



Speaker Won Pat <speaker@judiwonpat.com>

# Messages and Communications: Notice of Grant Application: JOG- Adult Drug Court Discretionary Grant Program

1 message

**Speaker Won Pat** <speaker@judiwonpat.com>  
To: Guam Legislature Clerks Office <clerks@guamlegislature.org>

Fri, Apr 4, 2014 at 1:50 PM

4/4/2014/4/2014

Guam State Clearing House

Federal Grant Application from (JOG - ADCDGP) 09903141126N \*emailed

32-14-1486

----- Forwarded message -----

From: **Jerica Cruz** <jerica.cruz@guam.gov>  
Date: Fri, Apr 4, 2014 at 11:30 AM  
Subject: Notice of Grant Application: JOG- Adult Drug Court Discretionary Grant Program  
To: Speaker Won Pat <speaker@judiwonpat.com>

32-14-1486  
Office of the Speaker  
Judith T. Won Pat, Ed. D.  
Date: 4.4.14  
Time: 1:50 pm  
Received by: [Signature]

Hafa Adai,

Please see attached grant application submitted by the Judiciary of Guam.

Si Yu'os Ma'ase

**Jerica Cruz**  
Grant Specialist · Guam State Clearing House  
Office of the Lieutenant Governor of Guam  
Ricardo J. Bordallo Governor's Complex, Adelup, Guam 96910  
Phone: 1-671-475-9384  
Fax: 1-671-477-2007

2014 APR -11 PM 1:57  
[Signature]

*Ufisinan I Etmås Ge'helo'Gi Liheslaturan Guåhan*  
**Office of Speaker Judith T. Won Pat Ed.D.**  
*Kumiten Idukasion yan Laibirihan Publeko*  
Committee on Education and Public Libraries & Women's Affairs

155 Hesler Place, Suite 201, Hagatna, Guam 96910  
Tel: (671) 472-3586 Fax: (671) 472-3589  
www.guamlegislature.com / speaker@judiwonpat.com

2 attachments

1486

SPK.pdf  
307K

 **JOG.pdf**  
500K



**GUAM STATE CLEARINGHOUSE**

**P.O. Box 2950 Hagåtña, Guam 96932**

**Tel: (671) 475-9380**

**Website: [www.gsc.guam.gov](http://www.gsc.guam.gov)**

**Email: [clearinghouse@guam.gov](mailto:clearinghouse@guam.gov)**

**EDDIE BAZA CALVO**

*I Maga'låhen Guahan*

**RAYMOND S. TENORIO**

*I Segundu Na Maga'låhen Guahan*

**Kate G. Baltazar**

*Administrator*

April 4, 2014

**HONORABLE JUDITH T. WON PAT, Ed. D.**

*Speaker gi I Mina'Trentai Dos Na Liheslaturan Guåhan*

155 Hesler Place

*Hagåtña, Guåhan 96910*

**Ref:** Judiciary of Guam- Adult Drug Court Discretionary Grant Program

*Hafa Adai Madam Speaker:*

This communication is to respectfully notify you that the Guam State Clearinghouse (GSC) has received a federal grant application from the Judiciary of Guam. The GSC has accepted the application, assigned State Application Identifier (SAI) number 09903141126N, and has initiated the process for an area-wide review. Application information is provided below:

<b>Grantor:</b>	US Department of Justice, Office of Justice Programs, Bureau of Justice Assistance	
<b>Grant Title:</b>	Adult Drug Court Discretionary Grant Program	
<b>Details:</b>	Funds from this grant program will be used for recruitment of one case manager who will serve and manage the Guam Veterans Treatment Court Program participants and conduct case management tasks, travel of three members of the Veterans Treatment Court team and one Court Programs Administrator or designee to attend the Veterans Treatment Court Conference or the National Association of Drug Court Professionals (NADCP) annual training conference, contractual services, office supplies and material. Local in-kind matches will be provided through personnel services of the presiding judge and the current veterans treatment court coordinator.	
<b>Start Date:</b>	10/01/2014	<b>End Date:</b> 09/30/2017
<b>Federal Grant:</b>	\$350,000.00	
<b>Other:</b>	\$116,667.00	
<b>Total Amount:</b>	\$466,667.00	

GSC conducts area-wide reviews and solicits comments through electronic communication. This notice is sent to you as a part of the review process. A digital copy of the grant proposal is attached for your perusal. The GSC point of contact designated for this application is Jerica Cruz. Please submit any comments you may have pertaining to this proposal by **April 19, 2014** via email to [jerica.cruz@guam.gov](mailto:jerica.cruz@guam.gov).

*Dangkolo Na Si Yu'os Ma'åse',*

**Kate G. Baltazar**

Administrator

Cc: File



# Judiciary of Guam



Administrative Office of the Courts  
120 West O'Brien Drive, Hagåtña, Guam 96910-5174  
Tel: (671) 475-3544/3278 • Fax: (671) 477-3184

**HON. ROBERT J. TORRES**  
CHIEF JUSTICE

**HON. ALBERTO C. LAMORENA III**  
PRESIDING JUDGE

**JOSHUA F. TENORIO**  
ACTING ADMINISTRATOR OF THE COURTS

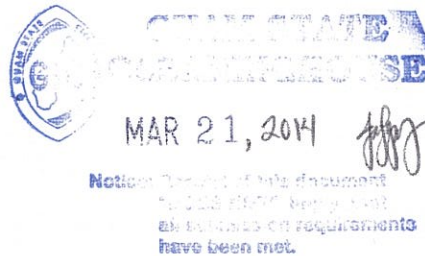
March 19, 2014

## Memorandum

To: Hon. Raymond S. Tenorio  
Lt. Governor of Guam

Attn: Ms. Kate Baltazar  
Guam State Clearing House

From: Joshua F. Tenorio  
Administrator of the Courts



Subject: **Adult Drug Court Discretionary Grant Program: FY2014 Competitive Grant Application, Solicitation # BJA-2014-3779**

### Hafa Adai:

The Judiciary of Guam is requesting \$350,000 in federal funds from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance to implement the FY2014 Guam Veterans Treatment Court Program. Local matching funds are required for the project, and we have proposed a combination of cash and in-kind services.

The Judiciary intends to use the requested funds to implement the Guam Veterans Treatment Court Program and utilize evidence-based treatments for veteran participants.

Attached for your review are 2 copies of the proposal for your use. Please contact Court Programs Administrator Jacqueline Zahnen Cruz or Program Coordinator III Bryan J.C. Sualog at 475-3270 or 475-3577 respectively.

Senseramente,

Joshua F. Tenorio  
Acting

Attachments



# GUAM STATE CLEARINGHOUSE

P.O. Box 2950 Hagatna, Guam 96932  
Tel: (671) 475-9380  
Website: www.guamclearinghouse.com  
Email: clearinghouse@guam.gov

EDWARD J.B. CALVO  
*I Maga'låhen Guahan*

RAYMOND S. TENORIO  
*I Segundu Na Maga'låhen Guahan*

## Grant Project Application Notice of Intent to Apply for Federal Assistance GSC FORM REVISED 03/21/2012

*Guam State Clearinghouse Use Only*

Date Received: March 21, 2014

Received By: JERICA CRUZ

SAI Number: 0990314126N

Type of Application  New Grant\*  Continuing Grant\*\*  Supplemental Grant\*\*  Other\*

A.) DUNS Number 855031522

B.) Date March 19, 2014

C.) Applicant/Department Name Judiciary of Guam

D.) Division Probation Services Division

E.) Applicant Address 120 West O'Brien Drive, Hagatna, GU 96910

F.) Applicant/Department Point of Contact Information

Contact Person Name Jacqueline Z. Cruz

Phone Number 671-475-3270

E-mail Address jzcruz@guamcourts.org

G.) Due Date to Federal Agency March 18, 2014

H.) Federal Funds

a.) Grant \$350,000.00

b.) Other

I.) Non-Federal, Matching Funds

a.) Local

b.) In-Kind

c.) Other \$116,667.00

J.) TOTAL FUNDS \$466,667.00

K.) CFDA/Federal Program Name CFDA #16.585/Adult Drug Court Discretionary Grant Program

L.) Federal Agency Name U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance

M.) Federal Agency Address 810 Seventh Street NW, Fourth Floor, Washington DC 20531

N.) For Continuing or Supplemental Grants, Please provide the following information:

a.) Initial Grant Period

b.) Guam State Clearinghouse SAI Number

c.) Grant Year This Application Impacts

O.) Has the Federal Funding Agency been notified?  YES  NO

P.) During which Fiscal Year will this program be implemented? 2015

Q.) If the project requires local funding in addition to the federal funding requested, please specifically identify source and rationale:

In-kind, Local Appropriations  
Cash, Local Appropriations

R.) This program is:  Budgeted - Please identify legal budget authority

Non- Budgeted

S.) Will this program require the hiring of additional employees? Is YES, please provide the number of employees (both existing and new) and justification.

YES - Existing  New 1  NO

One (1) case manager will be hired for the Guam Veterans Treatment Court (VTC) Program to serve and manage VTC Participants and conduct case management tasks.

T.) List Departments and Agencies that would be affected directly or indirectly by this application

Attorney General's Office, Office of the Public Defender, Office of the Alternate Public Defender, Judiciary of Guam, Guam Police Department, Guam Behavioral Health & Wellness Center, Guam Veterans Affairs Office, Guam Department of Corrections, Veterans Affairs Community Based Outpatient Clinic, Guam Vet Center, Guam VA Benefits Office

U.) Please provide a Project Summary with supporting documents if needed.

V.) Please answer the following:

- a.) Does this application require an Environmental Impact Study?  YES  NO
- b.) Will this application conflict with any existing law?  YES  NO
- c.) Is enabling legislation required?  YES  NO
- d.) Will the program require a maintenance of effort?  YES  NO
- e.) Are in-kind services allowed for this program?  YES  NO
- f.) Does this program allow an indirect cost rate to be applied?  YES  NO

SUBMITTED AND APPROVED BY:

Printed Name, Position/Title of Authorized Representative Joshua F. Tenorio, Administrator of the Courts, Acting

SIGNATURE

Date March 19, 2014

# JUDICIARY OF GUAM

DUNS NUMBER: 855031522



## FY2014 Guam Veterans Treatment Court Program

CFDA No. 16.585

Guam Judicial Center  
120 West O'Brien Drive  
Hagatna, Guam 96910

March 18, 2014

# Grant Application Package

Opportunity Title:	BJA FY 14 Adult Drug Court Discretionary Grant Program
Offering Agency:	Bureau of Justice Assistance
CFDA Number:	16.585
CFDA Description:	Drug Court Discretionary Grant Program
Opportunity Number:	BJA-2014-3779
Competition ID:	BJA-2014-3780
Opportunity Open Date:	01/15/2014
Opportunity Close Date:	03/18/2014
Agency Contact:	For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by live web chat.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name:

## Select Forms to Complete

### Mandatory

[Application for Federal Assistance \(SF-424\)](#)

[Assurances for Non-Construction Programs \(SF-424B\)](#)

[Budget Narrative Attachment Form](#)

[Disclosure of Lobbying Activities \(SF-LLL\)](#)

[Other Attachments Form](#)

[Project Narrative Attachment Form](#)

### Optional

[Faith Based EEO Survey](#)

## Instructions

[Show Instructions >>](#)

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.



**Application for Federal Assistance SF-424**

Version 02

<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> _____ <b>* Other (Specify)</b> _____
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<b>* 3. Date Received:</b> Completed by Grants.gov upon submission.	<b>4. Applicant Identifier:</b> _____
--	--

<b>5a. Federal Entity Identifier:</b> _____	<b>* 5b. Federal Award Identifier:</b> _____
--	---

**State Use Only:**

<b>6. Date Received by State:</b> _____	<b>7. State Application Identifier:</b> _____
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**8. APPLICANT INFORMATION:**

<b>* a. Legal Name:</b> Judiciary of Guam	
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 98-0061617	<b>* c. Organizational DUNS:</b> 855031522

**d. Address:**

<b>* Street1:</b> 120 West O'Brien Drive
<b>Street2:</b> _____
<b>* City:</b> Hagatna
<b>County:</b> _____
<b>* State:</b> GU: Guam
<b>Province:</b> _____
<b>* Country:</b> USA: UNITED STATES
<b>* Zip / Postal Code:</b> 96910

**e. Organizational Unit:**

<b>Department Name:</b> Judiciary of Guam	<b>Division Name:</b> Probation Services Division
---	---

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

<b>Prefix:</b> _____	<b>* First Name:</b> Jacqueline
<b>Middle Name:</b> Zahnen	
<b>* Last Name:</b> Cruz	
<b>Suffix:</b> _____	

<b>Title:</b> Court Programs Administrator
--

<b>Organizational Affiliation:</b> _____
---

<b>* Telephone Number:</b> (671) 475-3270	<b>Fax Number:</b> (671) 477-3184
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<b>* Email:</b> jzcruz@guamcourts.org
---------------------------------------

**Application for Federal Assistance SF-424**

**Version 02**

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

F: U.S. Territory or Possession

**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-2014-3779

**\* Title:**

BJA FY 14 Adult Drug Court Discretionary Grant Program

**13. Competition Identification Number:**

BJA-2014-3780

**Title:**

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

Guam

**\* 15. Descriptive Title of Applicant's Project:**

Fy 2014 Guam Veterans Treatment Court Program

Attach supporting documents as specified in agency instructions.

[Add Attachments](#) [Delete Attachments](#) [View Attachments](#)

**Application for Federal Assistance SF-424**

Version 02

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

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

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="350,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="116,667.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="466,667.00"/>

**\* 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.)**

Yes  No

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:

**Application for Federal Assistance SF-424**

**Version 02**

**\* Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

[Empty text input area for Applicant Federal Debt Delinquency Explanation]

### ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

<b>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</b>	<b>TITLE</b>
Completed on submission to Grants.gov	Acting Administrator of the Courts
<b>APPLICANT ORGANIZATION</b>	<b>DATE SUBMITTED</b>
Judiciary of Guam	Completed on submission to Grants.gov

## Budget Narrative File(s)

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\* **Mandatory Budget Narrative Filename:** Budget Detail Worksheet and Budget Narrative.PDF

Add Mandatory Budget Narrative

Delete Mandatory Budget Narrative

View Mandatory Budget Narrative

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To add more Budget Narrative attachments, please use the attachment buttons below.

