to insure compliance with the federal and state laws, guidelines, and rules and regulations governing as applicable.
7. The VTC Coordinator and VTC Case Manager will participate as active members of the VTC Team to include attendance and participation in weekly case reviews and staff meetings.
8. The VTC Coordinator will be responsible for the preparation of an annual report to include number of participants, graduates, recidivism rates, changes in the program, and any other information deemed appropriate.

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VTC TEAM

All parties agree to continue to be represented in this group. This group will be responsible for modifying and amending this Agreement, when appropriate. They will identify problems, and develop policies and institute program modifications when appropriate.

AGREEMENT MODIFICATIONS

Any individual Agency wishing to amend/modify this Agreement will notify the VTC Team. The VTC Team will decide the issue by consensus.

TERMINATION OF AGREEMENT

Individual Agencies contemplating termination of their participation in this Agreement shall first notify the VTC Team of their concern. The VTC Team will attempt to resolve the problem to ensure continuation of the VTC program. If unable to resolve the problem, the individual Agency or Department can exercise its right to terminate this agreement by notifying all other Agencies in writing a minimum of 90 days prior to such termination.

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Attested:

County Clerk

Date

APPROVED AS TO FORM:

County Attorney

Date

IN WITNESS THEREOF, the parties have caused their duly authorized representative to execute this agreement.

Chairman, Laramie County Commissioners

Date

VTC Magistrate

Date

Laramie County District Attorney

Date

Criminal Defense Bar Representative

Date

Wyoming Dept. of Corrections
Probation and Parole Division

Date

U.S. Veterans Administration

Date