



State of Wisconsin
Bureau of Justice Programs
Division of Law Enforcement Services

**Criminal Justice
Treatment Alternatives and Diversion (2022)
Grant Announcement**

**Applications must be submitted through
Egrants on or before September 23, 2021 11:59 p.m.**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Matt Raymer (608) 630-7759
raymermc@doj.state.wi.us

Budget/Fiscal: Katie Hawkins (608) 234-8462
hawkinskd@doj.state.wi.us

Technical Assistance: Donna Hahn (608) 400-1007
hahndg@doj.state.wi.us

Egrants Assistance: Weekdays, 8am – 4:30pm
Email: 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 (2022)

Description: A total of \$7,188,900 is available to support Treatment Alternatives and Diversion (TAD) projects for calendar year 2022, which will be the first year of a new five-year funding cycle. Funded projects 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.

Authority for this program continues from [Wis. Stat. §165.95\(7m\)](#), which states that: “Beginning in fiscal year 2012-2013, the department of justice shall, every 5 years, make grants under this section available to any county or tribe on a competitive basis. A county or tribe may apply for a grant under this subsection regardless of whether they have received a grant previously under this sub-section.” As required by statute, the process for program funding beginning on January 1, 2022 is required to be based on a competitive grant application process.

Statutory program requirements are outlined in [Wis. Stat. §165.95](#). As directed in the statute, these projects 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 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: Competitive

Important Dates:

Application Due Date: September 23, 2021

Project Start Date: January 1, 2022

Project End Date: December 31, 2022

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 \$7,188,900 is available through this competitive process to support new and existing Treatment Alternatives and Diversion Projects for calendar year 2022. An additional \$2.5 million will be made available through a separate competitive process for calendar year 2023. **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 projects funded under this program area. 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 the Budget Detail section for more information regarding Match.)

Eligibility: Only Wisconsin counties and tribes are eligible to apply through this competitive solicitation. Under this solicitation, counties and tribes are eligible for funding under three categories (Additional details on the categories can be found under the Program Description section):

- Category 1: Planning and Implementation
- Category 2: Implementation
- Category 3: Enhancement

Application Format: Please note that only one application will be accepted from each county or tribe's Criminal Justice Coordinating Council (CJCC) or oversight body. All portions of the applications should be clear and complete regarding the description of the problem and the program being proposed for funding.

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

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal or state 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 (2022)

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 (SAA) 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 project 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 projects 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 2021-2023 Wisconsin biennial budget, 2021 Wisconsin Act 58. Additional notes on the program and this announcement include the following:

- As a result of prior expansions, at the close of the last five-year cycle, for calendar year 2021, TAD programs are operating in 53 counties and three tribes.
- As noted previously, as required by state statute, the TAD program is funded on a five-year cycle and is scheduled to be awarded to counties and tribes on a competitive basis again for calendar year 2022.
- As a result of the state budget action, a total of \$7,188,900 is available under this announcement for calendar year 2022. Please note that while this marks the start of a new five-year funding cycle, this is not an expansion of the amount funded for calendar year 2021.
- **However, there will be an additional expansion of \$2.5 million in TAD grant funds for programs for calendar year 2023.**

Projects funded under this calendar year 2022 announcement that continue to meet program requirements and make progress in attaining project goals and objectives will be able to reapply for funding for calendar year 2023 in a non-competitive environment. As noted above, applicants may also apply for additional funding through the 2023 expansion.

All program requirements originally addressed in 2005 Wisconsin Act 25 are continued and included in Wisconsin Statutes under Wis. Stat. § 165.95 for TAD projects 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.**

Additional information on program tracks, program models, and application section components are detailed throughout this announcement. It is anticipated that most awards for diversion programs will be up to \$125,000 and treatment court programs will be up to \$150,000 in state funds, not including match, for each individual program. Any requests in excess of this amount per program will require additional justification (e.g. specific program needs, cost of treatment resources, anticipated number of participants, etc.). Based on our current knowledge of interest in TAD funding for this new cycle, it is expected that there will

be more requests than funds available for calendar year 2022. Therefore, budget estimates should be conservative and specifically designed to meet program needs.