Add Optional Budget Narrative

Delete Optional Budget Narrative

View Optional Budget Narrative

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB

0348-0046

<b>1. * Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. * Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: <input type="text" value="Judiciary of Guam"/> * Street 1: <input type="text" value="120 West O'Brien Drive"/> Street 2: <input type="text"/> * City: <input type="text" value="Hagatna"/> State: <input type="text" value="GU: Guam"/> Zip: <input type="text" value="96910"/> Congressional District, if known: <input type="text" value="GU-00"/>		
<b>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:</b> <div style="border: 1px solid black; height: 100px;"></div>		
<b>6. * Federal Department/Agency:</b> <input type="text" value="Bureau of Justice Assistance"/>	<b>7. * Federal Program Name/Description:</b> <input type="text" value="Drug Court Discretionary Grant Program"/> CFDA Number, if applicable: <input type="text" value="16.585"/>	
<b>8. Federal Action Number, if known:</b> <input type="text"/>	<b>9. Award Amount, if known:</b> \$ <input type="text"/>	
<b>10. a. Name and Address of Lobbying Registrant:</b> Prefix <input type="text"/> * First Name <input type="text" value="Not"/> Middle Name <input type="text"/> * Last Name <input type="text" value="Applicable"/> Suffix <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
<b>b. Individual Performing Services (including address if different from No. 10a)</b> Prefix <input type="text"/> * First Name <input type="text" value="Not"/> Middle Name <input type="text"/> * Last Name <input type="text" value="Applicable"/> Suffix <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
<b>* Signature:</b> <input type="text" value="Completed on submission to Grants.gov"/>		
<b>* Name:</b> Prefix <input type="text"/> * First Name <input type="text" value="Joshua"/> Middle Name <input type="text" value="F"/> * Last Name <input type="text" value="Tenorio"/> Suffix <input type="text"/>		
<b>Title:</b> <input type="text" value="Administrator of the Courts"/> <b>Telephone No.:</b> <input type="text" value="(671) 475-3544"/> <b>Date:</b> <input type="text" value="Completed on submission to Grants.gov"/>		



## Other Attachment File(s)

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# Program Narrative

**Abstract:** This is a Category 1: Implementation Grant Proposal for a Veterans Treatment Court (VTC). The jurisdiction size is local. Guam is classified as a rural area and has not been designated by the U.S. Department of Housing and Urban Development as an Empowerment Zone or Renewal Community. The total federal amount requested is \$350,000. The Judiciary of Guam does not currently operate a Veterans Treatment Court Program (VTC) and we are not leveraging any other federal funds to support the program.

The establishment of a VTC will increase the treatment capacity by 40 per year. The total number of participants served over the grant project period is 120. Eligibility criteria includes a legal screening by the Guam Office of the Attorney General, VA benefits screening, clinical screening and assessment by the Veterans Affairs Community-Based Outpatient Clinic other treatment provider within 12 work days. The VTC is post adjudicatory and potential participants must volunteer for the program and allow stakeholders access to their records. These agreements must be in writing utilizing established VTC Program forms. Opt outs or failures will be terminated from the program and referred to traditional court. Target population is males and females 18 years of age or older who are charged with a non-violent crime and can provide proof of being a veteran. Criminogenic risk level will be assessed by probation officers using Risk Prediction Index. All risk levels will be accepted, and frequency of monitoring adjusted to meet individual and criminogenic risk need.

The VTC Program goal is to intersect justice-involved veterans and divert them into treatment, judicial monitoring and supervision. The 10 Key Components will be achieved through implementation of established program objectives.

The following evidence-based principles are proposed to be implemented in the application: Screening and Assessment, pages 5-6, 14-15, 17; Target Population, page 5; Procedural and Distributive Justice, pages 7-8; Judicial Interaction, pages 6, 10, 16; Monitoring, pages 6-9; Treatment and Other Services, pages 6-10, 14-15, 20; Relapse Prevention, Aftercare and Community Integration, page 20. An independent evaluator will be contracted to conduct a process and an outcome evaluation, measure recidivism 1 year after participants graduate, and conduct exit surveys of participants.

Through funding awarded by OJP, the Judiciary sent a team to several drug court planning training workshops: (1) FY1997 Adult Drug Court Planning Grant, award # 1997-DC-VX-0074. An implementation grant was subsequently awarded under # 2002-DC-BX-0072. (2) FY1999 Juvenile Drug Court Planning Grant, award # 1999-DC-VX-0069. An implementation grant was subsequently awarded under # 2001-DC-BX-0058. (3) FY2009 Justice and Mental Health Collaboration Grant, award # 2008-MO-BX-0014. The Judiciary also received funds under the FY 2013 Adult Drug Court Discretionary Grant Program to enhance its Adult Drug Court program under grant award # 2013-DC-BX-0020.

## **PROGRAM NARRATIVE**

This **Category 1: Implementation Grant** proposal is submitted pursuant to the FY2014 Adult Drug Court Discretionary Grant Program, Competitive Grant Announcement under Bureau of Justice Assistance (BJA) Competition ID number BJA-2014-3779, CFDA # 16.585. The Governor of Guam, Honorable Eddie Baza Calvo, has designated the Judiciary of Guam as the state agency authorized to apply for grant funds (**Attachment A**). The Chief Justice of the Supreme Court of Guam, Honorable Robert J. Torres, has provided a letter of concurrence and support (**Attachment B**).

### **Geographic Location, Population, Ethnic Composition and Government Structure.**

Guam is the largest and southernmost island in the Mariana Archipelago. Located in the western North Pacific Ocean, it houses one of the most strategically important U.S. military installations in the Pacific. Guam also serves as a critical distribution center within Micronesia and the rest of the Pacific and Asia because of its ports of entry and air links. The estimated population of Guam in 2011 was 183,286. Guam is multiethnic and multiracial. Chamorros comprise the largest ethnic group at 37.1% of the total population, Filipinos make up 26.3%, Whites make up 6.9%, other Pacific Islanders make up 11.3%, other Asians make up 6.3%, and other races make up 2.3%, and mixed makes up 9.81%. Guam is an organized, unincorporated territory of the U.S. with policy relations under the jurisdiction of the Office of Insular Affairs, U.S. Department of Interior. The island has only one level of government that includes one police department, one correctional system, one judicial branch, and one attorney general's office.

**Problem Statement.** There is a moral and ethical obligation that exists nationwide to assist veterans who intersect the criminal justice system. By diverting our veterans from prison and into appropriated treatment and services, this will avoid the unnecessary criminalization and

extended incarceration of our veterans. Since 2004, the number of veterans in the U.S. being treated for substance abuse and mental health issues has increased.<sup>1</sup> Estimates show that 2.4 million veterans of the wars in Iraq and Afghanistan suffer from post-traumatic stress disorder or major depression. In many cases, this results in criminal activity that leads to incarceration. In a 2004 report, the U.S. Department of Justice estimated there are over 700,000 veterans under criminal justice supervision. Veterans in the justice system may enter other therapeutic courts such as Adult Drug Court or Mental Health Court, which may not be properly equipped to address the special needs of veterans.

Guam has the **highest number of veterans** per capita in the United States. According to the 2010 U.S. Census, the number of individuals in Guam who were on active military duty in the past but not now was 8,041. However, the Guam Veterans Affairs Office asserts that number is vastly underreported with the actual number of veterans ranging from 14,000 to 16,000.<sup>2</sup> This accounts for 9% to 10% of Guam's population of 159,358. In February 2013, Guam had its largest deployment in history with 600 Guam National Guard members deployed to Afghanistan, and a majority, if not all, have returned in December 2013.

Many returning veterans suffer from mental health issues such as post-traumatic stress disorder, depression and traumatic brain injury. These issues are usually compounded by substance abuse, family strife, unemployment and homelessness. The unemployment rate for Guam as of September 2013 was 10%, more than 3% higher than the national average of 7.2%. In contrast, the unemployment rate for National Guard soldiers and airmen is about 35%, according to data from the Guam National Guard. This is a significant challenge that this program seeks to address.

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<sup>1</sup> <http://justiceforvets.org/vtc-impact>

<sup>2</sup> See letter of support from Guam Veterans Affairs Director John Unpingco, Ret. Judge, dated 03/05/14.

The Judiciary of Guam's Probation Services Division began documenting veteran status of probation clients in August 2013. As of February 2014, Probation has serviced 74 veterans who were charged with crimes and under community supervision. 26 of those veterans were charged with criminal felonies, with a range of charges including possession of a schedule II controlled substance with intent to deliver, harassment, stalking, driving under the influence of alcohol, theft, and forgery. The remaining 48 veterans were charged with criminal misdemeanors, with a range of charges including family violence, assault, leaving the scene of an accident, underage consumption of alcohol, and unlawful restraint.

Under this program, eligible veterans would be admitted into the Guam Veterans Treatment Court (VTC). The VTC will assist justice-involved veterans whose service to our country has severely impacted their health and wellness. **This program** overall seeks to address homelessness, unemployment, untreated substance abuse, medical issues and injuries of our veterans by providing a collaborative network of service providers (**Attachment C**, letters of support) to foster sustained recovery.

Problems associated with the traditional court response involve clients receiving delayed treatment, a reduced level of monitoring and judicial supervision. The VTC will address the current **arrest volume** in Guam by creating an additional 40 treatment seats per year, increasing Guam's treatment capacity. This will allow justice-involved veterans to be diverted from traditional court and into VTC, where they will receive intense monitoring, judicial supervision and veteran-specific services. The number of contacts the veteran will have per week far exceed that of traditional court, thereby ensuring the participant receives the support system necessary for successful treatment and rehabilitation.

**Program Description.** The VTC will address veterans charged with non-violent crimes who qualify for this specialty court. Eligible charges may include, but are not limited to, possession of a schedule II controlled substance, harassment, stalking, driving under the influence of alcohol, criminal trespass, public drunkenness, disorderly conduct, and theft of property. Criminogenic risk level will be assessed per participant by probation officers using Risk Prediction Index; all risk levels will be accepted, and frequency of monitoring adjusted to meet individual and criminogenic risk need. Each participant's substance abuse treatment needs will be assessed and met through their treatment plan. Currently, Guam statute dictates minimum and maximum allowable sentences for each offense type and count, which can range from 6 months up to 10 years in prison. There are enhanced sentencing options for repeat offenders. Judges have been known to depart either upwards or downwards from what is recommended in a plea agreement.

Our goal is to provide services with grant funds to approximately **40 participants per year** or 120 over the 3 year grant period. These numbers are based on Guam's current Adult Drug Court program, which has an average of 40 individuals participating in each cycle from arrest to graduation. We believe that this figure is achievable based on the current capacity of our Probation Services Division and stakeholders.

VTC will not charge clients for participation. Guam law requires defendants convicted of a drug charge to pay \$5,000 in restitution costs. Participants have the option to convert the fine into community service and have until the end of their supervision term to pay the balance of restitution costs (see page 8, **restitution costs**). The fines collected will go toward **sustaining** the program after federal funding is exhausted. The case manager will monitor **race and**



**ethnicity** to ensure minorities who meet legal and clinical requirements have **equal access** through the use of data produced by the Judiciary's Case Management System.

An **expedited process** is in place to ensure that eligible veterans enter the VTC promptly. Potential participants will be brought to court within **48 hours** for a magistrate hearing. Arraignment will be set no more than **10 work days** after. Within this 10 day timeframe, the potential participant will undergo screening for legal eligibility by the Attorney General's Office, and if legally eligible, a clinical screening will be conducted by the Veterans Affairs Community Based Outpatient Clinic (VA CBOC). If legally and clinically eligible, the judge will admit the participant into the VTC within **12 work days minimum**.

The VTC case manager will refer the case to the VTC treatment providers: Veterans Affairs (VA) Community-Based Outpatient Clinic, the Guam Vet Center or the Guam Behavioral Health & Wellness Center for clinical assessment. Results will be provided within 5 work days to the VTC coordinator (Judiciary-funded) and judge.

Potential participants must meet one of the following **clinical criteria during screening and assessment**: post-traumatic stress disorder, traumatic brain injury, military sexual trauma, drug/alcohol addiction, and other DSM-5 mental disorders diagnoses that include but are not limited to: major depression, bipolar disorder, schizophrenia, schizoaffective disorder, or a psychological and/or alcohol/substance abuse problem(s) requiring treatment/support. Participants will be required to sign a waiver allowing members of the VTC and other involved stakeholders access to their records, and must **voluntarily agree** to participate in and be subject to rules, regulations and sanctions of the VTC.

The VTC **program structure is voluntary and post adjudicatory**. The **target population** is males and females 18 years of age or older who are charged with a non-violent

crime and provide written proof of being a veteran. Documents such as their DD-214, VA identification (ID) card, armed forces ID card, or written confirmation from Veterans Benefits Administration will be accepted.

The program **length** is 18 to 24 months (depending on individual progress or digress) and consists of 4 phases. **Phases** allow the court to gauge an individual's progress and are positive reinforcement for participants as they achieve treatment milestones and advance to the subsequent phase. The initial phase is one of intense monitoring and frequent contact with the judge, case manager, treatment provider, probation officer and veteran mentor, while the succeeding phases require less contact and monitoring. Participants must comply with the requirements noted in each of the **VTC Program Phases (Attachment D)** in order to advance to the next phase.

**Case management** will be performed by the case manager, Judiciary of Guam. An initial clinical screening will be performed and an eligibility form will be filed with the court. Participants will meet with the case manager on a weekly basis and provide updates on treatment progress. The case manager will coordinate participant's needs with respective stakeholders.

**Community supervision** will be performed by probation officers, Judiciary of Guam. Such supervision includes employment checks, home visits and random drug testing.

**Treatment services** and capacity in Guam are limited. VTC has partnered with federal, local and community organizations to provide treatment for this therapeutic court. The Judiciary of Guam case manager will receive referrals and coordinate with the Guam Veterans Benefits Office to determine a veteran's benefit status prior to referral for treatment. The following options are available based on eligibility: Those who qualify for veterans' benefits will be referred to the Veterans Affairs Community Based Outpatient Clinic (VA CBOC). Those found

ineligible for VA CBOC services will be referred to the Guam Vet Center. All other veterans will be referred to the Guam Behavioral Health and Wellness Center. These 3 stakeholders are our primary treatment providers for this program. They in turn, depending on substance abuse treatment need, may refer a veteran to the Salvation Army Lighthouse Recovery Center, or the Oasis Empowerment Center. The Salvation Army Lighthouse Recovery Center provides both inpatient and outpatient services for men and has 29 beds available, 4 which are VA funded, while Oasis Empowerment Center provides both inpatient and outpatient services to women. Oasis has 8 residential beds at one location, and 5 bedrooms available at another site for women and their children.

The **Recovery Support Services Delivery Plan** as described in Attachment D incorporates recovery support services as part of VTC's overall delivery plan.

**Judicial Supervision** includes staffing, court hearings, granting incentives and sanctions, and overseeing every aspect of a veteran's progress in the program.

**Randomized Drug Testing** is a manual process and is determined by overall performance in each phase. Participants undergo random urinalysis (UA) testing in accordance with program phases or as directed by a judge or case manager. If a participant tests positive, a violation report is filed and results are reported at the next hearing. UA testing is conducted using Standard Operating Procedures developed by the Probation Services Division.

**Graduated incentives and sanctions** will be used in VTC as a means to reward good outcomes, and admonish poor outcomes. Participants who are in compliance with the program will be rewarded with various incentives including praise from the judge, reduced time in their current phase, certificates of recognition, less frequent substance testing, and more time in between checking in with their probation officer. Failure to comply with the program will result

in a range of sanctions including admonishment from the judge, more frequent in-person checking in with their probation officer, increased substance testing, increased time in phase, community service, jail time, up to removal from the program.

Participants are required to meet the requirements of each phase in order to **graduate** from the program. **Expulsion criterion** includes failure to meet the requirements of each phase and any new arrest while in the program (Attachment D).

