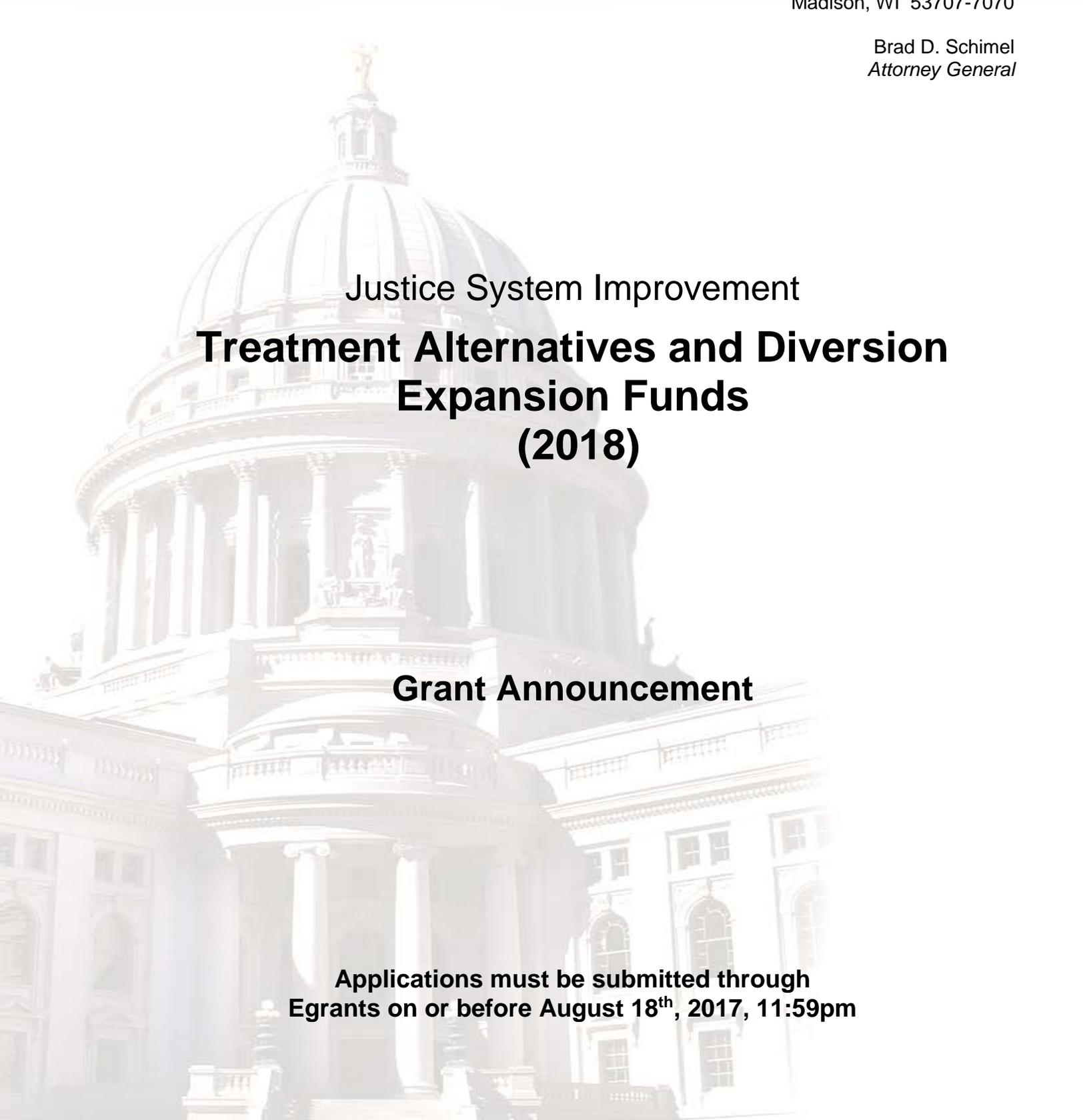




State of Wisconsin  
Department of Justice  
17 W. Main St.  
P.O. Box 7070  
Madison, WI 53707-7070

