

The background of the document is a faded, grayscale image of the Wisconsin State Capitol building, showing its iconic dome and classical architectural details. At the top of the page, there are decorative wavy bands in red and white, resembling the stripes of the Wisconsin state flag.

State of Wisconsin
Department of Justice
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Brad D. Schimel
Attorney General

Criminal Justice
JAG Pre-Trial Diversion Program (2014)

Grant Announcement

**Applications must be submitted through
Egrants on or before November 18, 2015**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Ray Luick (608) 266-7282
luickrj@doj.state.wi.us

Budget/Fiscal: Jannifer Ayers (608) 267-2115
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Forms/Signatures: Sabrina Gentile (608) 266-7639
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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 [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: JAG Pre-Trial Diversion Program (2014)

Description: Through this grant announcement, the Department of Justice (DOJ) is seeking applications for continuation funding from counties and tribal governments that received JAG Pre-Trial Diversion funding in calendar year 2015 to implement new or enhance existing pre-trial diversion projects. The Pre-Trial Diversion Program area is complimentary to the concepts embodied in the Treatment Alternatives and Diversion Program (TAD) and other programs designed to bring evidence-based practices into the operation of the justice system. The title of the program area was changed from Misdemeanor Diversion to Pre-Trial Diversion in recognition of local needs and the increased use of risk and needs assessment tools to identify appropriate individuals for diversion prior to court referral. A result is an increased emphasis on the use of evidence-based practices and the introduction of a data collection and evaluation process that will be required of all projects funded in this program area that are more specific than the previous grant program. As with other program areas that deal with court focused efforts designed to realize improved results over traditional methods, it is expected that increased emphasis by pre-trial diversion projects to specifically address the underlying issues related to criminal behavior will result in more effective outcomes over traditional methods.

The goal of this grant announcement is to provide continuation funding for projects to build and/or expand pre-trial diversion program capacity in Wisconsin to reduce crime and improve the operation of the criminal justice system. This program area will enable the state of Wisconsin to develop the data needed to determine the effectiveness of these projects to address the criminogenic factors exhibited by offenders based on the admission standards established by the project team.

Please note that funding under this grant announcement for calendar year 2016 represents the final year of a four-year funding cycle under this JAG Pre-Trial Diversion initiative.

Opportunity Category: Non-Competitive

Important Dates:

Application Due Date: November 18, 2015

Project Start Date: January 1, 2016

Project End Date: December 31, 2016

Anticipated Funding Amount: A total of \$436,292 is available. Applications for continuation projects will only be accepted from the following counties and in the amounts specified:

Eligible Applicants	Federal Grant Amount
Winnebago County	\$48,356
Milwaukee County	\$80,000
Fond du Lac County	\$80,000
St. Croix County	\$67,936
Dane County	\$80,000
Walworth County	\$80,000
TOTAL	\$436,292

Match/Cost Sharing Requirement: None

Eligibility: Non-Competitive. Only counties or federally recognized tribes in the state of Wisconsin that received JAG Pre-Trial Diversion Program funding in calendar year 2014 are eligible to apply.

DUNS Number: The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number as it is likely your agency already has one.

DOJ cannot award grant funds until an active DUNS number is provided.

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

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal 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 grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

JAG Pre-Trial Diversion Program (2014)

The Wisconsin Department of Justice (DOJ) through its Justice Programs Section provides financial and technical assistance to public safety and criminal justice 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

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system, from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives.

The goal of this grant announcement is to provide continuation funding for projects to build and/or expand pre-trial diversion project capacity in Wisconsin to reduce crime and improve the operation of the criminal justice system. In the criminal law, diversion refers to diverting a defendant out of the criminal justice system through completion of a diversion program rather than incarceration or other alternative sentencing. Upon completion of the diversion program, criminal charges are typically dropped.

Pre-trial diversion projects 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.
- Taxpayer benefits from savings realized in reduced court and corrections costs.

Funds available through this grant allow tribes and counties to develop and staff diversion projects through the district attorney's office or tribal prosecutor's office. Only offenders assessed to be appropriate for the project's activities and level of support should be admitted into the project. 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 AODA needs.

To promote consistency with the TAD program, the application must address its eligibility criteria in relationship to the TAD language that specifies that “a violent offender is not eligible to participate in the program.” A violent offender is defined as a person to whom the following applies:

- a) The person has been charged with or convicted of an offense in a pending case and, during the course of the offense, the person carried, possessed, or used a dangerous weapon, the person used force against another person, or a person died or suffered serious body harm.
- b) The person has one or more prior convictions for a felony involving the use or attempted use of force against another person with the intent to cause death or serious bodily harm.

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.
- Development of 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 to 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 project based on non-compliance with project rules and requirements.
- Reporting successful completion of non-compliance to the prosecutor and defense counsel.
- Collecting and reporting client-based data necessary for project evaluation using the DOJ web-based evaluation system.