Guam law requires defendants convicted of a drug charge to pay \$5,000 in **restitution costs**; however, on a case by case basis, indigent clients are able to waive and convert all but \$540 to \$750 into community service. The non-convertible fee will be required from each participant prior to graduation, which can range from 18 to 24 months. At the minimum level of \$540 over 18 months, this fee equates to \$30 per month or \$1 a day that they are in the program. At the maximum level of \$750 over 18 months, this fee equates to \$42 a day or \$1.40 a day that they are in the program. Fines and fees can pose a barrier for program participation, and indigent participants may request relief from the judge, which will be handled on a case by case basis. Restitution costs are ordered by the court to reimburse victims. Restitution obligations generally survive probationary terms.

The **program design and strategy** conforms to the 10 Key Components as discussed below. The VTC Program will address homelessness, unemployment, untreated substance abuse, and untreated medical issues and injuries. The VTC Planning Committee developed the following goal and objectives for this program.

Many veterans suffer from issues such as post-traumatic stress disorder, traumatic brain injury, and substance abuse, all which can lead to altercations with the law. The **goal** of the VTC

is to intersect justice-involved veterans and divert them into treatment, judicial monitoring and supervision so they could once again become productive members of our community.

**Objective 1:** Hire support staff and a contractor to properly manage and evaluate a Veterans Treatment Court, respectively. A case manager and an independent evaluator are critical positions (Key Component 8).

**Objective 2:** Connect veteran participants with qualifying VA benefits, veteran peer mentoring, treatment and support services. Coordinating with treatment providers and stakeholders allows participants access to benefits and services while they are in the judicial system (Key Components 1, 2, 4). This coordinated approach also allows monitoring of participants by multiple agencies to ensure that the participant stays in compliance with the program (Key Component 6).

**Objective 3:** Expedite case processing and direct participants into appropriate treatment settings within 12 work days. The prosecutor and defense counsel demonstrate non-adversarial roles to ensure the defendant receives the proper treatment, decreasing the odds of the defendant posing a threat to the public's safety (Key Component 2). This cooperation can also minimize the traumatic effect of being arrested on the veteran defendant (Key Component 3).

**Objective 4:** Foster effective collaborative working relationships among the criminal justice, treatment, public health and welfare, housing, and Veterans Administration systems (Key Component 10). This non-adversarial approach will encourage stakeholders to focus on the participant's recovery and law-abiding behavior, and not the merits of the pending criminal case (Key Component 2).

**Objective 5:** Encourage interdisciplinary education among VTC stakeholders (Key Component 9). The VTC program will coordinate 2 educational forums a year over the grant

period to provide interdisciplinary training (e.g., roles, responsibilities, processes, relevant forms), and inform stakeholders of progress, program modifications, emerging issues and challenges.

**Objective 6:** Promote employment or meaningful activity, stable housing, sobriety and other evidences of recovery. Regular drug and alcohol testing along with meetings with the judge, probation officer, case manager, treatment provider, and veteran mentor are ways to monitor a participant's sobriety and to measure progress made (Key Component 5, 7). Defendants are rewarded for remaining sober and following the program or given sanctions by the judge if they have violated any of the program rules and regulations (Key Component 6).

**Objective 7:** Re-establish veteran defendants as productive members of the community. As the defendant progresses through the program, contacts become less frequent (Key Component 7).

**Objective 8:** Provide access to integrated care including substance abuse treatment, mental health treatment and other medical services (Key Components 1, 4, 5).

**Objective 9:** Provide educational and work skill development, residential and transportation services, mentoring, and outpatient treatment (Key Component 3).

**Objective 10:** Monitor and evaluate the VTC through the use of data and participant surveys (Key Component 8). Participants will be surveyed by the independent evaluator at entry, mid-point and upon graduation. In addition, the VTC coordinator (Judiciary-funded) will conduct evaluations of the treatment component to ensure evidence-based practices and treatment plans are being adhered to. Results will be shared with the judge, stakeholders and Court Programs Office and used to modify the program as needed.

A treatment provider will be selected based on participant's veteran eligibility status as outlined in the Treatment Services section. The VTC coordinator will be responsible for monitoring treatment providers semi-annually to ensure treatment being provided is effective and responsive to the needs of the target population. This monitoring site visit will entail a review of access to treatment, frequency of treatment and evidence-based practices are in accordance with the participant's Treatment Plan as submitted to the court, as well as to document challenges and/or delays. The coordinator will inform the judge and the grant administrator of the findings.

The **range of treatment** provided by the **Guam VA CBOC** includes comprehensive mental health examinations and outpatient mental health treatment for all veterans eligible for VA health care services. The VA CBOC provides outpatient mental health care for psychotic disorders, anxiety, stress, depression and other mood disorders, and limited services for the treatment of substance use disorders. The VA CBOC's outpatient care may consist of mediation management and/or individual or group psychotherapy. It also provides evidence-based therapy for post-traumatic stress disorder in the forms cognitive processing therapy and prolonged exposure therapy. A list of disorders the VA CBOC treats, along with treatment services can be found in **Attachment E**.

The range of treatment provided by the **Guam Vet Center** includes counseling, outreach, and referral services to eligible combat veterans in order to assist in readjustment to civilian life. Services include evidence-based treatment such as cognitive processing therapy, evidence-based and prolonged exposure therapy for the treatment and management of post-traumatic stress disorder or combat operational stress injuries. The Vet Center will provide services to eligible veterans including job counseling and placement, referrals for benefits assistance, group readjustment counseling, marital and family counseling, sexual trauma counseling, and

bereavement counseling. A **range of treatment services and eligibility criteria** can be found in **Attachment F**.

GBHWC provides comprehensive behavioral health services. To **measure performance and capture data** regarding services provided to consumers, it utilizes National Outcome Measures (NOMS) Uniform Reporting System. It uses the American Society of Addiction Medicine Patient Placement Criteria 2nd Revision (ASAM PPC-2R) to define levels of care for Guam's substance abuse treatment services. GBHWC provides three levels of care including Drug Education/Brief Intervention ASAM 0.5, Level I Outpatient, and Level II Intensive Outpatient. These programs are known as "New Beginnings." GBHWC has existing contracts with non-profit organizations to provide Level III.5 Residential, Level III.2-D Social Detoxification services, and lower levels as stated above. The philosophy of New Beginnings is that individuals who suffer from any substance abuse or addiction deserve to have a second chance to achieve sobriety and gain quality of life. The program emphasizes a holistic approach where the physical, mental, spiritual, emotional, and behavioral aspects need to be addressed simultaneously in order to increase favorable treatment outcome. New Beginnings uses evidence based models of treatment that are highly recommended by the Substance Abuse Mental Health Services Administration (SAMHSA) of the U.S. Department of Health & Human Services.

The Matrix Model is one of two models used. It is a comprehensive, evidence-based, individualized program with more than 20 years of research and development by the Matrix Institute on Addictions, an affiliate of the University of California at Los Angeles Integrated Substance Abuse Programs. The second model is called "Dual-Diagnosed Recovery Counseling (DDRC)" by Dr. Dennis C. Daley, one of the leading U.S. researchers for dual-diagnosed treatment. This evidence-based model is used to treat patients with dual disorders. This means



patients have one distinctive psychiatric disorder and one distinctive substance-related disorder. DDRC integrates a variety of educational, motivational, cognitive, and behavioral changes. It promotes the patients involvement in the stages of recovery and ongoing change. The DDRC model is being implemented under the Mentally Ill Chemically Addicted (MICA) program. MICA is an ASAM Level 0.5 education program designed to assist individuals, between the ages of 18 and over, in the beginning stages of their recovery. Group sessions are 2 hours a day each week. Higher levels of care having more treatment hours a week are currently being developed for dual-diagnosed patients with higher risk for relapse.

Interested individuals may walk-in and request for an ASAM Assessment. Results of the assessment will determine eligibility and the most appropriate placement into a level of care. GBHWC currently does not charge for any of its drug and alcohol services. Walk-in individuals may avail of the ASAM Assessment. However, those with health insurance coverage will be referred to their primary physician for further care.

An individual will be assessed by the GBHWC's Interdisciplinary Treatment Team (ITT) to determine if they meet GBHWC Complex Case criteria. Those individuals who meet GBHWC Complex Case criteria are considered "high risk" and a full strength-based and recovery-oriented Multidisciplinary Treatment Team evaluation (MDTT) will be completed within 30 days. The MDTT will determine if further services are required. An evaluation of problem areas is individualized based on the needs of the consumer. For individuals receiving drug and alcohol services, the ASAM is used. For depression or anxiety, the Beck Depression Inventory, Second Edition and Beck Anxiety Inventory are used. With the implementation of the new DSM-5, GBHWC is exploring how to integrate the assessment tools suggested by the authors of the DSM-5 to measure progress. GBHWC is dedicated to using evaluation tools that are

psychometrically sound. In addition to validated assessment, GBHWC is also dedicated to implementing evidence based treatments. At New Beginnings, several treatment models are used, including the Matrix Model, Driving with Care, and Dual-Diagnosed Recovery Counseling.

**Treatment** provided by the **Lighthouse Recovery Center** includes both inpatient and outpatient drug treatment services using the evidence-based treatment Matrix Model. It offers two levels of outpatient services, Level 1 being a 12 week program and Level 2 being a 16 week program. Level 3 is a four to six month inpatient program. Services include a drug-free living option for a maximum of 26 male clients in residential and 2 clients in social detox, with a maximum stay of six months; assessment and treatment planning; case management; life-skill seminars: decision making, managing money, hygiene, and looking for work; an environment that provides access relationships with the program director, resident manager; and counselors; ongoing classes such as: 12-Steps, relapse prevention, anger management, addiction education, and life skills; employment and medical referral assistance; transportation; community service; an aftercare program offering rental assistance and supportive services; and residential substance abuse services to homeless veterans.

**Treatment** provided by **Oasis Empowerment Center** include a 6-month residential recovery program; a 2-year aftercare group home; job training; life skills classes; parenting classes; counseling; entrepreneurship guidance; community service; work experience; and classes to build relationships and self-esteem.

Once a veteran is deemed **eligible and appropriate** for the Veterans Treatment Court, appropriate referral for initial psychiatric assessment should be completed at VA CBOC, Vet Center, or Guam Behavioral Health and Wellness Center. This would be the point any high risk

behaviors are identified and appropriate interventions are made. At the VA Clinic, a comprehensive mental health examination will be completed within 14 days of the referral. This will include screening for all major psychiatric diagnoses, any dangerous thoughts/behaviors, a suicide/homicide risk assessment, psychosocial assessment including housing and employment and a drug/alcohol assessment. This assessment tool is the instrument used by all Mental Health Services in the VA Pacific Islands Health Care System. Treatment planning and prioritizing services is based on the veteran's needs and preferences. If veteran is suicidal, hospitalization may be indicated. If high risk for suicide, a "high risk for suicide" flag is entered into veteran's chart and close monitoring is required. A suicide prevention plan is implemented, weekly appointments required, contact with suicide prevention coordinator. This high risk "flag" is monitored and re-evaluated every 90 days by the suicide prevention team in Honolulu. Veterans at high risk for homelessness will be referred to the VA's homeless program. Veterans at high risk for using drugs/alcohol will be referred to New Beginnings or Lighthouse Recovery Center, if also homeless. The VA Veteran Justice Outreach Specialist will coordinate these needs.

The Guam VTC is a **post adjudicatory** drug court. Early intervention will be realized as the estimated time for a defendant to be in the judicial system from the time a charge is filed in court to entry into treatment is 12 work days.

**Collaboration and Stakeholders.** The Judiciary of Guam began planning for a Veterans Treatment Court in June 2013. The Adjutant General and Judiciary leadership recognized the need for a veterans court, and are supportive of the program. The VTC Planning Committee is comprised of local and federal stakeholders and is chaired by Presiding Judge Alberto C. Lamorena III. Stakeholders include Guam Veterans Affairs Community Based Outpatient Clinic, Guam Vet Center, Guam Veterans Affairs Office (GVAO), Guam VA Benefits Office,

Guam Behavioral Health and Wellness Center (GBHWC), Guam Department of Corrections, Office of the Attorney General, Public Defender Services Corporation, Alternate Public Defender, Guam Air National Guard, and Guam Army National Guard.

### **COMPETENCY AND CAPABILITIES**

The Judiciary of Guam has sent three teams to **BJA Drug Court Planning Initiative** training. The first team was a Drug Court Program Office-sponsored FY1997 Adult Drug Court Planning Grant Training under grant award # 1997-DC-VX-0074. An implementation grant was subsequently awarded under grant award # 2002-DC-BX-0072. The second team was a Drug Court Program Office-sponsored FY1999 Juvenile Drug Court Planning Grant Training under grant award # 1999-DC-VX-0069. An implementation grant was subsequently awarded under grant award # 2001-DC-BX-0058. The third team: Office of Justice Programs-sponsored FY2009 Justice and Mental Health Collaboration Grant Training under grant award # 2008-MO-BX-0014. Under this award, members attended a technical assistance course entitled Smart Responses in Tough Times: Building Better Outcomes for Individuals with Mental Illnesses Involved in the Justice System, July 15-17, 2009 in Washington, D.C.

**Roles and Responsibilities.** The judge will supervise and reinforce treatment by frequently reviewing reports from the treatment provider, probation officer and members of the team during weekly staffing and rely on a strength-based approach in reviewing the participant's compliance with the treatment program.

The **Prosecutor** from the Guam Office of the Attorney General plays a vital role in Guam's criminal justice system. The office is responsible for prosecuting all adult felony, misdemeanor, and traffic criminal in the Superior Court of Guam.

The **defense attorney** provides effective legal assistance to those unable to afford private counsel, thereby ensuring equal protection of their lawful rights, in accordance with prescribed ethics, laws, rules and regulations.

The **VTC coordinator** (Judiciary funded) is responsible for motivating the team, communicating with stakeholders, conducting semi-annual treatment reviews, implementing the program, collecting and reporting required statistics, periodic progress reports on all program participants, and informing the judge of any delays or program adjustments needed through the use of data. The **coordinator** is the Program Manager and will be responsible for implementing the program, prepare the programmatic reports as to progress made and goals/objectives achieved, and submit reports to the Court Programs Administrator for review. Upon final review and documentation, the Court Programs Administrator will ensure the submission of programmatic reports to the Bureau of Justice Assistance. The **case manager** (grant funded) will report to the coordinator and facilitate coordination of cases and services for participants, and participate in staffings.

The Judiciary of Guam has teamed up with the VA Community Based Outpatient Clinic, the Guam Vet Center, and the Guam Behavioral Health and Wellness (GBHWC) center to provide **treatment services** to VTC participants. The **VA CBOC** will be responsible for clinically screening potential participants and will provide comprehensive mental health examinations and outpatient mental health treatment for all veterans eligible for VA health care services. The **Guam Vet Center** will treat clients who are not eligible for VA CBOC services. The Guam Vet Center offers a broad range of counseling, outreach, and referral services to eligible combat veterans in order to assist in readjustment to civilian life. **GBHWC** will provide evidence-based treatment modalities and will ensure monitoring of treatment services.