The Application Selection Criteria is discussed in more detail on page 14 of this announcement, but please note the following factors to be considered as part of this competitive process:

- Quality/Completeness of Application Components
- Program Operations/Numbers
- County/Tribe Population
- Data Completeness
- Past Performance

Program Track Descriptions

As the Treatment Alternatives and Diversion (TAD) program has expanded in recent years, and in anticipation of a new funding cycle, separate program/funding tracks have been identified for programs in different states of planning, implementation, or the potential for enhancement. These tracks include the following:

Track 1: Planning and Implementation

Planning and Implementation grants are available for counties/tribes in the initial planning stages of implementing an evidence-based program, designed to meet the statutory requirements of the TAD program. This category is designed for jurisdictions that may not have a formalized CJCC in place or are in the early stages of forming a CJCC. If jurisdictions currently only have an informal group of criminal justice professionals but are working to formalize a CJCC and implement programming, they may still apply under this category. However, these counties/tribes will be required to form a CJCC by the start of the second year of operations.

The purpose of this category is to provide an initial planning stage of six months in the first year of TAD funding to allow sufficient time for jurisdictions to prepare and implement programming. Jurisdictions applying under this category will be expected to implement the program by June 30, 2022 and will be fully operational by the end of the first year of the TAD Grant cycle on December 31, 2022.

*** Please Note: Prior to implementation, counties/tribes in this track must submit the following documentation and receive approval from DOJ to begin admitting participants.**

- a. Project Design Table
- b. Participant Handbook
- c. Participant Agreement Contract
- d. Policy and Procedure Manual

Track 2: Implementation

Implementation grants are available to jurisdictions that have an established CJCC in place and are ready to implement a program or are seeking funding to maintain operations of an existing TAD-funded program. All funded programs must be evidence-based diversion programs or treatment court programs that are designed to meet the statutory requirements of the TAD program. **Please note that jurisdictions seeking funding to continue existing programs previously created under previous TAD funding cycles, or**

under another expiring federal or state funding program should apply under the Implementation track.

Track 3: Enhancement

Enhancement grants are available to jurisdictions that have an established CJCC in place, with a fully operational program that is seeking funding to support program enhancement efforts. Proposed program enhancements must be additional costs and services for 2022 that are not funded by any other sources, including county/tribal budgets. Grant funds cannot be used for any positions/supplies/services/costs that are already part of the county/tribal budget. This would be considered supplanting and is strictly prohibited for grant funding. The grant is intended to add value to improve the current program and cover expenses for which there is currently no funding. Jurisdictions applying under this category may propose to incorporate the evidence-based principles outlined in the application to address one or more of the following:

- Expanding the target population
- Enhancing program and/or staff services
- Enhancing participant services

This track would be used by applicants that had previously received TAD funds for existing programs under the previous five-year TAD funding cycle, or under other local, state, or federal sources, but are seeking to enhance or expand in these areas.

***Please note that applicants requesting multiple programs may apply under one or more of these separate tracks based on the information detailed above. Please clearly indicate the track(s) your agency is applying for in the Brief Program Description text box on the Main Summary page of the application, and throughout the section responses.**

Program Details

In addition to the program tracks, details regarding program models include the following:

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 pay particular attention to ensuring the program has standardized, equitable and unbiased screening, referral, and termination procedures in place.

In addition to the general items above, Diversion Programs must address the following:

The goal of diversion in Wisconsin is to reduce crime and improve the operation of the criminal justice system. For the purpose of this application, diversion encompasses pre-charge and post-charge diversion programs that provide an alternative to the formal prosecution process and divert certain offenders into voluntary programs of supervision and

services. Participants who successfully complete the program will not be charged or, if charged, will have the charges against them either dismissed or reduced. Unsuccessful participants are returned to the formal prosecution process.

Only individuals assessed to be appropriate for the program's activities and level of support should be admitted into the program. In keeping with current evidence-based principles and avoiding unnecessary expenditures, the services provided need to be directly linked to the assessed risk and need level of the individual.

Diversion programs have wide ranging benefits:

- Public safety is improved when low-risk and medium-risk individuals are diverted from custody and provided appropriate services and support, which reduces recidivism.
- Crime victims benefit through a restorative justice system that holds the participant accountable while facilitating and enforcing reparative agreements, including restitution.
- Participants benefit by receiving the services necessary to avoid repeat offenses and negative consequences associated with a criminal conviction.
- Local justice systems benefit from additional time to focus its limited resources on more serious crimes and criminal behaviors.
- Taxpayers benefit from savings realized in reduced court, jail and corrections costs.

Funds available through this grant will allow counties and tribes to develop and staff diversion programs in collaboration with the County District Attorney's Office or Tribal Prosecutor's Office. Applicants for diversion under this solicitation should specifically reference the [Wisconsin Diversion Standards](#) document, published by the State CJCC's Evidence-Based Decision Making Subcommittee.