Brad D. Schimel  
*Attorney General*



Justice System Improvement  
**Treatment Alternatives and Diversion  
Expansion Funds  
(2018)**

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before August 18<sup>th</sup>, 2017, 11:59pm**



**STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE**

**Important Contact Information for this Grant Opportunity:**

Program/Policy: Molly Boss (608) 261-7666  
[bossmk@doj.state.wi.us](mailto:bossmk@doj.state.wi.us)

Budget/Fiscal: Jannifer Ayers (608) 267-2115  
[ayersjl@doj.state.wi.us](mailto:ayersjl@doj.state.wi.us)

Forms/Signatures: Sabrina Gentile (608) 266-7639  
[gentilem@doj.state.wi.us](mailto:gentilem@doj.state.wi.us)

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:** Justice System Improvement

**Grant Title:** Treatment Alternatives and Diversion Expansion Funds (2018)

**Description:** A total of \$400,000 is available to local jurisdictions in Wisconsin to support new or enhanced Treatment Alternatives and Diversion projects. Funded projects range from pretrial diversion at the initial prosecutorial decision making stage to drug courts, to alternatives to revocation based on local needs and project design factors. Please note that final funding amounts are contingent upon approval in the 2017-2019 state budget.

Authority for this program is from Wisc. Stat. 165.95(7m), which states that: “Beginning in fiscal year 2012-2013, the department shall, every 5 years, make grants under this sub-section available to any county on a competitive basis. A county may apply for a grant under this subsection regardless of whether the county has received a grant previously under this sub-section.” As required by statute, the process for project funding beginning on January 1, 2018 is required to be based on a competitive grant application.

All of the program requirements are outlined in [Wisc. 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), with project coordination jointly provided by DOJ, Department of Corrections, and Department of Health Services and with the participation of the Director of State Courts Office.

**Opportunity Category:** Competitive

**Important Dates:**

Application Due Date: August 18, 2017

Project Start Date: January 1, 2018

Project End Date: December 31, 2018

**Anticipated Funding Amount:** Through this grant announcement, up to \$400,000 annually in state funds are available to support new or enhanced Treatment Alternative and Diversion projects for 2018. Eligible jurisdictions are limited to those not currently receiving state TAD funding. **Any reduction in the amount of 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 staff, facilities, or supplies and services that have a direct financial impact on the project, project operations and management (please see the Budget Detail section guidance for more information regarding Match).

**Eligibility:** Only Wisconsin counties and tribes are eligible to apply through this 2018 competitive solicitation. **Eligible jurisdictions are limited to those not currently receiving state TAD funding.** Under this solicitation, counties and tribes are eligible for funding under three categories: Category 1: Planning and Implementation, Category 2: Implementation, and Category 3: Enhancement. Additional details on the categories can be found under the Program Description section.

**Application Format:** It is important to note that only one application will be accepted from each county or tribe's Criminal Justice Coordinating Council (CJCC) or oversight body. Jurisdictions may apply for funding under more than one category, but in doing so must submit one application and demonstrate that the multiple proposed programs are coordinated through a formalized CJCC as part of an overall system improvement strategy. If more than one program is submitted, counties should prioritize the programs since they will be evaluated individually and one or more of the programs may be selected for funding. All portions of the applications should be clearly labeled and completed for each program, but an overall description of the connection between the programs and how they fit within the county system should be provided. Joint applications may also be submitted for projects involving more than one county or tribe.

**Eligible Expenses:** Funding may be used for personnel and fringe benefits, travel and training, consultant/contractual expenses, and supplies and operating expenses.

## Treatment Alternatives and Diversion Expansion Funds (2018)

The Wisconsin Department of Justice (DOJ), through its Justice Programs Section, provides financial and technical assistance to public safety, first response, and emergency management agencies throughout the state. As the State Administering Agency for state and federal 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

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 was continued and expanded through 2011 Wisconsin Act 32, 2013 Wisconsin Act 20 and 2015 Wisconsin Act 55.