**Probation** will be responsible for community supervision, conducting random urinalysis testing, attending staffings, providing feedback to the judge with respect to the participant's progress. Veterans suffering from mental health disorders such as post-traumatic stress disorder can be combative. Law enforcement officers will undergo training to safely diffuse combative situations with veterans suffering from mental health disorders.

The **Social Worker for the VA Healthcare for Homeless Veterans Program** will ensure that eligible justice-involved veterans have timely access to Veterans Health Administration services as clinically indicated. The social worker will be responsible for direct outreach, assessment, and case management for justice-involved veterans, and coordinates these details with the VA CBOC.

The **evaluator** will be responsible for designing the data collection system for the program and conduct a process and an outcome program evaluation. The evaluator can use this information to educate the team about whether the program is working efficiently, and any modifications necessary to achieve success and adherence to established timelines, goals and objectives.

The **veteran mentor coordinator** will recruit, train, supervise, and coordinate mentors. The coordinator will be responsible for recruiting prospective mentors; screening candidates; selecting peer mentors; training the selected candidates and educating them about VTC; individual and group supervision; scheduling mentors to be present during the VTC's proceedings; and coordinate all activities with the VTC team staff, VTC coordinator and the judge.

The Judiciary of Guam will be responsible for the administration and implementation of this program. Its Administrator of the Courts oversees the Supreme and Superior Courts of

Guam and supervises the following divisions: Courts and Ministerial, Financial Management, Procurement and Facilities Management, Management Information Systems, Human Resources, Marshals, Probation, and the Court Programs Office. The Court Programs Administrator is the overall Project Director and will be responsible for setting overall program direction, administration of these funds, final approval of all grant related encumbrances, and ensuring the programmatic and financial reports are submitted timely. An assigned coordinator will facilitate programmatic actions. A Court Fiscal Officer will prepare the quarterly financial reports and provide them to the Controller who will ensure the submission of quarterly financial reports via the Administrator of the Courts to the Bureau of Justice Assistance.

The Judiciary has partnered with the Guam VA CBOC, the Guam Vet Center, and the Guam Behavioral Health and Wellness Center and will continue to work with these treatment providers. The Judiciary has a long history of working with GBHWC for the Judiciary's therapeutic courts.

The Judiciary's Case Management System stores **data** to include participant enrollment, program screening and intake, results of random alcohol and substance abuse testing, and conduct substance abuse treatment service sessions. The VTC coordinator will review data on program completion and judicial interaction, to include the number of participants who successfully completed all program requirements, number of appearances had before the drug court judge since enrollment, number of participants who did not complete the program and why, and current enrollment during each reporting period. In addition, the coordinator will conduct a quarterly review of the **actual** number of participants served with grant funds as compared to the **projected** number of participants served. The review will include alcohol and substance involvement of participants, such as assessing the number of participants who tested positive for

the presence of alcohol or illegal substances during each reporting period, assessing the number of participants who were charged with any drug offenses and/or non-drug offenses during each reporting period, as well as participants charged with drug or non-drug offenses within 1 year after successful completion of the program. A process and outcome evaluation will be conducted by an independent evaluator who will develop a performance management and evaluation plan that will be used to collect data, recognize successes, and identify challenges in the program which can be improved upon. The VTC **aftercare program** is conducted on a voluntary basis. Once a participant has graduated, they may seek assistance from the VTC with various issues including disabilities and unemployment.

The Judiciary has collaborated with the Guam Legislature since the creation of the Veteran's Treatment Court Committee in June 2013. On November 15, 2013, the "Justice for Veterans Act of 2013" was passed into law, to establish a Veterans' Treatment Court Program within the Judiciary of Guam. The law allows the Judiciary to establish a fee schedule, which is in line with the court's plan to sustain the program once federal assistance ends.

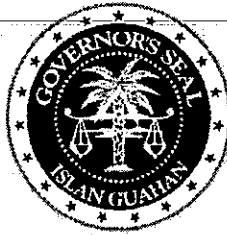


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# Attachment A

Governor of Guam's  
Letter of Designation  
For  
State Administering Agency

EDDIE BAZA CALVO  
Governor



RAY TENORIO  
Lieutenant Governor

*Office of the Governor of Guam*

FEB 25 2014

The Honorable Robert J. Torres  
Chief Justice  
Judiciary of Guam  
Guam Judicial Center  
120 West O'Brien Drive  
Hagatna, Guam 96910

Dear Chief Justice Torres:

I hereby designate the **Judiciary of Guam** as the **State Administering Agency (SAA)** of the Government of Guam responsible for applying to and administering the **Adult Drug Court Discretionary Grant Program**, under the United States Department of Justice, Office of Justice Programs – Bureau of Justice Assistance.

I understand that the Judiciary will collaborate with key stakeholders from the Guam Behavioral Health & Wellness Center, Guam Veterans Affairs Benefits Office, Guam Veterans Affairs Community Based Outpatient Clinic, Guam Vet Center, Guam Veterans Affairs Office, Office of the Attorney General of Guam, Public Defender's Office, Alternate Public Defender's Office, Guam Air National Guard, Guam Army National Guard and the Department of Corrections.

If this program is implemented, it will integrate drug and alcohol treatment and mental health services into case management and judicial monitoring.

Thank you in advance for your continued assistance and efforts.

Sincerely,

  
RAY TENORIO  
Acting Governor of Guam

---

# Attachment B

Chief Justice of Guam's  
Letter of Concurrence for Grant Application



# Judiciary of Guam

Administrative Office of the Courts  
120 West O'Brien Drive, Hagåtña, Guam 96910-5174  
Tel: (671) 475-3544/3278 • Fax: (671) 477-3184



**HON. ROBERT J. TORRES**  
CHIEF JUSTICE

**HON. ALBERTO C. LAMORENA III**  
PRESIDING JUDGE

**JOSHUA F. TENORIO**  
ACTING ADMINISTRATOR OF THE COURTS

March 7, 2014

Denise E. O'Donnell  
Bureau of Justice Assistance Director  
810 Seventh Street NW.  
Fourth Floor  
Washington, DC 20531

Re: Adult Drug Court Discretionary Grant Program

Dear Director O'Donnell:

This letter serves to endorse the Judiciary's application for the Adult Drug Court Discretionary Grant Program. As Chief Justice, I have been consulted relative to the application and support the intent of the proposed funding for a Veterans Treatment Court.

The Adult Drug Court Discretionary Grant will provide funds to implement a Veterans Treatment Court in Guam for justice-involved veterans, to integrate alcohol, drug treatment, and mental health services into case management and judicial monitoring.

The Judiciary will collaborate with key stakeholders from the Guam Veterans Affairs Benefits Office, Guam Veterans Affairs Community Based Outpatient Clinic, Guam Vet Center, Guam Behavioral Health & Wellness Center, Guam Veterans Affairs Office, Office of the Attorney General of Guam, Public Defender's Office, Guam Air National Guard, Guam Army National Guard, and the Department of Corrections.

On behalf of the Judiciary, I am reiterating our support of the Adult Drug Court Discretionary Grant.

Sincerely,

  
Robert J. Torres  
Chief Justice of Guam

# Attachment C

## Letters of Support from Federal and Local Stakeholders

Judge  
Office of the Attorney General  
Public Defender Service Corporation  
Guam Veterans Affairs Community-Based Outpatient  
Clinic-Guam  
Guam Vet Center  
Guam Behavioral Health and Wellness Center  
Veterans Affairs Office



**Superior Court of Guam**  
**Judicial Center**  
**120 West O'Brien Drive**  
**Hagåtña, Guam 96910**  
**Telephone: (671) 475-3410/3500**  
**Fax: (671) 477-1852**



**Hon. Alberto C. Lamorena III**  
**Presiding Judge**

March 7, 2014

Denise E. O'Donnell  
Bureau of Justice Assistance Director  
810 Seventh Street NW.  
Fourth Floor  
Washington, DC 20531

Re: Adult Drug Court Discretionary Grant Program

Dear Director O'Donnell:

This letter serves to express support for the Judiciary's application for the Adult Drug Court Discretionary Grant Program. As Presiding Judge, I have been consulted relative to the application and have led the effort to establish a Veterans Treatment Court in Guam.

The Adult Drug Court Discretionary Grant will provide funds to implement a Veterans Treatment Court for justice-involved veterans, to integrate alcohol, drug treatment, and mental health services into case management and judicial monitoring.

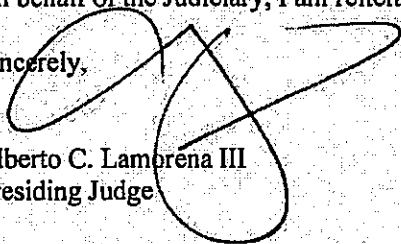
The Judiciary will collaborate with key stakeholders from the Guam Veterans Affairs Benefits Office, Guam Veterans Affairs Community Based Outpatient Clinic, Guam Vet Center, Guam Behavioral Health & Wellness Center, Guam Veterans Affairs Office, Office of the Attorney General of Guam, Public Defender's Office, Guam Air National Guard, Guam Army National Guard, and the Department of Corrections.

As Presiding Judge, I will supervise and reinforce treatment by frequently reviewing reports from the treatment provider, probation officer and members of the team during weekly staffing. I will use a strength-based approach in reviewing the participant's compliance with the treatment program, and will use both incentives and sanctions to encourage success. Constant and frequent appearances before me as judge are critical to reinforcement and compliance with treatment objectives for the participant.

The Judiciary has established several drug courts in Guam, and Veterans Treatment Court would provide veterans with the option of treatment in lieu of incarceration and/or traditional court.

On behalf of the Judiciary, I am reiterating our support of the Adult Drug Court Discretionary Grant.

Sincerely,

  
Alberto C. Lamorena III  
Presiding Judge

LEONARDO M. RAPADAS  
*Attorney General*



PHILLIP J. TYDINGCO  
*Chief Deputy Attorney General*

**OFFICE OF THE ATTORNEY GENERAL**

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March 6, 2014

Alberto C. Lamorena III  
Presiding Judge  
Superior Court of Guam  
Judiciary of Guam  
120 West O'Brien Drive  
Hagatna, Guam 96910

Re: **Letter of Support**

Dear Presiding Judge Lamorena,

On behalf of the Office of the Attorney General, I submit this letter in support of the Judiciary of Guam's grant application for a Veterans Treatment Court under the Adult Drug Court Discretionary Grant Program under the U.S. Department of Justice (DOJ), Office of Justice Program (OJP), and Bureau of Justice Assistance (BJA). As a major stakeholder in this project, it is our goal to work cooperatively with the key stakeholders in providing therapeutic justice to our veterans.

The Office of the Attorney General through its Prosecution Division plays a vital role in Guam's criminal justice system as part of its mission is to seek justice and enhance public safety. It is responsible for prosecuting all adult felony, misdemeanor, and traffic criminal offenses that include but are not limited to: criminal sexual conduct crimes, drug crimes, domestic violence crimes, property crimes, firearms crimes, homicides, white collar or public integrity crimes, government corruption crimes and other violent crimes in the Superior Court of Guam.

The Attorney General's Office has participated with the Judiciary of Guam over the past several years in the implementation of the Drug Court program. The comprehensive supervision and treatment of drug offenders aide in the decrease of recidivism for these individuals as well as the overall caseload of our office. The program provides a service to the government, the whole of society, and most importantly, to the participants.

We look forward to the implementation of this program, and hope Guam will be approved for funding. Thank you.

Sincerely,

**LEONARDO M. RAPADAS**  
Attorney General of Guam

DIRECTOR  
Eric D. Miller



ADMINISTRATIVE DIRECTOR  
Bernadette S.N. Chargualaf

**PUBLIC DEFENDER SERVICE CORPORATION**  
*(Kotperasion Setbision Defensot Pupbleku)*

GOVERNMENT OF GUAM  
MVP Sinajana Commercial Building, Unit B  
779 Route 4, Sinajana, Guam 96910-5174  
Tel: (671) 475-3100 ♦ Fax: (671) 477-5844

STAFF ATTORNEYS  
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Suresh Sampath  
Brian E. Kegereis  
Mikaela S. Henderson  
William B. Jones

February 21, 2014

**Hon. Alberto C. Lamorena III**  
**Presiding Judge**  
**Superior Court of Guam**  
Judiciary of Guam  
120 West O'Brien Drive  
Hagatna, Guam 96910

**Re: Letter of Support**

**Dear Presiding Judge Lamorena:**

On behalf of the Public Defender Service Corporation, I submit this letter in support of the Judiciary of Guam's grant application for a Veterans Treatment Court under the Adult Drug Court Discretionary Grant Program under the U.S. Department of Justice (DOJ), Office of Justice Program (OJP), Bureau of Justice Assistance (BJA).

As a major stakeholder in this project, it is our goal to work cooperatively with the key stakeholders in providing therapeutic justice to our veterans. The Public Defender Service Corporation has collaborated with the Judiciary of Guam over the past several years in the implementation of the Drug Court program. The comprehensive supervision and treatment of drug offenders aids in decreasing recidivism while providing a vital outpatient drug rehabilitation program for our citizens.

We look forward to the implementation of this program, and hope Guam will be approved for funding. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric D. Miller".

**ERIC D. MILLER**  
Executive Director





# DEPARTMENT OF VETERANS AFFAIRS



COMMUNITY-BASED OUTPATIENT CLINIC-GUAM

498 Chalan Palasyo

AGANA HEIGHTS, GUAM 96910

Telephone: (671) 475-5760

March 5, 2014

Presiding Judge Alberto C. Lamorena III  
Superior Court of Guam  
120 West O'Brien Drive  
Hagatna, GU 96910

Dear Presiding Judge Lamorena:

Hafa Adai. I have been attending Veterans Treatment Court committee meetings representing the Department of Veterans Affairs Community Based Outpatient Clinic (VA CBOC).

The VA CBOC is supportive of the Judiciary of Guam's efforts to establish a Veterans Treatment Court for justice-involved veterans in Guam. At our last committee meeting, the Probation Services Division of the Superior Court of Guam informed us that they are monitoring about 78 probation clients who are veterans of the armed services.

The VA CBOC has a Veteran Justice Outreach (VJO) Coordinator, who will work with the Guam Veteran Benefits Office to obtain veteran benefit status. If veterans are deemed qualified for benefits, the VA CBOC will provide assessments to determine diagnosis/es, develop a Treatment Plan, and provide subsequent treatment.

The VJO will work with our veterans to identify additional needs the veteran may have, including but not limited to, emergency housing placement to avoid homelessness, medical attention, substance abuse treatment, and job training if employable.

These wrap around services, along with services from the Judiciary of Guam and other Veterans Treatment Court stakeholders, will provide a holistic approach to meeting the needs of justice-involved veterans in Guam with the goal of rehabilitation and readjustment.

Thank you in advance for undertaking this effort.