Specific activities expected of a successful applicant include:

- Assessing actuarial risks/needs.
- Verifying criminal history, treatment needs and history, social service needs and personal information for potential participants.
- Developing a diversion plan tailored to the participant's needs and circumstances and the needs of the community, such as restitution for the victim and other evidence-based practices.
- Securing necessary services for the participant that will enhance chances of success.
- Modifying diversion plan based on performance that could range from service provider referral to termination from the program based on non-compliance.
- Reporting successful completion or non-compliance to the prosecutor and defense counsel.
- Collecting and reporting participant-level data necessary for program evaluation using the CORE Reporting System (access provided by DOJ).

In addition to the general items at the top of this section, Problem-Solving or Treatment Court programs must address the following:

Problem-solving or treatment courts, with the most common being adult drug courts, operate on the same basic set of principles including the use of frequent status/court hearings, regular but random drug testing, regular treatment with qualified providers, and a

range of sanctions and incentives to motivate offenders to change their behavior and thus become less likely to recidivate. In addition to the accepted [Ten Key Components](#) for effective drug courts, strong scientific evidence indicates that some practices are more effective than others. Specifically, applications for treatment courts must incorporate the following eight widely accepted, evidence-based principles:

1. Assessing actuarial risks/needs
2. Enhancing intrinsic motivation
3. Targeting interventions appropriately
4. Using cognitive behavioral treatment methods
5. Increasing the use of positive reinforcement
6. Engaging ongoing support in natural communities
7. Measuring relevant processes/practices
8. Providing measurement feedback

Treatment courts should also utilize the [Wisconsin Treatment Court Standards – Revised 2018](#), which was adopted by the Wisconsin Association of Treatment Court Professionals in 2018.

Additionally, Drug Court programs that incorporate a mental health component should consider the [Ten Essential Elements of a Mental Health Court](#).

Drug Court programs that utilize the Tribal Healing to Wellness Court model should incorporate the [Ten Key Components of Tribal Healing to Wellness Courts](#).

Operating While Intoxicated courts should incorporate the [Ten Guiding Principles for DWI Courts](#).

Programs that propose a general Problem-Solving Court approach that addresses multiple specialty areas should specify the strategy to be used to maintain the integrity of each specialty.

Treatment courts must 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](#)). Additional resources on this issue are available in the [NADCP Adult Drug Court Best Practice Standards Vol. 1 – Standard II](#).

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 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 Matt Raymer at (608) 630-7759 or at raymermc@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 for your convenience:

"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.]"

Please also detail the funding categories being applied for in this Brief Project Description text box:

- **Category 1: Planning and Implementation**
- **Category 2: Implementation**
- **Category 3: Enhancement**

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 (15 points, including Budget Narrative)

Complete a project budget using the following categories. Please reference the [TAD Allowable Expenses](#) document 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. For Example:**

Position: Treatment Court Coordinator

Name: Jane Smith

Description of Computation: (MUST demonstrate how you came to the total amount put in the budget.) Full time wages for 2022 are \$28.00/hour x 40 hours x 52 weeks = \$58,240

Source: State \$58,240

Source: Match \$0

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

Drug Court:

Diversion Program:

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

Also, please be aware that there is a 25% cash match required for all projects. To calculate the total budget and match amounts, use these formulas:

- Award Amount ÷ 0.75 State Share = Total Project Budget
- Total Project Budget x 0.25 Recipient's Share = Required Match

Example: For a grant award of \$125,000, the calculation would be:

1. Total Project Budget: \$125,000 ÷ 0.75 = \$166,667

2. Required Match: $\$166,667 \times 0.25 = \underline{\$41,667}$

*****The match amount in the budget needs to EQUAL the required match amount***
Please do NOT include a match amount exceeding the required match.**

Note 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.
- Third party in-kind match (soft) includes, but is not limited to, the valuation of non-cash contributions. "In-kind" may be in the form of services, supplies, real property, and equipment.

For example, if in-kind match is permitted by law, then you can use the value of donated services to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements, provided the recipient of the contributions expends them as allowable costs.

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 project 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: $\$25/\text{hr.} \times 2080 \text{ hr.} = \$52,000$. 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:

Any travel and/or training costs associated with the funded project. **Training or travel requests should typically not exceed five percent of the project budget.** Any requested amount over this percentage will require additional justification. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning 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 any travel and/or training costs associated for hosting an event (conference/convention, training, etc.) with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Meal cost per attendee: \$8/breakfast (start time prior to 6 a.m.); \$10/lunch (starting before 10:30 a.m. and concluding after 2:30 p.m.); \$20/dinner (event ending after 7 p.m.).

