

Criminal Justice  
***Treatment Alternatives and Diversion (2024)***  
For Existing TAD Grantees

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before November 16, 2023,  
11:59p.m.**



**STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Mike Derr (608) 598-9876;  
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Marsha Schiszik (608) 609-6741;  
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Budget/Fiscal: Jacqueline Kamin (608) 419-5878;  
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Egrants Assistance: Weekdays, 8am – 4:30pm  
Email: [Egrants@doj.state.wi.us](mailto:Egrants@doj.state.wi.us)  
Local calls: (608) 267-9068  
Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted [on the Egrants page of our website](#).

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

## Grant Announcement Summary

**Program Area:** Criminal Justice

**Grant Title:** Treatment Alternatives and Diversion (2024)

**Description:** A total of \$9,688,900 is available to support Treatment Alternatives and Diversion (TAD) programs for calendar year 2024, which will be the third year of the present five-year funding cycle. Funded programs range from pre- and post-charge diversion at the initial prosecutorial decision-making stage to treatment courts, including alternatives to revocation, based on local needs and project design factors.

Statutory program requirements are outlined in [Wis. Stat. §165.95](#), which authorizes grant awards to counties and tribes. As directed in the statute, funded programs may include those that deliver treatment and diversion alternatives to jail and prison for non-violent offenders with assessed needs related to drug and alcohol abuse. These TAD funds are administered by the Wisconsin Department of Justice (DOJ), in partnership with the Department of Corrections, the Department of Health Services, the Director of State Courts Office, and the State Public Defender's Office. In addition to the statutory requirements, additional program requirements are detailed in this grant announcement.

**Opportunity Category:** Limited Eligibility

**Important Dates:**

Application Due Date: November 16, 2023

Program Start Date: January 1, 2024

Program End Date: December 31, 2024

**Reporting Requirements:** If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

- Program Reports must be submitted in Egrants on a quarterly basis.
- Financial Reports must be submitted in Egrants on a quarterly basis.
- CORE Reporting System: Real-time participant data must be submitted in CORE on an ongoing basis throughout the grant cycle.

**Anticipated Funding Amount:** A total of \$9,688,900 is available through this announcement to support existing Treatment Alternatives and Diversion Programs for calendar year 2024. **Any reduction in the amount of state appropriated funds will impact individual program funding in subsequent years within the five-year cycle.**

**Match/Cost Sharing Requirement:** A 25% cash match is required for all grantees receiving funding. Match is calculated as 25% of the total project cost. For the purpose of this funding announcement, the source of the cash match must be local funds and may be in the form of direct contributions of county/tribal employees' time, benefits, facilities, or supplies and services that have a direct financial impact on the program and its operations and management (Please see [Appendix A](#) at the back of this Announcement for

a list of required match amounts for counties and tribes that submitted 2024 TAD Pre-Applications.)

**Eligibility:** See [Appendix A: Recommended 2024 TAD Award Amounts – TAD Sites](#) for the list of applicants and preliminary TAD grant funding amount recommendations for each TAD grant applicant. The recommended award amounts were set through the pre-application process, availability of funding, review of the submitted information, and consideration of past and current program and fiscal performance levels by existing funded programs. **Applicants should request the exact amount specified in the [Appendix A Table for Existing Sites](#).**

**Eligible Expenses:** Funding may be used for personnel and fringe benefits, travel and training expenses, supplies and operating expenses and consultant/contractual expenses. Please review the [TAD Approved Budget Items and Budgeting Tips](#) and the [2024 Example Budget](#) for a list of allowable expenses.

**Supplanting Restriction: All expenses must be new and cannot replace existing state or local government funding.** Substitution of existing county or tribal funds with state TAD grants (“supplanting”) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal or state grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

## Treatment Alternatives and Diversion (2024) Grant Announcement

The Wisconsin Department of Justice (DOJ), through its Bureau of Justice Programs (BJP), provides financial and technical assistance to public safety and criminal justice agencies throughout the state. As the state administering agency for state and federal juvenile and criminal justice programs, DOJ is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing program achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

### Program Description and Background

Through this grant announcement, DOJ is seeking applications for programs designed to meet the requirements of the statutorily created Treatment Alternatives and Diversion (TAD) and Drug Court program. The TAD program was established in 2005 Wisconsin Act 25 to support county efforts that provide treatment and diversion programs for non-violent adult offenders for whom substance abuse was a contributing factor in their criminal activity. The program has continued to be funded and expanded through multiple legislative actions, and continues through the 2023-2025 Wisconsin biennial budget, 2023 Wisconsin Act 19. As a result of state budget action, a total of \$9,688,900 is available under this announcement for calendar year 2024.