As a result of these recent expansions of the Treatment Alternatives and Diversion (TAD) program to over \$6 million annually, TAD projects are now operating in 46 counties and 2 tribes in the state. TAD projects include a broad spectrum of activities ranging from pretrial diversion at the initial prosecutorial decision making stage, to treatment courts, and alternatives to revocation, all based on local needs and project design requirements.

As required by state statute, the TAD program is funded on a five-year cycle and is scheduled to be awarded to counties on a competitive basis for calendar year 2018. **Contingent upon approval in the 2017-2019 state budget**, there has been an additional expansion of up to \$400,000 to the TAD program for calendar year 2018.

A total of \$400,000 is available on a competitive basis under this solicitation under three categories: Category 1: Planning and Implementation, Category 2: Implementation, and Category 3: Enhancement.

### Category 1: Planning and Implementation

Planning and Implementation grants are available for counties 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 formative stages of 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 will be required to form a CJCC by the second year of operation. The purpose of this category is to provide sufficient time for these jurisdictions to prepare and implement programming, by providing an initial planning stage of up to six months in year one of the TAD funding cycle, followed by implementation during the remainder of year one and continuing in subsequent years.

Prior to implementation, counties must submit the following documentation and receive approval from DOJ before admitting initial participants.

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

### **Category 2: Implementation**

Implementation grants are available to jurisdictions that have an established CJCC in place, have completed a substantial amount of planning, and are ready to implement an evidence-based diversion or problem-solving court program designed to meet the statutory requirements of the TAD program. In some cases, Implementation grants could also include a revision of a previously funded program that is undergoing substantial changes or reorganization, based on an evaluation of the program's initial effectiveness or challenges encountered during the original program implementation, and the needs of the local jurisdiction.

### **Category 3: Enhancement**

Enhancement grants are available to jurisdictions that have an established CJCC in place, with a fully operational program (to be eligible, the program must have been operating and had participants in the program for at least one year, regardless of funding source). Proposed enhancement costs must be new costs for 2018, and should supplement (not supplant) any existing program budgets (see additional details in the budget section). The costs may be similar to what was budgeted with TAD or other funding in prior years, but should be new costs for 2018 that are not funded by other sources. 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 services
- Enhancing participant services

Application requirements vary by category, and the applications will be rated based on the specific requirements of each category. **An [eligibility matrix](#) has been developed to assist applicants in determining which category best fits each proposed program.**

All program requirements originally addressed in 2005 Wisconsin Act 25 are continued and included in Wisconsin Statutes under s.165.95 for TAD projects and s. 165.955 for those projects funded specifically as Drug Courts. Please follow the link provided for the [statutory language](#). **Provisions of s. 165.95 must be addressed in all grant applications.**

**Please note the following additions to the TAD Statute as a result of 2015 WI Act 388, which indicates that programs may not prohibit participation for individuals utilizing Medication Assisted Treatment (MAT):**

**SECTION 2.** 165.95 (3) (cd) of the statutes is created to read:

165.95 (3) (cd) Subject to par. (cg), the program does not prohibit a person from beginning or continuing participation in the program because he or she uses a medication that is approved by the federal food and drug administration for the treatment of his or her substance use disorder.

**SECTION 3.** 165.95 (3) (cg) of the statutes is created to read:

165.95 (3) (cg) The program allows a participant to use a medication that is approved by the federal food and drug administration if all of the following are true:

1. A licensed health care provider, acting in the scope of his or her practice, has examined the person and determined that the person's use of the medication is an appropriate treatment for the person's substance use disorder.
2. The medication was appropriately prescribed by a person authorized to prescribe medication in the state.
3. The person is using the medication as prescribed as part of treatment for a diagnosed substance use disorder.