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

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. Consultant or contractual requests specifically for the purpose of program evaluation, such as a process evaluation, should typically not exceed 15 percent of the project budget. Any requested amount over this percentage will require additional justification.

5. Budget Narrative – Not to exceed 6,000 characters with spaces.

Please describe in detail how your budget relates to the overall program/project strategy or implementation plan. The narrative should describe the proposed activities and budget for your 2022 program year. **For jurisdictions applying for more than one program, please clearly define which elements of your overall budget are necessary for each program.**

6. Problem Description (20 points) – Not to exceed 6,000 characters with spaces.

Provide a detailed description of the nature and scope of the problem the treatment court or diversion program is working to address. **Be specific** about the issue and the impact on your county or tribe.

Using local data, provide evidence to demonstrate the problem exists, the size and the scope of the problem, and the subsequent need for TAD funding. For existing programs, a number of data sources could be used, and include (but are not limited to):

- a. Existing CORE reports
- b. CORE data extracts (*new*)
- c. Equity and inclusion data reports that were created, distributed, and discussed during the WATCP Conference.

Other data that may be available to your site include local jail data and data from other local facilities. If your site does not use CORE, but would like the CCAP portion of the equity and inclusion data reports (previously referenced) for your county, please request it by contacting: core@doj.state.wi.us (*plan for at least a ~2 week turnaround for CCAP data requests; please note that custom CCAP data requests cannot be fulfilled by DOJ*).

Examples: Your site could use CORE data to describe and provide evidence for issues relating to program capacity, low graduation rates, buy-in from team members/partners, equity/inclusion issues, staffing shortages, etc. For new programs, your site should provide local data and/or CCAP data that shows there is a need for a program to be implemented in your area.

For Enhancement grants, explain whether there is evidence that the nature or scope of the problem has changed since the initial implementation of the program.

7. Project Design (25 points) – Not to exceed 12,000 characters with spaces per program, **not** including the table(s).

An effective project design will explain how the program will address the problem identified in the problem description. The project design should highlight enhancements to a current program or explain specific plans for the design of a new treatment court or

diversion program in your jurisdiction. Within this section, all proposed programs should demonstrate how the design adheres to the requirements outlined in [Wisc. Stat. 165.95](#).

*** Use the correct Project Design Table (Treatment Court or Diversion Program) linked below to report the operations of your program**

****PLEASE NOTE: Applications that do not include a completed Project Design Table as part of this section will NOT pass to the next phase for funding consideration****

In addition to the overall description, please address the following areas based on the type of program:

For treatment courts, provide an overall description of the current operation of the court. Courts must describe how they conform to the key components or evidence-based practices for the particular court type, using the [Wisconsin Treatment Court Standards – Revised 2018](#).

Treatment courts should also address the following specific items in table format, by completing and attaching the appropriate table based on their program category:

- [Treatment Court - Project Design Table \(2022\)](#)

For diversion programs, provide an overall description of the current or planned operation of the diversion program. Programs must describe how they conform to the key components or evidence-based practices for diversion programs, using the [Wisconsin Diversion Standards](#).

Diversion programs should also address the following specific items in table format, by completing and attaching the appropriate table based on their program category:

- [Diversion Program - Project Design Table \(2022\)](#)

For jurisdictions submitting multiple programs, a table should be completed and clearly labeled for [each program](#).

If your county or tribe has completed a system map to outline the various steps and decision points within your program(s), a copy can be attached within this section.

8. Goals and Objectives (15 points)– Using the [Goals and Objectives](#) document provided, identify the goals and objectives of this proposed project and attach in this section. Be sure to **include the two primary goals established in the TAD statute**:

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

Keep in mind that goals and objectives should be SMART (specific, measurable, attainable, realistic, and time-bound). The completion of a logic model can support the identification of short-term goals or objectives and how they connect to program activities, resources, and long-term program goals. Jurisdictions are encouraged to complete a logic model and include it as an attachment in this section. A starting [template](#) is provided for use, but the final format can vary.

9. Implementation Plan (25 points)- Not to exceed 12,000 characters with spaces per program *not* including tables.

Please describe your jurisdiction’s plan for the implementation of the designed program. The overall intent of this section is to provide specifics on how you plan to utilize the resources to carry out the project as designed and how the implementation supports program goals. Be specific on how this plan supports the program requirements outlined in [Wis. Stat. § 165.95](#), as well as incorporating the application of evidence-based practices.

For Planning and Implementation applicants, please attach a one-year project timeline, with up to six months of planning time included.