All program requirements originally addressed in 2005 Wisconsin Act 25 are continued and included in Wisconsin Statutes under Wis. Stat. § 165.95 for TAD programs and Wis. Stat. §. 165.955 for those projects funded specifically as Drug Courts. Please follow the link provided for the TAD [statutory language](#). **Provisions of Wis. Stat. §165.95 must be addressed in all grant applications. Local programs funded for calendar year 2024 that continue to meet TAD program requirements and make progress in attaining program goals and objectives will be able to reapply for funds throughout the remainder of the five-year funding cycle (2022-26).**

Additional information on priority categories, program models, and application section components are detailed throughout this announcement. Please note that this final application process follows our pre-application process in July-August 2023 that applicants used to establish priorities for 2024 TAD funding and that DOJ and partner agencies are using to make funding allocations and decisions. As mentioned previously, the recommended TAD award amounts found in the [Appendix A](#) tables were established from DOJ review of the information submitted through the pre-application process.

### Baseline Funding and Priority Categories

All current TAD sites are requested to apply for their baseline funding amount established from their 2023 TAD grant awards. In addition, three priority categories were established for existing TAD grantees through the 2024 TAD Grant Pre-Application process. Applicants were given the option to designate in their pre-applications one priority category under which they are applying for 2024 TAD grant funding that exceeds their baseline funding amount. The three priorities include:

1. Implementation Funds for 2023 New Planning Grants
2. Special Staff Training and Technical Assistance Activities
3. Evaluation of TAD Project

Further more detailed descriptions of the baseline funding amount and three priority categories is found in the July 17, 2023 Memo titled [Pre-Application Form Guidelines for 2024 TAD Grant Awards](#).

### **Ensuring Equity and Inclusion**

Certain minority populations experience discrimination at every stage of the criminal justice system and are more likely to be stopped, searched, arrested, convicted, harshly sentenced and saddled with a lifelong criminal record. This is particularly true for drug violations. It is imperative that programs designed to assist justice involved individuals with substance use disorders are cognizant of these inequities and remain unbiased through the use of evidence-based practices and standardized screening and assessment tools in order to serve this population equitably ([NADCP Volume I, Standard II: Equity & Inclusion, p.11-19](#)).

Given the disproportionate impact of racial inequity within the criminal justice system, programs applying under this solicitation must continue to pay particular attention to ensuring the program has standardized, equitable and unbiased screening, referral, and termination procedures in place.

### **Proposing Revisions to Diversion and Treatment Court Programs**

In addition to the general requirements addressed in this TAD Grant Announcement, TAD grantees proposing revisions and modifications to their existing Diversion Program or Treatment Court Program must detail those modifications in their updated project design table, updated goals and objectives, and in their other specific program requirements and criteria.

### **Submit Applications Using Egrants**

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, the Project Director and Financial Officer listed on the grant application will need to register for their unique login credentials to access the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self-registration' process. On the account registration site, you will have a choice between the [DOJ Egrants](#) and WEM Egrants. Please take care to select [DOJ Egrants](#) during this process.

Authorization to access Egrants can take several days depending on registration activity.

For questions relating to Egrants registration contact the technical assistance contact listed on this announcement, or the DOJ help desk. The helpdesk hours are Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the [DOJ website](#). If you have any problems using Egrants, please contact our help desk at [Egrants@doj.state.wi.us](mailto:Egrants@doj.state.wi.us) or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

### **Application Components**

Through Egrants, you will provide DOJ with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Mike Derr at (608) 598-9876 or at [derrmg@doj.state.wi.us](mailto:derrmg@doj.state.wi.us), or Marsha Schiszik at (608) 609-6741 or [schiszikmj@doj.state.wi.us](mailto:schiszikmj@doj.state.wi.us).

**Please note: Attachments should only be included in this grant application where specifically requested in section instructions.**

## **1. Main Summary**

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

Please note: When identifying individuals involved in this grant, each responsible individual in this grant must be a different person.

