



State of Wisconsin
Department of Justice
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J.B. Van Hollen
Attorney General



Justice System Improvement
**Treatment Alternatives and Diversion
2014**

Grant Announcement

**Applications must be submitted through
Egrants on or before October 17, 2013**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

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Local calls: (608) 267-9068
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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: <http://oja.wi.gov>.

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 2014

Description: A total of \$2,538,900 is available under this announcement. 2013 Wisconsin Act 20 continues funding for the Treatment Alternatives and Diversion grant program and expands the program with an additional appropriation of \$1 million. **\$1,038,900 is available to continue previously funded TAD projects and \$1,000,000 is available for new projects, which are defined as projects in counties not currently receiving TAD Program funds.** Funded projects could include a broad spectrum of activities ranging from Pre-Trial Diversion at the initial Prosecutorial Decision making stage, to Drug Courts, to Alternatives to Revocation based on local needs and project design factors. **An additional appropriation of \$500,000 is available specifically for new Drug Courts, which are defined as new courts in counties that have not established a drug court.**

2013 Wisconsin Act 20 continues the provision from 2011 Wisconsin Act 32 that: “Beginning in fiscal year 2012-2013, the office” (note: now 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 paragraph regardless of whether the county has received a grant previously under this sub-section.” Thus, projects funded under this calendar year 2014 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 years 2015 and 2016 in a non-competitive environment contingent on legislative action on the 2015-2017 state budget. This schedule will bring all projects funded under this program into the same funding cycle.

All of the previous requirements originally contained in the 2005 Wisconsin Act 25 are continued. As directed in the legislation, these projects are currently limited to those that deliver treatment and diversion alternatives to jail and prison for non-violent offenders with assessed drug and alcohol problems. These funds are administered by the Wisconsin Department of Justice, 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: October 17, 2013

Project Start Date: January 1, 2014

Project End Date: December 31, 2014

Anticipated Funding Amount: A total of \$2,538,900 is available to support both existing and newly developed Treatment Alternative and Diversion Projects. Funds are available to support the following three categories:

- **Category 1:** \$1,038,900 is available to continue previously funded TAD projects (see Eligibility).

- **Category 2:** \$1,000,000 is available for a broad spectrum of TAD projects in counties not currently receiving TAD program funds.
- **Category 3:** \$500,000 is available specifically for new Drug Courts, which are defined as new courts in counties that have not established a drug court. For the purposes of this solicitation, eligible drug court models for this category include: Drug Courts; Driving While Intoxicated (DWI)/Driving Under the Influence (DUI) Courts; Co-Occurring Substance Abuse and Mental Health Courts; Veterans Treatment Courts; and Tribal Healing to Wellness Courts. **Only counties that have not established any of these court models are eligible to apply under this category.**

Please note that eligible applicants not funded under Category 3 may be considered for funding under Category 2.

Match/Cost Sharing Requirement: Based on the language of 2013 Wisconsin Act 20, there is a 25% cash match required for all projects funded under Categories 1 and 2. This is calculated as 25% of the total project cost. For the purpose of this funding announcement, cash match may be in the form of new program revenues secured from local, state, tribal, federal, or private sources, or 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.

Projects funded under Category 3 do not require a local match.

Eligibility: Only counties or federally recognized tribes in the State of Wisconsin are eligible to apply. Applications for continuation projects will only be accepted from the following counties and in the amounts specified:

Eligible Applicants	Total State Funding	25% Local Match Required	Total Grant Amount
Ashland/Bayfield Counties	\$176,250.00	\$58,750.00	\$235,000.00
Burnett/Washburn Counties	\$105,358.00	\$35,119.00	\$140,477.00
Dane County	\$115,820.00	\$38,607.00	\$154,427.00
Milwaukee County	\$333,900.00	\$111,300.00	\$445,200.00
Rock County	\$110,931.00	\$36,977.00	\$147,908.00
Washington County	\$92,635.00	\$30,878.00	\$123,513.00
Wood County	\$104,006.00	\$34,669.00	\$138,675.00
New County/Tribal TAD Projects	\$1,000,000.00	\$333,333.00	\$1,333,333.00
New County Drug Court Projects	\$500,000.00	\$0.00	\$500,000.00
TOTALS	\$2,538,900.00	\$679,633.00	\$3,218,533.00

It is expected that the Department of Justice, in conjunction with program partners the Departments of Corrections and Health Services, will award an additional 10 to 12 projects that meet the definitions of “new” from Categories 2 and 3 above.

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 disbursed. 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 - 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.

Treatment Alternatives and Diversion 2014

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 projects designed to meet the requirements of the statutorily-created Treatment Alternatives and Diversion program (TAD). This 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 in the state's 2013-2015 biennial budget.

A total of \$2,538,900 is available under this announcement. 2013 Wisconsin Act 20 continues funding for the Treatment Alternatives and Diversion grant program and expands the program with an additional appropriation of \$1 million. **\$1,038,900 is available to continue previously funded TAD projects and \$1,000,000 is available for new projects which are defined as projects in counties not currently receiving TAD Program funds.** Funded projects could include a broad spectrum of activities ranging from Pre-Trial Diversion at the initial Prosecutorial Decision making stage to Drug Courts to Alternatives to Revocation based on local needs and project design factors. **An additional appropriation of \$500,000 is available specifically for new Drug Courts, which are defined as new courts in counties that have not established a drug court.**

Projects funded under this calendar year 2014 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 years 2015 and 2016 in a non-competitive environment contingent on legislative action on the 2015-2017 state budget.