For Implementation or Enhancement applicants, please attach a one-year project timeline.

10. Other Funding

Describe any other grants your county or tribe has received related to problem-solving courts or pretrial diversion programs that will be in place during the project time period and clearly explain how these funds are separate from the budgeted TAD funding. Discuss any other funding that will be utilized to support the TAD programming. Also include a description of the resources that are contributed by member agencies. The intent of this section is to ensure there is not overlap across funding sources for the same project, as well as to understand the full resources necessary to carry out the program as designed.

11. Letters of Support

Please attach a letter of support from your jurisdiction’s Criminal Justice Coordinating Council (CJCC) or similar oversight body, identifying commitment to the proposed program design and implementation. If you do not have a formalized CJCC, please submit a letter of support from the collaborative team charged with preparing this application, which demonstrates commitment from the various agencies that are part of the proposed program.

Application Review and Award Criteria

All applications for new TAD projects will be subjected to a multi-agency peer review on a 100-point scale, based on the following point values for the selection criteria:

- Budget Detail/Narrative (15 points)
- Problem Description (20 points)
- Project Design (25 points)
- Goals and Objectives (15 points)
- Implementation Plan (25 points)

Although the point values will be assigned as shown above, applications will only be considered if all of the previously referenced sections (1-11) are submitted.

All applications must be submitted on or before 11:59 pm on September 23, 2021 and will be screened for completeness and compliance with the instructions provided in this

announcement. All compliant applications will be subjected to peer review by a panel of criminal justice professionals using the above scoring system. The scoring process and criteria will be specific to the three categories of application types:

- Category 1: Planning and Implementation
- Category 2: Implementation
- Category 3: Enhancement.

Each program submitted by a jurisdiction will be evaluated separately within the identified track, with final ratings being combined for all three tracks.

Peer review ratings and any resulting rankings or recommendations are advisory. In addition to peer review ratings, consideration may be given to factors such as: underserved populations, strategic priorities, past performance, underserved geographic areas, potential to replicate a project, and available funding.

Once ranked, the applications will be submitted to the Attorney General and the Secretaries of the Departments of Corrections and Health Services and the Director of State Courts and State Public Defender for further review and comment. Depending on available resources, grants will be funded in the final ranked order until grant funds are exhausted. Each grant must satisfy the basic criteria set out above. Grant reviewers may suggest amendments to applications, and grant applicants will be contacted if more information is needed to clarify elements of their proposal. All final grant award decisions will be made by the Attorney General in consultation with the Secretaries of the Departments of Corrections and Health Services, the Director of State Courts, and the State Public Defender.

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 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 grants or other reporting requirements, has other grants 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 and 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 State 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.

Additional Treatment Alternatives & Diversion (TAD) Special Conditions

9. All awards funded under this announcement must comply with the requirements outlined in the TAD Statute ([Wis. Stat. § 165.95](#)).

10. 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 nationally.
11. TAD funds may only be used to serve adult participants, who 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.
12. 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](#)).
13. All treatment courts funded under this grant announcement are required to submit information as requested to the Statewide Problem-Solving Court Coordinator within the Office of Court Operations.
14. All grantees funded under this announcement will be subject to program evaluation by the Department of Justice, Bureau of Justice Information and Analysis (BJIA).
15. 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 Outcome, 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.
16. 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.
17. 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.
18. 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).**
19. 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.
20. 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.

21. Each individual program being funded, in whole or in part, by state TAD funding 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.
22. **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 Manager with any major proposed changes to the funded program.

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 CY2022 TAD Competitive Process webpage:
<https://cjcc.doj.wi.gov/initiative/tad/tad-competitive-grant-process-cy22-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
 - Local calls: (608) 267-9068
 - Outside the 608-area code: (888) 894-6607

Application Checklist

What an Application Should Include:

- Main Summary
 - Project Description
- Approval Checklist
- Performance Measures (change to complete and save)
- Budget Detail
 - Personnel
 - Employee Benefits
 - Travel/Training
 - Equipment
 - Supplies and Operating Expenses
 - Consultants/Contractual
- Budget Narrative
- Problem Description
- Project Design
 - *Applicable Project Design Table(s)
 - [Treatment Court - Project Design Table \(2022\)](#)
 - OR -
 - [Diversion Program - Project Design Table \(2022\)](#)
 - System Map (optional)
- [*Goals and Objectives](#)
 - Logic Model (optional)
- Implementation Plan
 - *Project Timeline
- Other Funding
- *Letters of Support

*Denotes mandatory attachment required