- The Signatory is the highest elected official in municipality/government entity/organization. (For example, in a city it is the mayor, for counties it is the county executive or county board chair, and for non-profit agencies it is the executive director.)
- The Financial Officer is the individual at the applicant agency who is responsible for financial activities in your organization.
- The Project Director is an individual at the applicant agency who will oversee project operations.
- An Alternate Contact may be added to the application. This person is one that can and should access the application to complete required tasks such as modifications and reports, in the absence of the Project Director. This person should have knowledge of the project and authority to speak on behalf of the organization in the absence of the Project Director. If possible, we encourage the Project Director to list an alternate on the grant.

In the "*Brief Project Description*" text box, please describe your project in 150 words or less. A suggested format is included below for your consideration:

*"Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve - how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit.]"*

In the "Brief Summary of Project" text box underneath the "Short Title" line, title your grant to describe the type program(s) you will be funding. Do not include your county or tribal name in the title. Examples of a title:

*Pre-Charge Diversion Program; Post-Charge Diversion Program; Drug Treatment Court Program; OWI Court; Hybrid Court Program; Healing to Wellness Court.*

This should match how you identified your program(s) in the Pre-Application. (Note: You may still use a different or more lengthy title for internal documents and communication purposes.)

Responses to this section will be used on the DOJ website, cited in DOJ reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

## **2. Approval Checklist**

Answer Yes or No to each question.

### 3. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. (Performance Measures will be identified and collected during post-award reporting rather than through this funding application process).

### 4. Budget Detail

Complete a project budget using the following categories below. Please reference and review the [TAD Approved Budget Items and Budgeting Tips](#) and [2024 Example Budget](#) documents for additional guidance. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. **It is important that you include specific details in the justification field for each budget line, including cost computation.**

**If applying for more than one program, clearly identify which budget items support which program. For Example:**

Drug Treatment Court: [list specific budget items]

Diversion Program: [list specific budget items]

**Budget estimates should be conservative and specifically designed to meet program needs.**

#### Required Match:

Also, please be aware that there is a 25% cash match required for all projects. Please review the [Appendix A](#) Table for Existing Sites to determine the exact 25% match amount stated for your county or tribe, based on the recommended TAD grant award amount also stated on that Table. **Note: The match amount in the budget needs to EQUAL the required match amount. Please do NOT include a match amount exceeding the required match.**

#### Other Notes on Match:

For purposes of this solicitation, the following definitions apply:

- Cash match (hard) includes local funds (cash) spent by the county/tribe for program-related costs. An allowable cash match must include costs which are allowable with DOJ funds, except acquisition of land, when applicable.

Based on the TAD statute and the definitions above, the **local match needs to be cash match**. It is important to note, however, that salaries and fringe can be included as cash match, as long as they are local funds (not federal or state funds) being used toward the program and they are not also being used as match toward another grant. For example, if you are funding 50 percent of a program coordinator with TAD and 50 percent with local funds, the 50 percent funded by your jurisdiction could be used as match as long as 100% of the coordinator's time is devoted to the funded program. You could also use items such as rent, equipment, etc. that the county has funded toward the program as cash match. Documentation supporting local match must be maintained in the award recipient files.

**Please note that state or federally funded positions (i.e., judges, prosecutors) cannot be used as local match.**



## **Budget Categories:**

**Personnel:** Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time/number of hours to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Only personnel costs of the agency applying for the grant funds should be included under “personnel.” Example for computation line: \$25/hr. x 2080 hr. = \$52,000. When entering this into the amount text box please round up to the nearest dollar.

**Employee Benefits:** Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time/number of hours devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers’ Compensation, and Unemployment Compensation. Example for computation line: \$79,539 1.0 FTE salary x 43% fringe rate = \$34,202. When entering this into the amount text box please round up to the nearest dollar.

### **Travel/Training:**

Guidelines for travel and/or training costs for an individual associated with the funded program. Only actual expenses will be reimbursed. All reimbursements will be at current state rates; note that these are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$90/night (\$95/night for Milwaukee, Waukesha or Racine County)
- Meals: \$9/breakfast (leaving at or before 6 a.m.); \$11/lunch (leaving at or before 10:30 a.m. and returning at or after 2:30 p.m.); \$21/dinner (returning at or after 7 p.m.).

Example for computation line: 75 miles x \$0.51 state rate = \$38.25. When entering this into the amount text box please round up to the nearest dollar.

**(Please note:** Costs will only be reimbursed after submission of an event agenda. Travel and training for contracted employee/contractual services does not go in this section. These expenses should be itemized under “Contractual”).