Award Information

Project funding will be provided from the federal Byrne Justice Assistance Grant (JAG) program. A total of \$436,292 is available. Eligible applicants may apply for funding up to their approved amount, detailed on page 2 (Eligibility). Grant expenditures will be reimbursed when spending is documented and submitted to DOJ. There is no match required.

Upon application approval, the applicant agency’s project director will receive paper grant award documents by mail in approximately 30 days.

Submit Applications Using Egrants

Applications must be submitted through the DOJ Egrants online grants management system. If you have never used DOJ 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 (Egrants page). 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 Ray Luick at (608) 266-7282 or at luickrj@doj.state.wi.us.

Please note: No attachments should be included in this grant application unless 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 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]”

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.

Please note: New performance measures specific to the JAG Program have been developed by the federal Bureau of Justice Assistance (BJA). Applicants selected for grant awards will be required to report on these new measures on a quarterly basis in the web-based Performance Measurement Tool (PMT) developed by BJA. Client specific data will be

required using DOJ's web-based evaluation system (access provided by DOJ, Bureau of Justice Information and Analysis).

4. Budget Detail

Complete a 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 you include specific details for each budget line item, including cost calculations.

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.

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. 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.); \$5/breaks

(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.")

Paying for food from US Dept. of Justice funds is no longer allowed or strict limitations apply as of Oct. 2011. Food for clients being served by the program is the only time prior approval is not needed. Please consult your grant manager prior to submitting this application for clarification and for prior approval.

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 the grant award date, a signed contract must be received by DOJ. No fund reimbursements will be made prior to receipt of the contract.

5. Budget Narrative

Please describe how your budget relates to the overall program/project strategy or implementation plan.

6. Problem Description

Provide a brief description of the nature and scope of the problem the treatment court or diversion program is working to address. Using local data, provide evidence the problem exists, demonstrate the size and scope of the problem, and explain whether there is evidence that the nature or scope of the problem has changed since the initial implementation of the program.

7. Project Narrative

Provide an overall description of the project. This is your opportunity to highlight current program activities and enhancements since the last grant review. **Explain any implementation issues or programmatic changes that have occurred during the most recent funding period.** Be specific on why those changes occurred and how they continue to support or enhance the application of evidence-based practices.

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

Provide an overall description of the current 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](#)

Programs should also address the following specific items in table format, by completing and attaching the [Pre-Trial Diversion Project Narrative Table](#).

8. Goals and Objectives

Using the [Goals and Objectives](#) document, identify the goals and objectives of this proposed project. Be sure to **include the following as two primary goals:** 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.

Indicate whether the goals or objectives have changed since the most recent funding period and if so, why they have changed. Keep in mind that goals and objectives should be SMART (specific, measurable, attainable, realistic, and time-bound). Please attach the completed Goals and Objectives document in this section.

9. Design and Implementation Strategy

Describe any proposed or planned changes to the design or implementation of the program during the upcoming funding cycle. Be specific on the reason for the proposed changes and how they continue to support or enhance the application of evidence-based practices.

10. Letters of Support

Please attach a letter of support from each member of your county's Criminal Justice Coordinating Council (CJCC). One letter may be submitted with signatures from each member of the council. If you do not have an established CJCC, please submit a letter of support from each member of the pre-trial diversion project team.

Application Review and Award Criteria

All applications must be submitted on or before the application deadline and will be screened for completeness and compliance with the instructions provided in this announcement. All final funding decisions will be made by the Attorney General.

Post-Award Special Conditions/Reporting Requirements

Agencies awarded funds under this announcement will be required to provide regular progress reports. The schedule for reports will be included in the grant award materials. At that time, please review all grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in the award documents and reporting requirements contained in Egrants, please note the following:

1. Consistent with the Treatment Alternatives and Diversion (TAD) program, violent offenders are not eligible to participate in programs funded under this announcement. A *violent* offender is defined as a person to whom one of the following applies:
 - a. The person has been charged with or convicted of an offense in a pending case and, during the course of the offense, the person carried, possessed, or used a dangerous weapon, the person used force against another person, or a person died or suffered serious bodily harm.
 - b. The person has one or more prior convictions for a felony involving the use or attempted use of force against another person with the intent to cause death or serious bodily harm.
2. Evaluation: All grantees funded under this announcement will be subject to program evaluation by the Department of Justice, Bureau of Justice Information and Analysis. Grantees must agree to comply with all reporting, data collection and evaluation requirements, as determined by DOJ. Grantees will be expected to submit required data in DOJ's web-based evaluation system.

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.

3. 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 such as background check fees, etc.
4. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.
5. 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, 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.
6. 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.
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.

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, and adherence to any conditions included in the grant award.

Additional Resources

Additional information about Pre-trial Diversion can be found at:

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

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

- 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.

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