**In addition to the general items above, programs that employ a Pretrial Diversion model must address the following:**

The goal of pretrial diversion in Wisconsin is to reduce crime and improve the operation of the criminal justice system. For the purpose of this application, pretrial 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 offenders 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 level of the offender. Low risk/low need offenders should be directed to less costly services, such as check-in monitoring, while medium and high risk and need individuals should be directed to appropriate services that might include more frequent and active monitoring, drug testing and participation in regular treatment with qualified providers for documented substance use needs, such as through a drug or treatment court.

Pretrial Diversion programs have wide ranging benefits:

- Public safety is improved when jails are less crowded. Incarcerated offenders in overcrowded facilities are at greater risk of physical and psychological impairment, leading to problems when re-entering society and re-offense behaviors.
- Crime victims benefit through a restorative justice system that holds the offender accountable while facilitating and enforcing reparative agreements, including restitution.
- Offenders benefit by receiving the services necessary to avoid repeat offenses and negative consequences associated with a criminal conviction.
- Local justice systems can devote limited resources to concentrate on more serious or violent criminal behaviors.
- Taxpayers benefit from savings realized in reduced court and corrections costs.

Funds available through this grant will allow counties to develop and staff diversion programs in collaboration with the County District Attorney's Office or Tribal Prosecutor's Office. Applicants for pretrial diversion under this solicitation should specifically reference the

[Performance Standards & Goals for Pretrial Release & Diversion](#) as published by the National Association of Pretrial Services Agencies in their proposal.

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 problem-solving courts must incorporate and should use 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.

More information on designing a program around recent evidence-based research findings is available from the BJA-funded [Research to Practice](#) web site or the Office of Justice Programs [Crime Solutions.gov](#).

Drug court or other problem-solving court programs should also utilize the [Wisconsin Treatment Court Standards](#), adopted by the Wisconsin Association of Treatment Court Professionals in April 2014.

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.

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

### **Award Information**

Project funding will be provided by the State of Wisconsin. Only Wisconsin counties and tribes are eligible to apply through this 2018 competitive solicitation. **Eligible jurisdictions are limited to those not currently receiving state TAD funding.** Under this solicitation, counties and tribes are eligible for funding under three categories: Category 1: Planning and Implementation, Category 2: Implementation, and Category 3: Enhancement. It is important to note that only one application will be accepted from each county or tribe's Criminal Justice Coordinating Council (CJCC) or oversight body. Jurisdictions may apply for funding for one or more programs under one or more categories, but in doing so must submit one application and demonstrate that the multiple proposed programs are prioritized and coordinated through a formalized CJCC as part of an overall system improvement strategy.

All funding decisions will be announced by September 1, 2017. Upon application approval, the applicant agency's project director will receive paper grant award documents by mail in approximately 30 days.

Programs funded under this calendar year 2018 announcement that continue to meet program requirements and make progress in attaining program goals and objectives will be able to reapply for funding for calendar year 2019 in a non-competitive environment.

**Please note that all awards are contingent upon approval in the 2017-2019 state budget and are subject to any modifications or additional requirements that may be imposed by law. Any reduction in the amount of appropriated funds will impact individual program funding in subsequent years within the five year cycle.**

## Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to 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. The DOJ help desk is open 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 program that will be used to make a funding decision. Questions on what is expected in each section can be directed to Molly Boss at [bossmk@doj.state.wi.us](mailto:bossmk@doj.state.wi.us) or (608) 261-7666.

**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, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your program(s) 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 program) 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 public safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

**In addition, in this Brief Project Description text box, please also identify which funding category or categories (Category 1: Planning and Implementation 2: Implementation 3: Enhancement) your jurisdiction is applying for under this grant announcement.**

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.

Performance measures specific to the TAD Program are developed based on program type and your stated goals and expectations. Data collection and reporting requirements are tailored to your program. This program funding includes the requirement that all identified participant-level data elements are captured and reported in DOJ's Comprehensive Outcome, Research, and Evaluation (CORE) Reporting System. This data is reviewed and will be the topic of discussion during annual meetings involving all recipients of TAD funding, periodic outcome evaluation reports and frequent legislative program evaluation reports.