Sincerely,

Joan H. Gill, MD  
VA Psychiatrist



U.S. Department of Veterans Affairs  
GUAM VET CENTER  
Reflection Bldg, Suite 201  
222 Chalan Santo Papa  
Hagatna, Guam 96910  
Phone: 472-7161 Fax: 472-7162



February 21, 2014

Presiding Judge Alberto C. Lamorena III  
Superior Court of Guam  
120 West O'Brien Drive  
Hagatna, GU 96910

Dear Presiding Judge Lamorena:

Hafa Adai. I have been attending Veterans Treatment Court committee meetings representing the Guam Vet Center.

The Guam Vet Center is supportive of the Judiciary of Guam's efforts to establish a Veterans Treatment Court for justice-involved veterans on Guam. At our last committee meeting, the Probation Services Division of the Superior Court of Guam informed us that they are monitoring about 78 probation clients who are veterans of the armed services. Additionally, the Guam Veterans Affairs Office has estimated that there are about 14,000 to 16,000 registered veterans in Guam. It is our hope to accurately count the number of veterans in Guam as well as to identify needed services for this population.


The Guam Vet Center will receive referrals from the Judiciary of Guam of clients who do not qualify for benefits from the Department of Veterans Affairs Community Based Outpatient Clinic. Clients must meet our eligibility criteria to receive services. An assessment will be conducted to determine diagnosis/develop a Treatment Plan, and provide subsequent treatment.

We will also work with our veterans to identify additional case management needs the veteran may have, including but not limited to, emergency housing placement to avoid homelessness, medical attention, substance abuse treatment, benefits assistance and job training if employable. If these ancillary services are not available through our office, we will indeed coordinate with the Judiciary's Veterans Treatment Court Coordinator to identify appropriate key stakeholders who can provide these services.

These wrap around services, along with services from the Judiciary of Guam and other Veterans Treatment Court stakeholders, will provide a holistic approach to meeting the needs of justice-involved veterans in Guam with the goal of rehabilitation and readjustment.

Thank you in advance for undertaking this effort.

If you require further information or clarification, please feel free to contact me at the Guam Vet Center:  
[Edward.santos2@va.gov](mailto:Edward.santos2@va.gov).

Sincerely,  
  
Edward L. Santos, Ph.D.  
Team Leader  
Guam Vet Center

February 21, 2014



**GUAM BEHAVIORAL  
HEALTH AND WELLNESS  
CENTER**

(formerly Department of Mental Health & Substance Abuse)

Memorandum

To: Presiding Judge Alberto C. Lamorena III

790 Gov. Carlos G. Camacho Rd.  
Tamuning, Guam 96913  
Phone: 671.647-1901  
Fax: 671.649.6948

From: Director, Guam Behavioral Health & Wellness Center

EDDIE BAZA CALVO  
Governor

RAY TENORIO  
Lieutenant Governor

Subject: **Letter of Support**  
**RE: Adult Drug Court Discretionary**  
**Grant Program for Veterans Treatment Court**

REY M. VEGA  
Director

PETER ALEXIS D. ADA  
Deputy Director

Hafa Adai. The Guam Behavioral Health and Wellness Center (GBHWC) participates in Veterans Treatment Court committee meetings and is a key stakeholder.


The GBHWC is supportive of the Judiciary of Guam's efforts to establish a Veterans Treatment Court for justice-involved veterans in Guam. At our last committee meeting, the Probation Services Division of the Superior Court of Guam informed us that they are monitoring about 78 probation clients who are veterans of the armed services.

The GBHWC will work with the Judiciary on veterans who do not qualify for veteran benefits from the Department of Veterans Affairs, or from the Guam Vet Center, and who are referred for screening and assessment to determine diagnosis/es. Thereafter, we will develop a Treatment Plan and provide subsequent treatment to justice-involved veterans.

These services, along with services from the Judiciary of Guam and other Veterans Treatment Court stakeholders, will provide a holistic approach to meeting the needs of justice-involved veterans in Guam with the goal of rehabilitation and readjustment.

Thank you in advance for undertaking this effort.

Sincerely,

  
Rey M. Vega



**Eddie B. Calvo**  
Governor

**Ray Tenorio**  
Lieutenant Governor

# VETERANS AFFAIRS OFFICE

## Guam Veterans Cemetery

172 South Marine Corps Drive  
Asan, Guam 96910  
Telephone: (671) 475-8389/90/92/94  
Facsimile: (671) 475-8396



**John S. Unpingco**  
Governor's Special Assistant

March 5, 2014

### Memorandum

**To:** Presiding Judge Alberto C. Lamorena III  
**From:** Director, Guam Veterans Affairs Office  
**Subject:** Letter of Support  
**RE:** Adult Drug Court Discretionary Grant Program for Veterans Treatment Court

Hafa Adai. The Guam Veterans Affairs Office (GVAO), Government of Guam, participates in Veterans Treatment Court committee meetings and is a key stakeholder.

The GVAO is supportive of the Judiciary of Guam's efforts to establish a Veterans Treatment Court for justice-involved veterans in Guam. At our last committee meeting, the Probation Services Division of the Superior Court of Guam informed us that they are monitoring about 78 probation clients who are veterans of the armed services.

The GVAO estimates that there are about 14,000 to 16,000 veterans in Guam, the highest per capita in the United States. This program will provide much needed services to soldiers who have served our country who, in return, require treatment, guidance through veteran mentoring, judicial monitoring, and community supervision to readjust to civilian life and remain law abiding citizens.

In fact, as the former federal district court judge in Guam, one of my most memorable cases was the sentencing of a Marine Sergeant for drug trafficking. The Marine was a Vietnam veteran, a platoon leader whose platoon had been ambushed by the Viet Cong and he had suffered wounds on his shoulder and leg. He was the only one to survive. The Marine tearfully recounted how he had had recurrent nightmares and pain from his former wounds. How he used marijuana to help him cope with the pain. He had only done what he had done (drug trafficking) so that he could get marijuana to help him cope with the nightmares and pain. He was not a crystal methamphetamine user.

He recalled the last words of his recently departed mother. She had just told him to get some help, otherwise his demons would destroy him. At the time of the sentencing we had not heard of Post Traumatic Stress Disorder or the medicinal uses of marijuana. But, here was a defendant appealing for help. The federal sentencing guidelines firmly bound my hands. This is a painful memory I would have to live with for the rest of my days.

The above services, along with services from the Judiciary of Guam and other Veterans Treatment Court stakeholders, will provide a holistic approach to meeting the needs of justice-involved veterans in Guam with the goal of rehabilitation. I heartily endorse the Veterans Treatment Court. It is a much-needed compound of our court system.

Thank you in advance for undertaking this effort.

Sincerely,

**JOHN S. UNPINGCO**

---

# Attachment D

## Guam Veterans Treatment Court Program Phases

**Judiciary of Guam  
Guam Veterans Treatment Court Program**

**ATTACHMENT D  
PROGRAM PHASES**

The Guam Veterans Treatment Court (VTC) Program consists of four phases and may take participants 18 to 24 months to complete. Phases allow the court to gauge an individual's progress through the program, and acts as positive reinforcement for the participants as they are promoted to the next phase. The initial phase is one of intense monitoring and frequent contact with the judge, case manager, veteran mentor and probation officer, with contacts lessening throughout the remaining phases provided the participant is meeting program requirements.

VTC participants must comply with the following in order to progress to the next phase:

**PHASE I - two to three months**

- Hearings before the judge weekly (judicial supervision)
- Reporting in person to the probation officer twice monthly (community supervision)
- Reporting to the probation officer by phone weekly (community supervision)
- Meeting with the VTC mentor weekly (case management)
- Meeting with the case manager weekly (case management)
- Counseling and/or treatment as required in accordance with their recovery supportive services delivery plan and substance abuse treatment plan
- Initially participants will receive daily breathalyzer testing with weekly random drug testing / screenings for at least the first 30 days in the program, with a gradual decrease to random breathalyzer and weekly random drug testing / screening.
- If the participant is working, then employment should continue. If unemployed, the participant will seek employment and provide proof of seeking employment. If

unemployable, participate in constructive activities such as creating an education plan, vocational training, or 25 hours of community service.

**PHASE II - four to six months**

- Hearings before the judge bi-weekly
- Meeting with the VTC mentor monthly and as required
- Meeting with the case manager monthly or as needed (case management)
- Reporting in person to the probation officer once monthly
- Reporting to the probation officer by phone weekly
- Continued counseling and/or treatment as required
- Random breathalyzer testing and twice monthly random drug screening
- If the participant is working, then employment should continue. If unemployed, the participant will seek employment and provide proof of seeking employment. If unemployable, participant will participate in constructive activities such as creating an education plan, vocational training, or 25 hours of community service.

**PHASE III - six to nine months**

- Hearings before the judge every three weeks
- Reporting in person to the probation officer once monthly
- Reporting to the probation officer by phone weekly
- Meeting with VTC mentor as required
- Meeting with the case manager every other month or as needed (case management)
- Continued counseling / treatment as required
- Random breathalyzer testing and monthly random drug screening

- If the participant is working, then employment should continue. If unemployed, the participant will seek employment and provide proof of seeking employment. If unemployable, participate in constructive activities such as creating an education plan, vocational training, or 15 hours of community service.

**PHASE IV - three to six months**

- Hearings before the judge monthly
- Reporting in person to the probation officer once every two months
- Reporting to the probation officer by phone weekly
- Meeting with VTC mentor as required
- Meeting with the case manager every other month or as needed (case management)
- Continued counseling / treatment as required
- Random breathalyzer testing and random drug screening
- If the participant is working, then employment should continue. If unemployed, the participant will seek employment and provide proof of seeking employment. If unemployable, participate in constructive activities such as creating an education plan, vocational training, or 10 hours of community service.



<b>GRADUATION CRITERIA</b>	
Consecutive Number of Clean Drug Tests	25
Minimum Time in Previous Phase	25 weeks
Number of Recreational Therapy (RT) hours	20 hours
Minimum Number of Meetings with Case Manager	25
Minimum Number of Self Help Sessions	25
Recommendation of Adult Drug Court Judge	Required
Recommendation of the Case Manager	Required
Recommendation of the Treatment Provider	As directed by GBHWC
Updated Treatment Plan	As directed by GBHWC
Increase educational enhancement or pursuit of a GED or other work related certificate	Required
Completion of the minimum fine payment of \$750 to the Judiciary of Guam	Required
Attendance at all required status hearings	Required

**Expulsion** is defined as removal from the Veterans Treatment Court (VTC) Program. If a participant is expelled from the program, the Judge will set a revocation hearing. The following criteria describe infractions or inaction which may be considered grounds for expulsion from the VTC program: (1) arrested for new charges as defined under eligibility requirements; (2) any violence or threat of violence toward the VTC staff, probation officers, team members or other participants; (3) more than 5 positive urinalysis drug tests/breathalyzer tests; (4) no contact with the Veterans Treatment Court staff for 10 working days without a reasonable explanation; (5) request for removal via participant's attorney; (6) second forged document; (7) recycled in any phase over 3 times; (8) non-attendance at recovery support groups for 10 working days.

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# Attachment E

## Range of Treatment Services

U.S. Department of Veterans Affairs  
Community-based Outpatient Clinic-Guam

**Judiciary of Guam  
Guam Veterans Treatment Court Program**

**ATTACHMENT E  
U.S. DEPARTMENT OF VETERANS AFFAIRS  
COMMUNITY BASED OUTPATIENT CLINIC (VA CBOC)**

**RANGE OF TREATMENT SERVICES**

**Post-Traumatic Stress Disorder (PTSD)**

- **Cognitive processing therapy** (12 session evidenced based therapy (EBT), individual or group). This is a 12 session cognitive-behavioral psychotherapy treatment delivered either individually or in a small group, 60-90 min sessions. Treatment is provided by licensed MD's or PhD's certified in CPT. CPT consists of 4 main parts: 1) education about PTSD and rationale for therapy 2) the patient becomes aware of thoughts & feelings and how to think about what happened in different ways 3) learning skills to help challenge irrational thoughts and beliefs 4) understanding changes in beliefs, learn to find better balance between beliefs you had before and after the traumatic event. CPT has been extensively researched for over 20 years. It has been proven effective in multiple, random, double-blind trials.
- **Prolonged Exposure Therapy** (12-14 session EBT, individual). This is also a behavioral psychotherapy treatment, 8-15 individual sessions, 90 min each. PE works by helping patient approach trauma-related thoughts, feelings and situations that patient has been avoiding due to the distress and anxiety they cause. Repeated exposure to these thoughts & feelings and situations helps decrease the power they have to cause distress. 4 main parts: 1) education - common trauma reactions, symptoms 2) breathing - learn how to control breathing to manage distress 3) real world practice - practice approaching

situations that are safe but patient has been avoiding because they are related to trauma 4) talking through trauma - talking about your traumatic memory over & over (called imaginal exposure), this allows patient to no longer be afraid of memories PE has also been extensively researched and proven to be effective in random, double-blind trials Treatment provided for licensed MD's or PhD's.

- Family Education for veteran and adult family members (8 sessions)
- EBT for couples therapy (available for all diagnoses)

### **PTSD and Substance Abuse**

- Seeking Safety group therapy

### **Depression**

- Cognitive Behavioral Therapy
- Pharmacotherapy and individual, interpersonal therapy. With regard to pharmacotherapies, Guam VA CBOC follows clinical practice guidelines for medication used for anxiety, depression, stress disorders, some examples are:
  - 1) SSRI's for clinical anxiety and depression, hyperarousal symptoms
  - 2) SNRI's or bupropion for non-responders to SSRI's
  - 3) prazosin to decrease nightmares
  - 4: beta-blockers for some forms of anxiety

### **Adjustment Disorders**

- Psychoeducational groups for the following:
  - Stress management
  - Anger management
  - Coping skills

- Pharmacotherapy and individual, interpersonal therapy

### **Traumatic Brain Injury**

- Cognitive rehabilitation via Honolulu or Palo Alto
- Individual psychotherapy
- Pharmacotherapy
- Caregiver support program available for post 9/11 veterans

### **Bipolar Disorder**

- Pharmacotherapy
- Individual and family psychotherapy

### **Schizophrenia/Schizoaffective Disorders**

- Pharmacotherapy
- Weekly social skills training (EBT)

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# Attachment F

## Range of Treatment Services and Eligibility Criteria

U.S. Department of Veterans Affairs  
Guam Vet Center

**Judiciary of Guam  
Guam Veterans Treatment Court Program**

**ATTACHMENT F  
U.S. DEPARTMENT OF VETERANS AFFAIRS  
GUAM VET CENTER**

**RANGE OF TREATMENT SERVICES**

**And**

**ELIGIBILITY CRITERIA**

The Guam Vet Center provides a broad range of counseling, outreach, and referral services to eligible combat veterans in order to assist in readjustment of civilian life. Services include:

- Cognitive processing therapy (CPT)
- Standardized Treatment Manuals for Readjustment Counseling including: Strategies for Managing Stress After War, Veteran's Workbook and Guide to Wellness (J.M. Whealin, L.T. De Carvalho, E.Vega, 2008), Seeking Safety: A Treatment Manual for PTSD, and Substance Abuse (L.M. Najavits, 2002), The PTSD Workbook (M.B. Williams, S.P., 2000), and The Mild Traumatic Brain Injury Workbook, (D. Mason, 2004). The aforementioned workbooks are based on evidence based treatments.