The following are guidelines for Lodging & Transportation

- Use of TAD funds for Airbnbs, VRBOs and the like are prohibited.
- Lodging 50 Mile Rule: You must travel 50 miles or more from your home or headquarter city whichever is shorter to qualify for lodging.
- Reasonable charges for ridesharing services (e.g., Uber, Lyft) are reimbursable including tips at a maximum rate of 15%. Uber and Lyft costs are allowable similar to taxi’s, shuttles, buses and trains.

Supplies and Operating Expenses: Supplies includes consumables such as paper, postage, software, computer/laptop, monitor, accessories, license and subscriptions. Operating expenses include items such as rent and utilities. All supply and operating expenses have an acquisition cost of less than \$5,000 per unit. Example for computation line: rent \$150/mo. x 12 months = \$1,800. When entering this into the amount text box please round up to the nearest dollar.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8-hour day); and estimated time on the project. Consultant fees in excess of \$650 per 8-hour day require additional justification (contact DOJ). List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by DOJ. No fund reimbursements will be made prior to receipt of the contract.

Wis. Stat. §165.95(3)(i) requires programs to pursue and use all possible resources available through insurance and federal, state and local aid programs. To that end, DOJ encourages TAD grant recipient agencies and their sub-contractor agencies to bill private insurance, BadgerCare funds, and other state or federal grant funds to cover participant treatment costs, assessment costs and other project services costs, to the strongest extent possible. This will help preserve TAD funds and ensure that TAD funds cover service and other program costs that are not eligible to be covered through other sources of funds.

## 5. Budget Narrative

The budget narrative should *describe any changes in your program budget from 2023 and also describe how your budget relates to and supports the overall program/project goals and project design.*

If you are seeking an increase or decrease in funding for specific line items and categories from 2023, please explain what the increases will cover, what is no longer covered by the decreases, and the total expense for each of those items. Explain why these increases are necessary for your program(s). Using information from your submitted pre-application form, explain how the modified funding amounts will be used and how they will impact your program(s).

## 6. Project Design – Not to exceed 12,000 characters with spaces per program, **not** including the table(s).

**ALL Treatment Courts:** In the narrative space provide an overall description of the current operation of the treatment court program. Highlight any recent and proposed revisions, enhancements and expansions to your current program. Within this section, applicants should demonstrate how the project design adheres to the TAD requirements outlined in [Wisc. Stat. 165.95](#).

Treatment court programs must also complete and attach their updated Project Design Table, making sure to include planned program design and operational updates and enhancements. The information included in the Table must describe how the program conforms to the Key Components or evidence-based practices for the particular court type, using the [Wisconsin Treatment Court Standards – Revised 2018](#) as the format for organizing your description. You may use your previously submitted 2022 or 2023 Project Design Table as a starting point, and incorporate your updates and revisions for 2024. The template for the Project Design table can be found in the link below:

- [Treatment Court - Project Design Table \(2024\)](#)

**ALL Diversion Programs:** In the narrative space provide an overall description of the current operation of the diversion program. Highlight any recent and proposed revisions, enhancements and expansions to your current program. Within this section, applicants should demonstrate how the project design adheres to the TAD requirements outlined in [Wisc. Stat. 165.95](#).

Diversion programs must also complete and attach their updated Project Design Table, making sure to include planned program design and operational updates and enhancements. The information included in the Table must describe how the program conforms to evidence-based practices for the particular program type, using the [Wisconsin Diversion Standards](#) as the format for organizing your description. You may use your previously submitted 2022 or 2023 Project Design Table as a starting point, and incorporate your updates and revisions for 2024. The template for the Project Design table can be found in the link below:

- [Diversion Program - Project Design Table \(2024\)](#)

**For jurisdictions submitting multiple programs, an updated project design table must be completed and clearly labeled for each program.**

***For applicants requesting additional funds under Pre-Application Priority #1, 2 or 3:*** In the narrative space, describe the specific activities or services that the additional funding will support during 2024. Explain how those specific activities or services will strengthen your existing treatment court and/or diversion program and, if relevant, improve quality and effectiveness of services provided to participants. Also explain how these specific activities or services will promote further alignment with evidence-based practices, Wisconsin treatment court or diversion program standards, and with [Wisc. Stat. § 165.95](#).

## 7. Goals and Objectives

**ALL applicants:** Please update or revise your program goals and objectives that you propose for calendar year 2024, **Make sure your response addresses goals and objectives for *each* program that is TAD funded**, and includes a brief description of the performance outcomes that will be tracked during 2024. Keep in mind that goals should state the large-scale, long term accomplishments of the proposed program while objectives should incorporate the steps and more intermediate outcomes and accomplishments that will support achievement of the long-term goal. Note also that

objectives should be SMART (specific, measurable, attainable, realistic, and time-bound).