## 4. **Budget Detail (15 points)**

Complete an annual 12 month project budget using the following categories. 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 the applicant include specific details for each budget line item, including cost calculations. If applying for more than one program, indicate which budget items support each 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  $\div$  0.75 State Share = Total Project Budget
- Total Project Budget  $\times$  0.25 Recipient's Share = Required Match

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

1. Total Project Budget:  $\$125,000 \div 0.75 = \$166,667$
2. Required Match:  $\$166,667 \times 0.25 = \underline{\$41,667}$

### **Note on Match:**

For purposes of this solicitation, the following definitions apply:

- Cash match (hard) includes local funds (cash) spent by the jurisdiction for project-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 provided 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 project that are also not 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. You could also use items such as rent, equipment, etc. that the county has funded toward the program (these items would also be considered cash match).

**It is important to note that state or federally-funded positions (i.e. judges, prosecutors) cannot be used as local match.**

Documentation supporting local match must be maintained in the award recipient files.

### **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 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.”

**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 devoted to the project. Employee benefits on overtime hours are limited to FICA, workers’ compensation, and unemployment compensation.

**Travel/Training:** Any travel and/or training costs associated with the funded project. Training or travel requests should typically not exceed 5 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.); \$7/breaks

Out-of-state rates for this announcement can be found in the [State of Wisconsin Pocket Travel Guide](#).

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

Equipment: Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, software and equipment with an acquisition cost of less than \$5,000 per unit. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo. x 12 months = \$1,800.

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 2018 project 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 the problem exists, and demonstrate the size and scope of the problem. 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. For jurisdictions applying for multiple programs, describe the unique problems to be addressed by each proposed program and how they fit together under one improvement strategy.

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

Provide a clear description of the program(s), how they are structured and how they will function. An effective project design will explain how the program will address the identified problem given 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](#).

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

**For problem-solving courts**, provide an overall description of the current or planned operation of the court. Courts must describe how they conform to the key components or evidence-based practices for the particular court type:

- [Ten Key Components of Drug Courts](#)
- [Ten Guiding Principles for DWI Courts](#)
- [Ten Key Components of Tribal Healing to Wellness Courts](#)

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

- [Problem-solving courts project design: Planning and Implementation](#)
- [Problem-solving courts project design: Implementation](#)
- [Problem-solving courts project design: Enhancement](#)

**For jurisdictions submitting multiple programs, a table should be completed and clearly labeled for each program.**

**For pretrial 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:

- [Performance Standards and Goals for Pretrial Diversion/Intervention](#)

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

- [Pretrial diversion project design: Planning and Implementation](#)
- [Pretrial diversion project design: Implementation](#)
- [Pretrial diversion project design: Enhancement](#)

**For jurisdictions submitting multiple programs, a table should be completed and clearly labeled for each program.**

**If your county 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 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.

**For jurisdictions submitting multiple programs, a goals and objectives document should be completed and clearly labeled for each program or a single document can be submitted provided the goals and objectives for each program are clearly identified.**

**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(s). 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 Wisc. Stat. 165.95, as well as incorporating the application of evidence-based practices.

**For applicants submitting a proposal for more than one program, please identify how these multiple program types are part of an overall systems approach for your jurisdiction. In addition, for those jurisdictions submitting proposals for more than one program, please prioritize those programs in terms of receiving funding under this grant announcement.**

**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 indicated sections (1-11) are submitted.

All applications must be submitted on or before 11:59 pm on the deadline and will be screened by the partner agencies 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, and Category 3: Enhancement. Each program submitted by a jurisdiction will be evaluated separately within the identified track.

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 for further review and comment. Depending on 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 and the Director of State Courts.