The aforementioned treatments were selected due to demonstration of effectiveness, i.e., effect size. The National Center for PTSD a research department of the VA has conducted meta-analysis of CPT, Prolonged Exposure Therapy and SSRI's treatments to determine effect size (measure of how noticeable a change is).

In addition, the following services will also be available to veterans enrolled in the VTC:

- Job counseling and placement

- Referrals for benefits assistance
- Group readjustment counseling
- Marital and family counseling
- Sexual trauma counseling
- Bereavement counseling

The Guam Vet Center provides evidence-based Cognitive Processing Therapy and evidence-based prolonged exposure therapy for the treatment and management of post-traumatic stress disorder or combat operational stress injuries.



## **. ELIGIBILITY: War Zone Veteran - all eras, including...**



**WORLD WAR II** - Three eligible categories - European-African-Middle Eastern Campaign-Medal (7 Dec. 1941 to 8 Nov. 1945), Asiatic -Pacific Campaign Medal (7 Dec. 1941 to 2 Mar. 1946), or American Campaign Medal (7 Dec. 1941 to 2 Mar. 1946)

**AMERICAN MERCHANT MARINES** - In oceangoing service during the period of armed conflict, 7 Dec. 1941 to 15 Aug. 1945

**KOREAN WAR** - 27 June 1950 to - 27 July 1954 (eligible for the Korean Service Medal)

**VIETNAM WAR** - 28 Feb. 1961 to 7 May 1975

**LEBANON** - 25 Aug. 1982 to 26 Feb. 1984

**GRENADA** - 23 Oct. 1983 to 21 Nov. 1983

**PANAMA** - 20 Dec. 1989 to 31 Jan. 1990

**PERSIAN GULF** - 2 Aug. 1990 to

**SOMALIA** - 17 Sept. 1992 to

**BOSNIA** - 21 Nov. 1995 to 01 Nov. 2007

**KOSOVO** - 24 Mar. 1999 to

**OPERATION ENDURING FREEDOM**-7 Oct. 2001 to

**OPERATION IRAQI FREEDOM** - 19 Mar. 2003 to 17 Feb. 2010

**OPERATION NEW DAWN** - 17 Feb. 2010 to

**OPERATION JOINT ENDEAVOR, OPERATION JOINT GUARD, & OPERATION JOINT FORGE** - Veterans who participated in one or more of the three successive operations in the former Yugoslavia (Bosnia-Herzegovina and Croatia, aboard U.S. Naval vessels operating in the Adriatic Sea, or air spaces above those areas).

Veterans who served or have served in Kosovo either in its waters or airspace after March 24, 1999, and before a terminal date yet to be established.

**GLOBAL WAR ON TERRORISM** - Veterans who serve or have served in military expeditions to combat terrorism on or after September 11, 2001 and before a terminal date yet to be established.

Includes **OPERATION ENDURING FREEDOM, OPERATION IRAQI FREEDOM & OPERATION NEW DAWN.**

**SEXUAL TRAUMA AND HARASSMENT COUNSELING** - veterans of both sexes, all eras  
Vet Center services include individual readjustment counseling, referral for benefits assistance, group readjustment counseling, liaison with community agencies, marital and family counseling, substance abuse information and referral, job counseling and placement, sexual trauma counseling, and community education.

**BEREAVEMENT COUNSELING** - Bereavement counseling is offered to parents, siblings, spouses and children of Armed Forces personnel who die in the service to our country. Also eligible are family members of Reservists and National Guardsmen who die while on federally activated duty.

# Attachment G

## Time and Task Plan

**ATTACHMENT G**

**Project Time and Task Plan  
BJA Drug Court Implementation Grants**

**PROGRAM PLANNING: Anticipated Timeframe: Target Date** (includes but is not limited to: (1) developing required program materials (forms, manuals, etc.) (2) hiring / designating program staff; (3) finalizing implementation plan with team including program policies and procedures, and eligibility criteria; (4) finalizing interagency relationships (screening, assessment, referral, program entry, monitoring, supervision, case management, MOU's, etc); (5) arranging for Delivery of Services (MOUs with providers, etc.); (6) orientation / training for project team members and others involved with the program; (7) establishing court procedures for court status hearings; (8) developing MIS support program management, monitoring and evaluation functions).

<b>Month</b>	<b>Project Goal</b>	<b>Task / Activity</b>	<b>Expected Completion Date</b>	<b>Person / Agency Responsible</b>
Months 1-3 (October – December 2014)	To intersect justice-involved veterans and divert them into treatment, judicial monitoring and supervision so they could once again become productive members of our community	Publish job announcement if necessary; recruit key personnel (Case Manager)	December 2014	Judiciary of Guam Human Resources Division
Month 4 (January 2015)		Encourage interdisciplinary education among VTC stakeholders by establishing a schedule of semi-annual training among the group	Establish training schedule by January 10, 2015; conduct 1 <sup>st</sup> interdisciplinary training on VTC Program, timelines, roles and responsibilities, and stakeholder services to be	VTC Coordinator (Judiciary funded) to establish an annual training schedule with the Judge's concurrence, and ensure training occurs as planned.

			provided by January 30, 2015.	
<b>PROGRAM IMPLEMENTATION: Anticipated Time Frame: Target Date</b> (includes but is not limited to: (1) screening and assessment of Drug Court eligible participants; (2) admission to drug court; (3) court hearings; (4) staffings; (5) case management services; (6) supervision services; (7) drug testing; (8) monitoring of / responding to participant performance)				
Month 5 (February 2015)		Expedite case processing and direct participants into appropriate treatment settings	Tentative VTC Program implementation start date of February 1, 2015 – expiration date of September 30, 2017	Prosecutor, Defense Attorney, Judge, VTC Coordinator
Month 5 (February 2015)		Connect veteran participants with qualifying VA benefits, treatment and support services (if not qualified, connect with Guam Behavioral Health and Wellness Center for treatment and support services)	Tentative VTC Program implementation start date of February 1, 2015 – expiration date of September 30, 2017	Judge, VTC Coordinator, Guam VA Benefits Office; VA CBOC, VA social worker, Guam Vet Center, or GBHWC for treatment; Veteran Mentor Coordinator; support stakeholders
Month 5 (February 2015)		Foster effective collaborative working relationships among the	Tentative VTC Program implementation start date of February 1, 2015	Judge, VTC Coordinator, all stakeholders

		criminal justice, treatment, public health and welfare, housing and Veterans Administration systems.	- expiration date of September 30, 2017	
Month 5 (February 2015)		Promote employment and meaningful activity, stable housing, sobriety and other evidences of recovery	Tentative VTC Program implementation start date of February 1, 2015 – expiration date of September 30, 2017	Judge, VTC Coordinator, treatment providers, VA social worker, veteran mentor coordinator and mentors, all stakeholders
Month 5 (February 2015)		Provide access to integrated care including substance abuse treatment, mental health and other medical services	Tentative VTC Program implementation start date of February 1, 2015 – expiration date of September 30, 2017	Judge, VTC Coordinator, treatment providers, VA social worker, veteran mentor coordinator and mentors, all stakeholders
Months 18 – 24 from program implementation date of February 1, 2015:  July 2016 earliest graduation date (18 months) through January 2017 graduation date (24 months)		Re-establish veteran defendants as productive members of the community	Tentative VTC Program implementation start date of February 1, 2015 – expiration date of September 30, 2017	Judge, VTC Coordinator, treatment providers, VA social worker, veteran mentor coordinator and mentors, all stakeholders

<p align="center"><b>PROGRAM OVERSIGHT AND MANAGEMENT: Anticipated Timeframe:</b>  <b>Concurrent with date of program implementation</b>  (includes but is not limited to tasks to:  (1) Ensure program is operating as intended; (2) level and quality of anticipated services are being provided; (3) program is engaging and retaining targeted population and expected capacity; and (4) implementation issues are identified promptly and address at staffing or with technical assistance providers)</p>
<p><b>VTC Coordinator (Judiciary funded) will conduct quarterly reviews of the program, including adherence to established time frames for legal screening, clinical screening, clinical assessment, treatment responses, the use of evidence-based treatment, program phases, treatment plan, achievement of objectives, etc.</b></p> <p><b>Within the quarterly time frame, if issues or delays arise, it will be discussed with the Judge and key stakeholders during staffing for prompt resolution.</b></p>
<p><b>TRAINING: Anticipated Timeframe: Periodic or Concurrent (includes but is not limited to: cross training of treatment court team; on-going for team on relevant issues; training for other justices agencies and community; and orientation of new members / personnel, as appropriate)</b></p>
<p><b>In the first two years of the grant, four (4) participants, and in the third year, three (3) participants, from the Veterans Court treatment and management team will attend either the annual NADCP Conference, or one BJA-sponsored training workshop per grant year. This will total eleven (11) participants who will attend a conference and receive training throughout the life of the grant.</b></p> <p><b>Interdisciplinary training will occur amongst the team to foster team spirit and create an understanding of each other's roles and responsibilities and timelines in which to meet their objectives. 2 interdisciplinary training workshops will be coordinated by the VTC Coordinator each year for a total of 6 workshops by program expiration. Any modifications to the program will be discussed and shared during these workshops.</b></p>
<p align="center"><b>PROGRAM EVALUATION: Anticipated Timeframe: Concurrent (includes on-going "process" related evaluation activities to ensure program is operating as intended and internal process and impact assessments at major program milestones; should include comments from participants and exit surveys)</b></p>
<p><b>An independent evaluator will be contracted through a Request for Proposals process to conduct several evaluations. (1) A Process Evaluation will be conducted at the end of the 1<sup>st</sup> year of program implementation; (2) Measure recidivism 1 year after participants graduate from the program; (3) An Outcome Evaluation will be conducted at the end of the</b></p>

**3 year grant program; (4) Exit surveys will be administered to VTC participants upon graduation. Survey data will be incorporated into the final Outcome Evaluation and a written report provided to the Judge, Administrator of the Courts, Chief Probation Officer, VTC Coordinator, and Court Programs Administrator. The Judiciary of Guam will apply our Procurement Rules & Regulations for this purpose.**

**ONGOING REVIEW OF PROGRAM AHERENCE TO THE 7 DESIGN FEATURES AND KEY COMPONENTS: Anticipated timeframe: Concurrent with date of Program Implementation**

**Issues and concerns with regard to treatment or continued care services will be addressed promptly by the treatment provider, Case Manager, VTC Coordinator and Judge for immediate resolution.**

**Case Manager will monitor treatment and services provided to VTC participants and forward treatment related concerns to the VTC Coordinator for further discussion with the Judge at staffing.**

**An independent evaluator will be contracted to conduct a Process and an Outcome Evaluation, as well as exit surveys of participants, prior to program expiration. Recidivism will be measured up to 1 year after graduation, throughout the 36 month program, with results incorporated into the final Outcome Evaluation.**

**REPORTING: Anticipated Timeframe: Concurrent with Date of Program Implementation (includes but is not limited to tasks to ensure timely submission of required reports to BJA and other entities, as may be appropriate)**

**The VTC Coordinator will provide progress reports and relevant data every 6 months to the Court Programs Administrator, by mid-January and mid-July. This will ensure Court Programs staff has ample time to complete progress reports and submit to BJA within 30 days after the reporting period of January-June or July – December.**

**Court Programs Office will submit required financial reports to BJA within the same time frame after receiving prepared reports from Financial Management Division.**

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# Attachment H

Disclosure of Pending Applications



**Judiciary of Guam  
Guam Veterans Treatment Court Program**

**ATTACHMENT H  
Disclosure of Pending Applications**

**Judiciary of Guam  
120 West O'Brien Drive  
Hagatna, Guam 96910**

**FY 2014 Guam Veterans Treatment Court Project**

The Judiciary of Guam does not have pending applications submitted within the last 12 months for federally funded grants or subgrants that include requests for funding to support the same project being proposed under this solicitation. The Judiciary of Guam will cover the identical cost items outlined in the budget narrative and budget detail worksheet in the application under this solicitation.

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# Attachment I

Research and Evaluation Independence  
and Integrity

**Judiciary of Guam  
Guam Veterans Treatment Court Program**

**ATTACHMENT I  
Research and Evaluation Independence and Integrity**

To ensure research and evaluation independence and integrity, the Judiciary of Guam will adhere to promulgates policies and procedures as established in the Judicial Council of Guam Procurement Regulations dated March 19, 2004. These procurement procedures provide safeguards to ensure research and evaluation objectivity and integrity are realized.

The following is an excerpt from the Judiciary of Guam Procurement and Facilities Management Standard Operating Procedures (SOP), which provides responsibilities and uniform procedures for the operation of the purchasing and contracting of functions within the Procurement and Facilities Management Division.

**MANAGEMENT CONTROL PROGRAM**

The Procurement Management Administrator and Procurement Supervisors are responsible for conducting risk assessments when dealing with Judiciary procurement and programs that it is responsible for. As minimum, the Procurement Management Administrator will establish a management control checklist that will cause the review of established processes and procedures that are in place. The Management control self-inspection checklist should be designed to test established management controls. Self-inspections should be conducted annually. After each self-inspection, an after action report will be prepared for file and a copy to the Administrator of the Courts (AOC). The Procurement Management Administrator will take immediate steps to correct the findings listed on the after action report.

**CONTRACTING RESPONSIBILITY**

The Administrator of the Courts (AOC) is the designated Purchasing and Contracting Office for the Judiciary of Guam. The AOC shall ensure that procurement is done in accordance with the Judicial Council of Guam Procurement Regulations.

**LEGAL REVIEWS**

In order to ensure properly prepared and awarded contracts, legal reviews play a crucial role in ensuring that essentials of contract law and form are met. All contemplated procurement exceeding \$15,000.00 shall have a legal review prior to formal solicitation and prior to contract award. Additionally, all real estate, real property contracts shall be reviewed for legal sufficiency and form. Modifications and change orders to contracts in excess of \$1,000.00 shall also be reviewed for legal sufficiency. The Judiciary of Guam Staff Attorney or his designee is responsible for performing legal review of procurement and contracting actions.

## **STANDARDS OF CONDUCT**

- i. High standards of conducting public business are set by law and regulation. Judiciary personnel assume a position of great trust and responsibility when they handle public funds. It is, therefore, imperative that the highest public confidence and individual integrity be maintained.
- ii. Acceptance of gifts or favors can result in criminal prosecution. A small minority of contractors and potential contractors are willing to advertise the fact that a favor in the "right hands" will produce business. Whenever a gratuity is delivered to purchasing or contracting personnel (i.e. left on their desk, in their car, etc.), it will be returned to the contractor. Items deemed unreturnable will be turned over to the individual's supervisor along with an explanation of the circumstances of receipt, known or suspected. Whenever in doubt, call the Procurement & Facilities Management Administrator or consult with the staff attorney.