Using and submitting the [Goals and Objectives Table](#) template, identify the goals and objectives for your current program and attach in this section, along with the corresponding activities and outcome measures for each objective. Be sure to **include the two primary goals established in the TAD statute**:

- Reduce recidivism rates for nonviolent offenders in the program and increase public safety; and
- Reduce prison and jail populations by diverting nonviolent offenders to community-based interventions.

Applicants may use their Goals and Objectives Table submitted as part of the 2022 or 2023 TAD grant application as a starting point for showing your updated or revised goals, objectives activities, and outcome measures.

**For applicants requesting additional funds under Pre-Application Priority #1, 2 or 3:** In your Goals and Objectives Table(s), ensure that the included information describes how the specific activities or services that the additional funding will support during 2024 impacts your program goals and objectives, and what performance outcomes would measure those impacts.

## **8. Letter of Support**

Please attach a letter of support from your jurisdiction's Criminal Justice Coordinating Council (CJCC), Committee, or similar oversight body, identifying commitment to the proposed program design and operation. The letter of support should describe the local oversight body's current membership and identify individual members, state how frequently the body meets regularly, and include a commitment that your proposed program is designed and implemented in collaboration with the various parties and partners as required under Wis. Stat. § 165.95(3)(j) and § 165.95(5)(a). Required stakeholders include: *judge; prosecutor; public defender; local law enforcement official; county or tribal representative; county/tribal social services representative; DOC probation officer; and representatives of local substance abuse treatment providers and private social services agencies*. If a letter of support is not available by the November 16, 2023 submission deadline, please note that the letter must be submitted by no later than the submission of the first quarterly program and fiscal report (April 12, 2024 deadline). No grant reimbursements will be made without submission of this letter of support.

## **Application Review and Award Criteria**

All applications must be submitted on or before 11:59 pm on the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. DOJ staff will review applications to ensure consistency with the TAD Grant Pre-Application and TAD Grant Announcement goals and objectives. Applications that meet all of the listed criteria will receive the recommended TAD grant award amount listed in the [Appendix A Table for TAD Sites](#).

- Submission application is complete, with information submitted from all required sections;

- Proposed program activities and services are consistent with the submitted project design narrative and table(s), and submitted goals and objectives;
- Proposed program activities and services adhere to the TAD statute program requirements;
- Proposed budget items and program services align with the items that were approved for funding during the pre-application phase; and
- Proposed costs under the budget are reasonable, allowable and allocable, and meet the grant budget requirements and guidelines accompanying this announcement. The proposed match amount is correct.

### **Award Information**

Upon application approval, the applicant agency's project director will receive signed grant award documents within approximately 30 days via email. The grant award documents will explain the total funding amount, approved budget by category, performance period, and fiscal and program reporting requirements and deadlines. Grant expenditures will be reimbursed when signed award documents have been received by DOJ, spending and grant activity is documented in proper reports and reimbursement requests are submitted to DOJ.

### **Post-Award Special Conditions/Reporting Requirements**

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials.

Please review all of your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions (and any others noted on your award documents).

#### Standard Special Conditions

1. Grant recipients are also advised that DOJ will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely completion of progress and financial reports, active efforts to achieve and measure stated goals and objectives, appropriate documentation of activities and outcomes, on-going submission of participant data, and adherence to any conditions included in the grant award.
2. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.
3. The DOJ reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to DOJ such as background check fees, etc. Refusal to provide information requested by DOJ may impact the payment of current or approval of future grant funds.
4. Please be advised that a hold may also be placed on any current or future application or grant payment if it is deemed that an agency is not in good standing on any DOJ grant or other reporting requirements, has other grant compliance issues (including

being out of compliance with special conditions) that would make the applicant agency ineligible to receive future DOJ funding, failure to make progress in obtaining project goals & objectives, and/or is not cooperating with an ongoing DOJ grant review or audit.