## **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. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:

1. To encourage coordination and information sharing related to these programs, all awards funded under this grant announcement related to Drug Court operations are subject to a special condition requiring that a description of the project be submitted to the State Problem-Solving Court Coordinator within the Office of Court Operations and that on-going communication about the status and progress of the project continue with the State Coordinator.
2. To encourage adherence to the most up-to-date and research based practices, all awards funded under this announcement are subject to a special condition requiring that they comply with evolving state and national standards pertaining to the operation of treatment courts or pretrial diversion projects as those standards are finalized and released statewide.
3. Problem-solving or treatment courts 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](#)).
4. Evaluation: All grantees funded under this announcement will be subject to program evaluation by the Department of Justice, Bureau of Justice Information and Analysis (BJIA). Grantees must agree to comply with all reporting, data collection and evaluation requirements, as determined by BJIA. Grantees will be expected to submit participant data in DOJ's Comprehensive Outcomes, Research, and Evaluation (CORE) Reporting system.
5. Grantees may not use grant funds to pay for evaluations or assessments by external evaluators unless grantee identifies its intent to make such payments in the grant application, and states a rationale for external evaluation satisfactory to DOJ. All external evaluation agreements are subject to DOJ review and approval prior to grant award and during the grant period.
6. 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 and for access to external evaluation reports and data, and all grantees agree to abide by the terms and conditions established by DOJ.
7. 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. 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.

8. The Wisconsin Department of Justice reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to the Department of Justice including Background Check fees.
9. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. Projects 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 2019 in a non-competitive environment.
10. **Any reduction in the amount of appropriated funds will impact individual program funding in subsequent years within the five year cycle (2017-2021).**
11. Please be advised that a hold may be placed on any application or grant payment if it is deemed that an agency is not in good standing on other Wisconsin Department of Justice (DOJ) grants or other reporting requirements, has other grants compliance issues that would make the applicant agency ineligible to receive DOJ funding, and/or is not cooperating with an ongoing DOJ grant review or audit.
12. 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.
13. The recipient agrees to participate in DOJ-sponsored training events, technical assistance events, or conferences held by DOJ or its designees, upon DOJ's request.
14. **Programs funded under TAD shall comply with the requirements outlined in the statute (Wisc. Stat. 165.95).**
15. 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.
16. **Planning and Implementation Grantees:** grantees may incur obligations in an amount not to exceed 50% of the total award prior to DOJ's review and approval of the grantee's completed implementation plan. Prior to implementation, counties must submit the following documentation and receive approval from DOJ before admitting initial participants.
  - a. Project Design Table
  - b. Policy and Procedure Manual
  - c. Participant Handbook
  - d. Participant Agreement Contract

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.

### **Additional Resources**

Additional information about Problem-Solving Courts and Pretrial Diversion can be found at:

Wisconsin Court System - [Problem-Solving Courts Information](#)

Wisconsin Association of Treatment Court Professionals - <http://www.watcp.org/>

National Center for State Courts - [Problem-Solving Courts Resource Center](#)

National Association of Drug Court Professionals - <http://www.nadcp.org/>

Research to Practice website - <http://www.research2practice.org/index.html>

Pretrial Justice Institute - <http://www.pretrial.org/>

Office of Justice Programs – Crime Solutions - <http://www.crimesolutions.gov/>

Additional information about the Wisconsin Department of Justice, Justice Programs Section and resources to assist with Egrants is available

- Wisconsin Department of Justice website: <http://www.doj.state.wi.us/>
- Additional information and resources to assist in preparation of the application are available on the [state CJCC website](#).
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the DOJ website. It includes registration through grant award instructions.
- The [DOJ 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

# 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)
    - [Problem-solving courts project design: Planning and Implementation](#)
    - [Problem-solving courts project design: Implementation](#)
    - [Problem-solving courts project design: Enhancement](#)
  - \_\_\_\_\_ System Map (optional)
- \_\_\_\_\_ \*[Goals and Objectives](#)
  - \_\_\_\_\_ Logic Model (optional)
- \_\_\_\_\_ Implementation Plan
  - \_\_\_\_\_ \*Project Timeline
- \_\_\_\_\_ Other Funding
- \_\_\_\_\_ \*Letters of Support

\*Denotes mandatory attachment required