## **UNAUTHORIZED RELEASE OF CONTRACT INFORMATION**

- i. Disclosure of advanced information regarding the development of requirements of any proposed contract to commercial vendors and contractors or their representatives is prohibited.
- ii. Every precaution must be taken to safeguard information contained in purchase requests against disclosure to unauthorized personnel.
- iii. Information concerning proposed contract will be released to all potential contractors as simultaneously as practicable through the duly designated contracting personnel in order that one potential contractor or supplier may not be disseminated in accordance with existing procedures and in connection with the discharge of official duties.

## **SECTION X. PROFESSIONAL SERVICES**

### **A. GENERAL**

- i. Professional services will be acquired in accordance with Judicial Council of Guam Procurement Regulations, Section 6 (C) and this SOP. The Procurement Office will utilize a Request for Proposal (RP) for the acquisition of Professional Services.
- ii. This section does not apply to the hiring of interns, law clerks, attorneys, judges or justices, pro tempore, marriage counselors, therapists, psychiatrists, physiologists, interpreters or services related to the contracting of services related to legal research.

### **B. RESPONSIBILITIES**

- i. PROJECT OFFICER
  - a. The requesting division should perform the responsibilities of the Project Officer whenever possible. If it cannot, they must appoint a Project Officer. A Project Officer serves as the Judiciary's technical expert and must be an individual knowledgeable of the requirement.
  - b. Assist Procurement personnel in development of the RFP and evaluation criteria in which a contractor will be selected.

- c. Serves as the Purchasing Officer Representative in the administration of the contract from a technical perspective and recommending payments for work completed.

- ii. **PROCUREMENT OFFICE**

- a. Prepares for the Purchasing Officer's / AOC's review and approval required determinations prior to soliciting proposals.
- b. Receives IPO and Scope of Work (SOW) from the requesting division. It is the Procurement Office's responsibility to review the SOW, solicit proposals, evaluate proposals, draft documents and make a recommendation for award to the Purchasing Officer / AOC.
- c. Administers contracts from beginning to end of the contract.

**C. PROCEDURES**

- i. A Project Officer must be assigned to the acquisition. The Project Officer is responsible for writing the SOW for the requesting division and coordinating the acquisition with the Procurement Office.
- ii. The Project Officer must coordinate funding for the procurement prior to initiating procurement procedures.
- iii. Request for professional services will be prepared on an IPO and submitted to the Procurement Office through normal channels. A copy of the SOW must be submitted within the IPO. The SOW should be as detailed as possible to insure that interested firm(s) have a clear understanding of the requirement. Well written SOW define what is minimally acceptable to the Judiciary, who is responsible for various project elements, and when the requirements of the project have been satisfied. A clearly articulated SOW protects the interest of the Judiciary and the Contractor. As a minimum, the SOW should be prepared in the following format:
  - a. Introduction and scope of work
  - b. Requirements
  - c. References
  - d. Delivery
  - e. Progress and Compliance
  - f. Notes and other information
  - g. Reports
  - h. Standards

The Judiciary of Guam will utilize these established procedures to manage procurement awards under this program, which will mitigate or eliminate potential conflicts of interest, personal, organizational or financial.

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**Budget Detail  
Worksheet  
And  
Budget Narrative**

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# Budget Detail Worksheet

**Budget Detail – Year 1 of 3**

<b>A. PERSONNEL</b>		
One (1) Case Manager	\$19.60/hour x 2,080 hours	\$40,768.00
<b>TOTAL PERSONNEL SALARIES:</b>		<b>\$40,768.00</b>
<b>In-Kind (Cash) Match:</b>		
Presiding Judge	\$135,200.00 per annum x 7%	\$9,464.00
Veterans Treatment Court Coordinator	\$55,488.00 per annum x 50%	\$27,744.00
<b>TOTAL IN-KIND MATCH:</b>		<b>\$37,208.00</b>
<b>B. FRINGE BENEFITS:</b>		
One (1) Case Manager	Retirement: \$40,768.00 x 32%	\$13,046.00
	Health: \$40,768.00 x 17%	\$6,931.00
	Dental: \$40,768.00 x 1%	\$408.00
	Life: \$40,768.00 x 1%	\$408.00
	Medicare: \$40,768.00 x 1.45%	\$591.00
<b>TOTAL FRINGE BENEFITS:</b>		<b>\$21,383.00</b>
<b>C. TRAVEL</b>		
Three (3) members of the Veterans Treatment Court team and one (1) Court Programs Administrator or designee to attend the Veterans Treatment Court Conference or the National Association of Drug Court Professionals (NADCP) Annual Training Conference.	Average economy airfare from Guam is \$2,500/person x 4 travelers	\$10,000.00
	Average per diem rate @ \$250.00 /day x 5 days (4 conference days plus 1 travel day) x 4 travelers	\$5,000.00
	(Judiciary of Guam travel policies are applied)	
<b>TOTAL TRAVEL:</b>		<b>\$15,000.00</b>
<b>D. CONTRACTUAL SERVICES</b>		
Veterans Treatment Court Program Evaluator		\$40,000.00
Cost for Bid Advertisement for Request for Proposal (RFP) for Contractual Services for program evaluator to be published in:		
(1) In the Pacific Daily News and (1) in the Guam Marianas Variety.	Cost for bid advertisement is \$500.00/per ad x 2 publications.	\$1,000.00
<b>TOTAL CONTRACTUAL SERVICES:</b>		<b>\$41,000.00</b>
<b>E. OFFICE SUPPLIES AND MATERIALS:</b>		



General office and administrative supplies	Includes but not limited to pens, paper, toners, folders, staples, paper clips, etc. necessary for the daily operations of the Veterans Treatment Court Program.	\$1000.00
Specialized software: Risk Assessment Tool, MS Office, MS Publisher	Cash Match	\$3,041.00
Drug Testing Kits	<p>Phase I: 5 tests weekly x 4 weeks = 20 tests  Phase II: 4 tests weekly x 10 weeks = 40 tests  Phase III: 2 tests weekly x 10 weeks = 20 tests  Phase IV: 2 tests weekly x 20 weeks = 40 tests</p> <p>Total tests: 120 x 40 participants = 4,800 tests @ \$4.00 per test*</p> <p>Saliva Test: 130 x \$12.00 per test</p> <p>Breathalyzer Instrument</p> <p>Mouth Pieces for Breathalyzer: 120 x \$1.00 each.</p>	<p>\$19,200.00</p> <p>\$1,560.00</p> <p>\$793.00</p> <p>\$120.00</p>
*Includes 5-panel test strips, cups, gloves, and shipping and handling.		
<b>TOTAL OFFICE SUPPLIES AND MATERIALS:</b>		<b>\$25,714.00</b>
<b>F. EQUIPMENT</b>		
<b>TOTAL EQUIPMENT:</b>		<b>\$0.00</b>
<b>G. OTHER COSTS</b>		
Registration fee for three (3) members From the Veterans Treatment Court team and one (1) Court Programs Administrator or designee to attend the Veterans Treatment Court Conference or the National Association of Drug Court Professionals (NADCP) Annual Training Conference.	Registration fee is \$750.00/person x 4 attendees	\$3,000.00
<b>TOTAL OTHER COSTS:</b>		<b>\$3,000.00</b>

<b>H. INDIRECT COSTS</b>		
<b>TOTAL INDIRECT COSTS :</b>		<b>\$0.00</b>
<b>TOTAL DIRECT COSTS</b>		<b>\$146,865.00</b>
<b>TOTAL PROJECT COSTS</b>		<b>\$184,073.00</b>
<b>FEDERAL REQUEST</b>		<b>\$143,824.00</b>
<b>NON-FEDERAL AMOUNT (In-Kind)</b>		<b>\$37,208.00</b>
<b>NON-FEDERAL AMOUNT (**Cash match)</b>		<b>\$3,041.00</b>

**Budget Detail – Year 2 of 3**

<b>A. PERSONNEL</b>		
One (1) Case Manager	\$19.60/hour x 2,080 hours	\$40,768.00
<b>TOTAL PERSONNEL SALARIES:</b>		<b>\$40,768.00</b>
<b>In-Kind (Cash) Match:</b>		
Presiding Judge	\$135,200.00 per annum x 7%	\$9,464.00
Veterans Treatment Court Coordinator	\$55,488.00 per annum x 50%	\$27,744.00
<b>TOTAL IN-KIND MATCH:</b>		<b>\$37,208.00</b>
<b>B. FRINGE BENEFITS:</b>		
One (1) Case Manager	Retirement: \$40,768.00 x 32%	\$13,046.00
	Health: \$40,768.00 x 17%	\$6,931.00
	Dental: \$40,768.00 x 1%	\$408.00
	Life: \$40,768.00 x 1%	\$408.00
	Medicare: \$40,768.00 x 1.45%	\$591.00
<b>TOTAL FRINGE BENEFITS:</b>		<b>\$21,383.00</b>
<b>C. TRAVEL</b>		
Three (3) members of the Veterans Treatment Court team and one (1) Court Programs Administrator or designee to attend the Veterans Treatment Court Conference or the National Association of Drug Court Professionals (NADCP) Annual Training Conference.	Average economy airfare from Guam is \$2,500/person x 4 travelers	\$10,000.00
	Average per diem rate @ \$250.00 /day x 5 days (4 conference days plus 1 travel day) x 4 travelers	\$5,000.00
	(Judiciary of Guam travel policies are applied)	
<b>TOTAL TRAVEL:</b>		<b>\$15,000.00</b>
<b>D. CONTRACTUAL SERVICES</b>		
<b>TOTAL CONTRACTUAL SERVICES:</b>		<b>\$0.00</b>
<b>E. OFFICE SUPPLIES AND MATERIALS:</b>		
General office and administrative supplies	Includes but not limited to pens, paper, toners, folders, staples, paper clips, etc. necessary for the daily operations of the Veterans Treatment Court Program.	\$500.00



**Budget Detail -Year 3 of 3**

<b>A. PERSONNEL</b>		
One (1) Case Manager (after two years this position is entitled to a pay increment based on the Judiciary of Guam personnel rules.)	\$20.62/hour x 2,080 hours	\$42,890.00
<b>TOTAL PERSONNEL SALARIES:</b>		<b>\$42,890.00</b>
<b>In-Kind (Cash) Match:</b>		
Presiding Judge	\$135,200.00 per annum x 7%	\$9,464.00
Veterans Treatment Court Coordinator	\$55,488.00 per annum x 50%	\$27,744.00
<b>TOTAL IN-KIND MATCH:</b>		<b>\$37,208.00</b>
<b>B. FRINGE BENEFITS:</b>		
One (1) Case Manager	Retirement: \$42,890.00 x 32%	\$13,725.00
	Health: \$42,890.00 x 17%	\$7,291.00
	Dental: \$42,890.00 x 1%	\$429.00
	Life: \$42,890.00 x 1%	\$429.00
	Medicare: \$42,890.00 x 1.45%	\$622.00
<b>TOTAL FRINGE BENEFITS:</b>		<b>\$22,496.00</b>
<b>C. TRAVEL</b>		
Three (3) members of the Veterans Treatment Court team and one (1) Court Programs Administrator or designee to attend the Veterans Treatment Court Conference or the National Association of Drug Court Professionals (NADCP) Annual Training Conference.	Average economy airfare from Guam is \$2,500/person x 4 travelers	\$10,000.00
	Average per diem rate @ \$250.00 /day x 5 days (4 conference days plus 1 travel day) x 4 travelers	\$5,000.00
	(Judiciary of Guam travel policies are applied)	
<b>TOTAL TRAVEL:</b>		<b>\$15,000.00</b>
<b>D. CONTRACTUAL SERVICES</b>		
<b>TOTAL CONTRACTUAL SERVICES:</b>		<b>\$0.00</b>
<b>E. OFFICE SUPPLIES AND MATERIALS:</b>		
General office and administrative supplies	Includes but not limited to pens, paper, toners, folders, staples, paper clips, etc. necessary for the	\$500.00

	daily operations of the Veterans Treatment Court Program.	
Specialized software: Risk Assessment Tool	Cash Match	\$1,001.00
Drug Testing Kits	Phase I: 5 tests weekly x 4 weeks = 20 tests Phase II: 4 tests weekly x 10 weeks = 40 tests Phase III: 2 tests weekly x 10 weeks = 20 tests Phase IV: 2 tests weekly x 20 weeks = 40 tests  Total tests: 120 x 40 participants = 4,800 tests @ \$4.00 per test*  Saliva Test: 130 x \$12.00 per test	\$19,200.00      \$1,560.00
*Includes 5-panel test strips, cups, gloves, and shipping and handling.	Mouth Pieces for Breathalyzer: 120 x \$1.00 each.	\$120.00
<b>TOTAL OFFICE SUPPLIES AND MATERIALS:</b>		<b>\$22,381.00</b>
<b>F. EQUIPMENT</b>		
<b>TOTAL EQUIPMENT:</b>		<b>\$0.00</b>
<b>G. OTHER COSTS</b>		
Registration fee for three (3) members from the Veterans Treatment Court team and one (1) Court Programs Administrator or designee to attend the Veterans Treatment Court Conference or the National Association of Drug Court Professionals (NADCP) Annual Training Conference.	Registration fee is \$750.00/person x 4 attendees	\$3,000.00
<b>TOTAL OTHER COSTS:</b>		<b>\$3,000.00</b>
<b>H. INDIRECT COSTS</b>		
<b>TOTAL INDIRECT COSTS:</b>		<b>\$0.00</b>
<b>TOTAL DIRECT COSTS</b>		<b>\$105,766.00</b>
<b>TOTAL PROJECT COSTS</b>		<b>\$142,974.00</b>
<b>FEDERAL REQUEST</b>		<b>\$104,765.00</b>
<b>NON-FEDERAL AMOUNT (in-kind)</b>		<b>\$37,208.00</b>
<b>NON-FEDERAL AMOUNT (**Cash match)</b>		<b>\$1,001.00</b>

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# Budget Narrative

**Budget Narrative – Year 1 of 3**

<b>A. PERSONNEL</b>		
One (1) Case Manager: The <b>Case Manager</b> will report to the Veterans Treatment Court (VTC) Coordinator and facilitate coordination and management of cases and services for VTC participants.	\$19.60/hour x 2,080 hours	\$40,768.00
<b>TOTAL PERSONNEL SALARIES:</b>		<b>\$40,768.00</b>
<b>In-Kind Match:</b>		
<b>Presiding Judge:</b> The Judge is the central figure of the program and will supervise and reinforce treatment by frequently reviewing reports from the treatment provider, probation officer and members of the team during weekly staffing. The Judge will use a strength-based approach in reviewing the participant's compliance with the treatment program; the Judge will use both incentives and sanctions to encourage success. Frequent appearances before the Judge are critical to reinforcement and compliance with treatment objectives for the participant.	\$135,200.00 per annum x 7%	\$9,464.00
<b>Veterans Treatment Court (VTC) Coordinator</b> (Judiciary funded) is responsible for motivating the team, communicating with stakeholders, conducting semi-annual treatment reviews, implementing the program, collecting and reporting required statistics, periodic progress reports on all program participants, and informing the judge of any delays or program adjustments needed through the use of data. The <b>VTC coordinator</b> is the Project Manager and will be responsible for implementing the project, prepare the programmatic reports as to progress made and goals/objectives achieved, and submit reports to the Court Programs	\$55,488.00 per annum x 50%	\$27,744.00