5. A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.
6. Program Income: To maintain consistent practices with other similar programs, and as a proven practice, projects funded under this announcement are subject to program income guidelines detailed in the federal Office of Justice Programs Financial Guide. Grant award funds received are **not** program income. Program income is income earned by the recipient, during the funding period, as a direct result of the award. Any fees charged to the participants of your project are considered program income. The amount earned as program income during the length of the grant period must be expended by the end of the grant period and must be used for the purposes and under the condition applicable to the award.
7. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner to provide maximum open and free competition.
8. If the grant award budget contains wages, the grantee's records must be maintained in a form that, at any given time, an auditor or DOJ representative would be able to identify the use of Federal and Matching funds. These records should include information such as employee name, rate of pay, hours worked, and amount of time dedicated to the grant project.
9. Award funds will be used to supplement, not supplant, planned or allocated funds.
10. To be allowable under a grant program, all funds (state, federal, and cash match) must be obligated (purchase order issued) or paid for services provided during the grant period. If obligated by the end of the grant period, payment must be made within 30 days of the grant period ending date.
11. All budget changes require prior approval from DOJ and must be requested in a grant modification via Egrants.
12. Subgrantees acknowledge that failure to submit an acceptable Equal Employment Opportunity Plan (if required to submit one pursuant to 28 CFR 42.302) that is approved by the Federal Office of Civil Rights, is a violation of its Certified Assurances and may result in the suspension of the grant.
13. Grant funds will be paid to grantee on a reimbursement basis.
14. Any changes in personnel involved with the grant including the Project Director, Financial Officer, and/or Signatory must be reported to DOJ in a grant modification via Egrants.
15. Fees for independent consultants may not exceed the federal rate of \$650 per eight-hour day unless prior approval is received from DOJ.

16. Reimbursement for travel (i.e., mileage, meals and lodging) is limited to state rates.
17. Recipient fully understands that DOJ has the right to suspend or terminate grant funds to any recipient that fails to conform to the requirements (special/general conditions and general operating policies) or that fails to comply with the terms and conditions of its grant award.
18. All contracts pertaining to this grant must be submitted to DOJ within 30 days of receipt of Grant Award Documents.
19. If the grant award contains equipment, a request for reimbursement should only be submitted once the equipment is installed and testing has been completed.
20. Positions funded by this grant must have a position description. Submit the position description and name of employee in Egrants within the Monitoring Section under Project Document Attachment.
21. The recipient agrees to cooperate with WI DOJ monitoring to ensure compliance of US DOJ Grants guidelines, Financial Guide, and OJP guidelines, protocols and procedures. Recipient agrees to cooperate with WI DOJ (including the Program Contact, Fiscal Contact, Grants Specialist Monitor, Supervisors, and/or Administration) for this award, including requests related to desk reviews and/or onsite/virtual visits. The recipient agrees to provide to WI DOJ all documentation necessary for WI DOJ to complete the monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set out by WI DOJ for providing the requested documents. Failure to cooperate with WI DOJ monitoring activities may result in actions that affect the recipient's WI DOJ awards, including, but not limited to: withholding and/or other restrictions on the recipient's access to award funds, referral to the WI DOJ designation of High Risk grantees, or terminate of an award(s).

#### Additional Special Conditions – Treatment Alternatives & Diversion (TAD) Program

1. All awards funded under this announcement must comply with the requirements outlined in the TAD Statute ([Wis. Stat. §165.95](#)).
2. All awards funded under this announcement must **comply with evolving state and national standards** pertaining to the operation of treatment courts or diversion programs as those standards are finalized and released statewide or at a national level.
3. TAD funds may only be used to serve adult participants, which are defined as a person who has attained 17 years of age and who is alleged to have violated any state or federal criminal law, or any civil law or municipal ordinance.
4. Treatment courts and diversion programs should also work to **ensure that treatment providers are following evidence-based practices**, as well as striving to incorporate the National Standards for Culturally and Linguistically Appropriate Services in Health and Healthcare ([National CLAS Standards](#)).

5. All treatment courts funded under this grant announcement are required to submit information as requested to the Evidence Based Program Manager within the State Director of Courts, Office of Court Operations.
6. All grantees funded under this announcement will be subject to program evaluation by the Department of Justice, Bureau of Justice Information and Analysis (BJIA).
7. Grantees must agree to comply with all reporting, data collection, evaluation requirements, and necessary CORE and data training, as determined by BJIA. Grantees will be expected to submit participant data in DOJ's Comprehensive Outcomes, Research, and Evaluation (CORE) Reporting system. Failure to submit data as required may result in grant payments being withheld. Questions on CORE can be directed to [core@doj.state.wi.us](mailto:core@doj.state.wi.us).
8. Grantees may not use grant funds to pay for evaluations or assessments by external evaluators unless these services are specifically requested, either in the application process or through a grant modification during the grant period, and TAD staff formally approves of the funding to be used for these services. All external evaluation agreements are subject to DOJ review and approval prior to grant award and during the grant period.
9. Access to TAD data, including access needed for external evaluations, is subject to DOJ/BJIA approval. DOJ may establish such terms and conditions for access to TAD data, as well as access for external evaluation reports and data, and all grantees agree to abide by the terms and conditions established by DOJ.
10. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. **Any reduction in the amount of appropriated funds may impact individual program funding in subsequent years within the next five-year cycle (2022-2026). Please note, this award represents the third year of funding in this 5-year cycle. Any future funding will be dependent upon a competitive grant application and review process.**
11. The recipient agrees to participate in DOJ-sponsored training events, technical assistance efforts, or conferences held by DOJ or its designees, upon DOJ's request. Grantees must participate in scheduled events, allow a programmatic or financial site visit, and accept technical assistance from DOJ.
12. The inability of a participant to pay program fees outside of treatment costs should not preclude a person from participating in the program funded under this announcement. Similarly, inability to pay should not be the only barrier to a participant's phase advancement or graduation from the program.
13. Each individual program being funded, in whole or in part, by TAD funds shall be reported on separately in any documentation as requested by DOJ. Distinctions between programs should be clearly indicated in all documentation and separate documents for each program may be required. This may include the grant application, budget, project design tables, data entered into the CORE Reporting System, quarterly program reports, and any other information requested by DOJ. Each program should be clearly and consistently named across all documents.



14. TAD grant funds cannot cover Chapter DHS 62 Intoxicated Driver Program (IDP) assessments, nor any programs, services and activities required under a Driver Safety Plan. This includes the portion of staff time devoted to conducting IDP assessments, providing IDP services or monitoring individuals engaged in IDP services and activities required by Driver Safety Plans. TAD grant funds may cover programs, services and activities required of TAD program participants that are in addition to IDP programs and activities that may otherwise not be funded under IDP surcharge funds or IDP supplemental funding.
15. Programs that use gift cards tokens, vouchers, or other similar items as incentives/responsivity items to participants must develop a policy defining how the use of those items will be tracked in order to ensure proper and limited usage. The policy must require that program staff complete and update an incentive/responsivity tracking log that contains, at a minimum, the following information: gift card/token/voucher type, gift card/token/voucher number or Identifying Information, staff person name, participant initials, date the item was given to participant, value of the gift card/token/voucher, and purpose of the gift card/token/voucher. Upload the incentive policy and incentive/responsivity tracking log in Egrants Fiscal Report within the Monitoring Section.
16. **Changes from the approved grant application to the scope of the program require approval from DOJ** and should be under the direction of the local oversight body per state statute [165.95\(5\)\(a\)](#). Programs will need to contact the TAD Program Specialist with any major proposed changes to the funded program.
17. Reimbursement of cost will be contingent on submission of a roster which must contain event name, dates, attendee name, and agency affiliation. The roster along with copies of paid invoices must be uploaded to the Egrants Fiscal Report within the Monitoring Section. All training events require a roster. Multi-day trainings must have a roster for each day of the training.
18. Programs that use gift cards, tokens, vouchers, or other similar items as incentives to participants must develop a policy defining how the use of those items will be tracked in order to ensure proper and limited usage. The policy must require that subgrantee complete and update an incentive tracking log that contains, at a minimum, the following information: gift card/token/voucher type, gift card/token/voucher number or Identifying Information, staff person's name, participant's initials, date the item was given to participant, value of the gift card/token/voucher, and purpose of the incentive. The policy must also address the security of purchased items, for example where they will be stored and who will have access to them. Upload the incentive policy under Project Document Attachments under the Monitoring section within Egrants. The tracking log will be uploaded in Egrants Fiscal Report within the Monitoring Section each reporting period. All gift cards, tokens, vouchers, or other similar items must be purchased and distributed prior to the end of the grant performance period.