Administrator for review. Upon final review and documentation, the Court Programs Administrator will ensure the submission of programmatic reports to the Bureau of Justice Assistance		
<b>TOTAL IN-KIND MATCH:</b>		<b>\$37,208.00</b>
<b>B. FRINGE BENEFITS:</b>		
One (1) Case Manager: Fringe Benefits to manage Veterans Treatment Court participants.	Retirement: \$40,768.00 x 32% Health: \$40,768.00 x 17% Dental: \$40,768.00 x 1% Life: \$40,768.00 x 1% Medicare: \$40,768.00 x 1.45%	\$13,046.00 \$6,931.00 \$408.00 \$408.00 \$591.00
<b>TOTAL FRINGE BENEFITS:</b>		<b>\$21,383.00</b>
<b>C. TRAVEL</b>		
Three (3) members of the Veterans Treatment Court team and one (1) Court Programs Administrator or designee to attend the Veterans Treatment Court Conference or the National Association of Drug Court Professionals (NADCP) Annual Training Conference. Attendance and participation at the training conference will enhance the VTC team members' and Court Programs staff's skills in managing the program.	Average economy airfare from Guam is \$2,500/person x 4 travelers  Average per diem rate @ \$250.00 /day x 5 days (4 conference days plus 1 travel day) x 4 travelers  (Judiciary of Guam travel policies are applied)	\$10,000.00  \$5,000.00
<b>TOTAL TRAVEL:</b>		<b>\$15,000.00</b>
<b>D. CONTRACTUAL SERVICES</b>		
<b>Program Evaluator:</b> Professional/Contractual services of an evaluator who will be responsible for designing the data collection system for the program and conduct a process and an outcome program evaluation. The evaluator can use this information to educate the team about whether the program is working efficiently, and any modifications necessary to achieve success and adherence to established timelines, goals and objectives.		\$40,000.00



Administrator or designee to attend the Veterans Treatment Court Conference or the National Association of Drug Court Professionals (NADCP) Annual Training Conference.		
<b>TOTAL OTHER COSTS:</b>		<b>\$3,000.00</b>
<b>H. INDIRECT COSTS</b>		
<b>TOTAL INDIRECT COSTS:</b>		<b>\$0.00</b>
<b>TOTAL DIRECT COSTS</b>		<b>\$146,865.00</b>
<b>TOTAL PROJECT COSTS</b>		<b>\$184,073.00</b>
<b>FEDERAL REQUEST</b>		<b>\$143,824.00</b>
<b>NON-FEDERAL AMOUNT (In-kind)</b>		<b>\$37,208.00</b>
<b>NON-FEDERAL AMOUNT (Cash match)</b>		<b>\$3,041.00</b>

**Budget Narrative – Year 2 of 3**

<b>A. PERSONNEL</b>		
One (1) Case Manager: The Case Manager will report to the Veterans Treatment Court (VTC) Coordinator and facilitate coordination and management of cases and services for VTC participants.	\$19.60/hour x 2,080 hours	\$40,768.00
<b>TOTAL PERSONNEL SALARIES:</b>		<b>\$40,768.00</b>
<b>In-Kind Match:</b>		
<b>Presiding Judge:</b> The Judge is the central figure of the program and will supervise and reinforce treatment by frequently reviewing reports from the treatment provider, probation officer and members of the team during weekly staffing. The Judge will use a strength-based approach in reviewing the participant's compliance with the treatment program; the Judge will use both incentives and sanctions to encourage success. Frequent appearances before the Judge are critical to reinforcement and compliance with treatment objectives for the participant.	\$135,200.00 per annum x 7%	\$9,464.00
<b>Veterans Treatment Court (VTC) Coordinator</b> (Judiciary funded) is responsible for motivating the team, communicating with stakeholders, conducting semi-annual treatment reviews, implementing the program, collecting and reporting required statistics, periodic progress reports on all program participants, and informing the judge of any delays or program adjustments needed through the use of data. The <b>VTC coordinator</b> is the Project Manager and will be responsible for implementing the project, prepare the programmatic reports as to progress made and	\$55,488.00 per annum x 50%	\$27,744.00

goals/objectives achieved, and submit reports to the Court Programs Administrator for review. Upon final review and documentation, the Court Programs Administrator will ensure the submission of programmatic reports to the Bureau of Justice Assistance		
<b>TOTAL IN-KIND MATCH:</b>		<b>\$37,208.00</b>
<b>B. FRINGE BENEFITS:</b>		
One (1) Case Manager: Fringe Benefits to manage Veterans Treatment Court participants.	Retirement: \$40,768.00 x 32% Health: \$40,768.00 x 17% Dental: \$40,768.00 x 1% Life: \$40,768.00 x 1% Medicare: \$40,768.00 x 1.45%	\$13,046.00 \$6,931.00 \$408.00 \$408.00 \$591.00
<b>TOTAL FRINGE BENEFITS:</b>		<b>\$21,383.00</b>
<b>C. TRAVEL</b>		
Three (3) members of the Veterans Treatment Court team and one (1) Court Programs Administrator or designee to attend the Veterans Treatment Court Conference or the National Association of Drug Court Professionals (NADCP) Annual Training Conference. Attendance and participation at the training conference will enhance the VTC team members' and Court Programs staff's skills in managing the program.	Average economy airfare from Guam is \$2,500/person x 4 travelers  Average per diem rate @ \$250.00 /day x 5 days (4 conference days plus 1 travel day) x 4 travelers  (Judiciary of Guam travel policies are applied)	\$10,000.00  \$5,000.00
<b>TOTAL TRAVEL:</b>		<b>\$15,000.00</b>
<b>D. CONTRACTUAL SERVICES</b>		
<b>TOTAL CONTRACTUAL SERVICES:</b>		<b>\$0.00</b>
<b>E. OFFICE SUPPLIES AND MATERIALS:</b>		
General office and administrative supplies not limited to pens, paper, toners, folders, staples, paper clips, etc. necessary for the daily operations of the Veterans Treatment Court Program.		\$500.00
Specialized Software: Risk Assessment	Cash Match	<b>\$1,001.00</b>

<p>Drug testing materials and supplies are critical in improving the abstinence of drug and alcohol usage. Drug testing is broken down in 4 phases of the ADC program.</p> <p>*Includes 5-panel test strips, cups, gloves, and shipping and handling.</p>	<p>Phase I: 5 tests weekly x 4 weeks = 20 tests</p> <p>Phase II: 4 tests weekly x 10 weeks = 40 tests</p> <p>Phase III: 2 tests weekly x 10 weeks = 20 Tests</p> <p>Phase IV: 2 tests weekly x 20 weeks = 40 tests</p> <p>Total tests: 120 x 40 participants = 4,800 tests @ \$4.00 per test*</p> <p>Saliva Test: 130 x \$12.00 per test</p> <p>Mouth Pieces for Breathalyzer: 120 x \$1.00 each.</p>	<p>\$19,200.00</p> <p>\$1,560.00</p> <p>\$120.00</p>
<b>TOTAL OFFICE SUPPLIES AND MATERIALS:</b>		<b>\$22,381.00</b>
<b>F. EQUIPMENT</b>		
<b>TOTAL EQUIPMENT:</b>		<b>\$0.00</b>
<b>G. OTHER COSTS</b>		
<p>1. Registration fee for three (3) members From the Veterans Treatment Court team and one (1) Court Programs Administrator or designee to attend the Veterans Treatment Court Conference or the National Association of Drug Court Professionals (NADCP) Annual Training Conference.</p>	<p>Registration fee is \$750.00/person x 4 attendees</p>	<p>\$3,000.00</p>
<b>TOTAL OTHER COSTS:</b>		<b>\$3,000.00</b>
<b>H. INDIRECT COSTS</b>		
<b>TOTAL INDIRECT COSTS:</b>		<b>\$0.00</b>
<b>TOTAL DIRECT COSTS</b>		<b>\$102,532.00</b>
<b>TOTAL PROJECT COSTS</b>		<b>\$139,740.00</b>
<b>FEDERAL REQUEST</b>		<b>\$101,531.00</b>
<b>NON-FEDERAL AMOUNT (In-kind)</b>		<b>\$37,208.00</b>
<b>NON-FEDERAL AMOUNT (Cash match)</b>		<b>\$1,001.00</b>

**Budget Narrative- Year 3 of 3**

<b>A. PERSONNEL</b>		
One (1) Case Manager: The Case Manager will report to the Veterans Treatment Court (VTC) Coordinator and facilitate coordination and management of cases and services for VTC participants.	\$20.62/hour x 2,080 hours (After two years this position is entitled to a pay increment based on the Judiciary of Guam personnel rules.)	\$42,890.00
<b>TOTAL PERSONNEL SALARIES:</b>		<b>\$42,890.00</b>
<b>In-Kind Match:</b>		
<b>Presiding Judge:</b> The Judge is the central figure of the program and will supervise and reinforce treatment by frequently reviewing reports from the treatment provider, probation officer and members of the team during weekly staffing. The Judge will use a strength-based approach in reviewing the participant's compliance with the treatment program; the Judge will use both incentives and sanctions to encourage success. Frequent appearances before the Judge are critical to reinforcement and compliance with treatment objectives for the participant.	\$135,200.00 per annum x 7%	\$9,464.00
<b>Veterans Treatment Court (VTC) Coordinator</b> (Judiciary funded) is responsible for motivating the team, communicating with stakeholders, conducting semi-annual treatment reviews, implementing the program, collecting and reporting required statistics, periodic progress reports on all program participants, and informing the judge of any delays or program adjustments needed through the use of data. The <b>VTC coordinator</b> is the Project Manager and will be responsible for implementing the project, prepare the programmatic reports as to progress made and	\$55,488.00 per annum x 50%	\$27,744.00

goals/objectives achieved, and submit reports to the Court Programs Administrator for review. Upon final review and documentation, the Court Programs Administrator will ensure the submission of programmatic reports to the Bureau of Justice Assistance		
<b>TOTAL IN-KIND MATCH:</b>		<b>\$37,208.00</b>
<b>B. FRINGE BENEFITS:</b>		
One (1) Case Manager: Fringe Benefits to manage Veterans Treatment Court participants.	Retirement: \$42,890.00 x 32% Health: \$42,890.00 x 17% Dental: \$42,890.00 x 1% Life: \$42,890.00 x 1% Medicare: \$42,890.00 x 1.45%	\$13,725.00 \$7,291.00 \$429.00 \$429.00 \$622.00
<b>TOTAL FRINGE BENEFITS:</b>		<b>\$22,496.00</b>
<b>C. TRAVEL</b>		
Three (3) members of the Veterans Treatment Court team and one (1) Court Programs Administrator or designee to attend the Veterans Treatment Court Conference or the National Association of Drug Court Professionals (NADCP) Annual Training Conference. Attendance and participation at the training conference will enhance the VTC team members' and Court Programs staff's skills in managing the program.	Average economy airfare from Guam is \$2,500/person x 4 travelers  Average per diem rate @ \$250.00 /day x 5 days (4 conference days plus 1 travel day) x 4 travelers  (Judiciary of Guam travel policies are applied)	\$10,000.00  \$5,000.00
<b>TOTAL TRAVEL:</b>		<b>\$15,000.00</b>
<b>D. CONTRACTUAL SERVICES</b>		
<b>TOTAL CONTRACTUAL SERVICES:</b>		<b>\$0.00</b>
<b>E. OFFICE SUPPLIES AND MATERIALS:</b>		
General office and administrative supplies includes but not limited to pens, paper, toners, folders, staples, paper clips, etc. necessary for the daily operations of the Veterans Treatment Court Program.		\$500.00
Specialized Software: Risk Assessment	Cash Match	<b>\$1,001.00</b>



Tools, MS Office, and MS Publisher		
Drug testing materials and supplies are critical in improving the abstinence of drug and alcohol usage. Drug testing is broken down in 4 phases of the ADC program.	<p>Phase I: 5 tests weekly x4 weeks = 20 tests</p> <p>Phase II: 4 tests weekly x 10 weeks = 40 tests</p> <p>Phase III: 2 tests weekly x 10 weeks = 20 Tests</p> <p>Phase IV: 2 tests weekly x 20 weeks = 40 tests</p> <p>Total tests: 120 x 40 participants = 4,800 tests @ \$4.00 per test*</p> <p>Saliva Test: 130 x \$12.00 per test</p> <p>Mouth Pieces for Breathalyzer: 120 x \$1.00 each.</p>	<p>\$19,200.00</p> <p>\$1,560.00</p> <p>\$120.00</p>
*Includes 5-panel test strips, cups, gloves, and shipping and handling.		
<b>TOTAL OFFICE SUPPLIES AND MATERIALS:</b>		<b>\$22,381.00</b>
<b>F. EQUIPMENT</b>		
<b>TOTAL EQUIPMENT:</b>		<b>\$0.00</b>
<b>G. OTHER COSTS</b>		
1. Registration fee for three (3) members From the Veterans Treatment Court team and one (1) Court Programs Administrator or designee to attend the Veterans Treatment Court Conference or the National Association of Drug Court Professionals (NADCP) Annual Training Conference.	Registration fee is \$750.00/person x 4 attendees	\$3,000.00
<b>TOTAL OTHER COSTS:</b>		<b>\$3,000.00</b>
<b>H. INDIRECT COSTS</b>		
<b>TOTAL INDIRECT COSTS:</b>		<b>\$0.00</b>
<b>TOTAL DIRECT COSTS</b>		<b>\$105,766.00</b>
<b>TOTAL PROJECT COSTS</b>		<b>\$142,974.00</b>
<b>FEDERAL REQUEST</b>		<b>\$104,765.00</b>
<b>NON-FEDERAL AMOUNT (In-kind)</b>		<b>\$37,208.00</b>
<b>NON-FEDERAL AMOUNT (**Cash match)</b>		<b>\$1,001.00</b>

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# Budget Summary

**Budget Summary- Year 1- Year3**

<b>BUDGET CATAGORY</b>	<b>AMOUNT</b>
<b>A. PERSONNEL</b>	<b>\$124,426.00</b>
In-Kind Match	\$111,624.00
<b>B. FRINGE BENEFITS</b>	<b>\$65,261.00</b>
<b>C. TRAVEL</b>	<b>\$45,000.00</b>
<b>D. CONTRACTUAL SERVICES</b>	<b>\$41,000.00</b>
<b>E. OFFICE SUPPLIES AND MATERIALS</b>	<b>\$70,356.00</b>
<b>F. EQUIPMENT</b>	<b>\$0.00</b>
<b>G. OTHER COSTS</b>	<b>\$9,000.00</b>
<b>H. INDIRECT COSTS</b>	<b>\$0.00</b>
<b>TOTAL DIRECT COSTS</b>	<b>\$355,043.00</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$466,667.00</b>
<b>FEDERAL REQUEST</b>	<b>\$350,000.00</b>
<b>NON-FEDERAL AMOUNT (In-kind)</b>	<b>\$111,624.00</b>
<b>NON-FEDERAL AMOUNT (Cash match)</b>	<b>\$5,043.00</b>