### **Additional Resources**

Additional information about the Department of Justice, Bureau of Justice Programs and resources to assist with Egrants is available as follows:

- State CJCC CY2024 TAD Competitive Process webpage:  
<https://cjcc.doj.wi.gov/initiative/tad/tad-competitive-grant-process-cy24-funding>
- Department of Justice Egrants webpage:  
<https://egrants.doj.state.wi.us/egmis/login.aspx>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the DOJ website. It includes registration through grant award instructions.
- The [Grants Administrative Guide](#) provides assistance with grants management and fiscal management rules, such as allowable costs and procurement.
- Online help is available in many areas of the Egrants program – watch for the help buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8am and 4:30pm.
  - Email: [Egrants@doj.state.wi.us](mailto:Egrants@doj.state.wi.us)
  - Local calls: (608) 267-9068
  - Outside the 608-area code: (888) 894-6607

## Appendix A: Recommended 2024 TAD Award Amounts - TAD Sites

Jurisdiction	State Amount	Match	Total Award
Adams County	\$97,989	\$32,663	\$130,652
Ashland County	\$135,000	\$45,000	\$180,000
Barron County	\$150,000	\$50,000	\$200,000
Bayfield County	\$150,000	\$50,000	\$200,000
Brown County	\$384,712	\$128,237	\$512,949
Buffalo & Pepin County	\$250,000	\$83,333	\$333,333
Burnett & Washburn County	\$115,231	\$38,410	\$153,641
Chippewa County	\$119,817	\$39,939	\$159,756
Clark County	\$127,492	\$42,497	\$169,989
Columbia County	\$204,124	\$68,041	\$272,165
Crawford County	\$226,101	\$75,366	\$301,467
Dane County	\$314,931	\$104,976	\$419,907
Dodge County	\$266,400	\$88,799	\$355,199
Door County	\$177,895	\$59,298	\$237,193
Douglas County	\$108,031	\$36,010	\$144,041
Dunn County	\$166,577	\$55,526	\$222,103
Eau Claire County	\$137,213	\$45,738	\$182,951
Grant County	\$150,000	\$50,000	\$200,000
Green County	\$150,000	\$50,000	\$200,000
Ho-Chunk Nation	\$63,536	\$21,179	\$84,715
Iowa County	\$75,046	\$25,015	\$100,061
Jackson County	\$67,807	\$22,602	\$90,409
Jefferson County	\$262,673	\$87,558	\$350,231
Kenosha County	\$134,500	\$44,833	\$179,333
La Crosse County	\$151,364	\$50,454	\$201,818
Lac du Flambeau	\$123,294	\$41,098	\$164,392
Lafayette County	\$150,000	\$50,000	\$200,000
Langlade County	\$94,000	\$31,333	\$125,333
Manitowoc County	\$150,000	\$50,000	\$200,000
Marathon County	\$150,000	\$50,000	\$200,000
Marinette County	\$203,770	\$67,923	\$271,693
Marquette County	\$144,200	\$48,066	\$192,266
Menominee Indian Tribe	\$98,148	\$32,716	\$130,864
Milwaukee County	\$430,782	\$143,593	\$574,375
Monroe County	\$69,401	\$23,134	\$92,535
Oneida County	\$125,000	41,666	\$166,666
Outagamie County	\$178,343	\$59,448	\$237,791
Ozaukee County	\$124,999	\$41,666	\$166,665
Pierce County	\$215,777	\$71,926	\$287,703

<b>Jurisdiction</b>	<b>State Amount</b>	<b>Match</b>	<b>Total Award</b>
Polk County	\$187,614	\$62,537	\$250,151
Portage County	\$221,187	\$73,729	\$294,916
Racine County	\$124,975	\$41,658	\$166,633
Richland County	\$130,000	\$43,333	\$173,333
Rock County	\$275,000	\$91,667	\$366,667
Rusk County	\$123,144	\$41,048	\$164,192
Sauk County	\$242,778	\$80,926	\$323,704
Sawyer County	\$225,000	\$75,000	\$300,000
Shawano County	\$107,347	\$35,782	\$143,129
Sheboygan County	\$103,079	\$34,360	\$137,439
St. Croix County	\$179,017	\$59,672	\$238,689
Taylor County	\$110,000	\$36,667	\$146,667
Trempealeau County	\$170,000	\$56,666	\$226,666
Vernon County	\$22,135	\$7,378	\$29,513
Vilas County	\$125,000	\$41,666	\$166,666
Walworth County	\$150,717	\$50,239	\$200,956
Washington County	\$200,000	\$66,667	\$266,667
Waukesha County	\$149,680	\$49,893	\$199,573
Waushara County	\$111,182	\$37,061	\$148,243
Wood County	\$170,664	\$56,888	\$227,552
<b>TOTALS</b>	<b>\$ 9,572,672</b>	<b>\$ 3,190,887</b>	<b>\$ 12,763,559</b>