All other program requirements originally addressed in Act 25 are maintained and include the following:

1. The program meets the needs of offenders who may be or have been charged with, or who have been convicted of, a crime in that county related to the individual's use or abuse of alcohol or other drugs.
2. The program promotes public safety, reduces prison and jail populations, reduces prosecution and incarceration costs, reduces recidivism, and improves the welfare of the offender's family by meeting the comprehensive needs of participants.
3. The program establishes eligibility criteria for an individual's participation. The criteria specify that a violent offender is not eligible to participate in the program. 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.
4. Services are consistent with evidence-based practices in substance abuse and mental health treatment as determined by the Department of Health Services, and the program provides intensive case management.
5. The program uses graduated sanctions and incentives to promote successful substance abuse treatment.
6. The program provides holistic treatment to participants and provides services that eliminate or reduce the use of alcohol or other drugs, improve mental health, facilitate gainful employment or enhanced education or training, provide stable housing, facilitate family reunification, ensure payment of child support, and increase the payment of other court-ordered obligations.
7. The program integrates all mental health services provided to program participants by state and local government agencies and other organizations. The program shall require regular communication among a participant's substance abuse treatment providers, other service providers, the case manager, and any person designated under the program to monitor the person's compliance with his or her obligations under the program and any probation, extended supervision, and parole agent assigned to the participant.
8. The program provides substance abuse and mental health treatment services through providers that are certified by the Department of Health Services.
9. The program requires participants to pay for treatment, based on income and available assets, and pursues and uses all possible resources available through insurance and federal, state, and local aid programs including cash, vouchers, and direct services.
10. The program is developed and implemented in collaboration with one or more circuit court judges, the county district attorney, the state public defender, local law enforcement officials, county agencies responsible for providing social services, including services relating to alcohol and other drug addiction, child welfare, mental health, and the Wisconsin Works program, the Wisconsin Departments of Corrections and Health Services, private social services agencies, and substance abuse treatment providers.
11. The county complies with other eligibility requirements:
 - (a) In implementing a program that meets the requirements of par. (c), a county department may contract with or award grants to a religious organization under s. 59.54 (27).
 - (b) A county that receives a grant under this subsection shall create an oversight committee to advise the county in administering and evaluating its program. Each committee must include a circuit court judge, the district attorney or designee, the state public defender or designee, a local law enforcement official, a representative of the county, a representative of each other county agency responsible for providing social services including services relating to child welfare, mental health, and the Wisconsin Works program, representatives of the departments of

Corrections and Health Services, a representative from private social services agencies, a representative of substance abuse treatment providers, and other members to be determined by the county.

12. A county that receives funds under this announcement must comply with state audit requirements and submit regular progress reports to the Department of Justice and to the local oversight committee. The reports will assess the impact of the program on jail and prison populations and its progress in attaining the other program goals. Funding will be available for those projects that meet or exceed program goals, actively participate in program evaluation including submission of performance measures, timely report on program progress, and participate in site meetings during 2014 and 2015. The availability of grant funding beyond 2015 is dependent on subsequent state budget allocations.

In addition to the above, projects that propose a Pre-Trial Diversion model must address the following:

The goal of Pre-Trial Diversion in Wisconsin is to reduce crime and improve the operation of the criminal justice system. In the context of 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.

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.

Pre-Trial 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 tribes and counties to develop and staff diversion programs in collaboration with the County District Attorney's Office or Tribal Prosecutor's Office.

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
- Modify diversion plan based on performance that could range from service provider referral to termination from the project based on non-compliance
- Reporting successful completion of non-compliance to the prosecutor and defense counsel
- Collecting and reporting client-based data necessary for program evaluation using the DOJ specified system (access provided by DOJ).

Projects that propose a Drug Court/Problem Solving Court model must address the following:

Drug Courts (problem-solving courts) operate on the same basic set of principles and use frequent status hearings, regular but random drug testing, regular treatment with qualified providers, and a range of sanctions and incentives to induce 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 stronger than others. Specifically, applications for drug court/problem-solving courts must address 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.

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

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

Drug Court projects that utilize the Veterans Treatment Court model should incorporate the [Ten Key Components of Veterans Treatment Courts](#).

Projects 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.

Award Information

Project funding will be provided from the State of Wisconsin through General Purpose Revenue and Program Revenue sources. Only federally-recognized tribes and counties that are applying for projects that meet the definition of “new” as defined above are eligible to apply for a grant under this program area. The total amount available is \$2,538,900, of which \$1,038,900 is available to

continue previously funded TAD projects and \$1,000,000 is available for new TAD projects, which are defined as those operating in counties currently not receiving TAD Program funds. An additional appropriation of \$500,000 is available specifically for new Drug Courts, which are defined as new courts in counties that have not established a drug court.

The Department of Justice anticipates that it will award an additional 10 to 12 projects that meet the definitions of “new” from Categories 2 and 3 above, while continuation projects from Category 1 are restricted to apply for no more than the amount identified in the “Eligibility” section above. Grant expenditures will be reimbursed when spending is documented and submitted to DOJ.

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 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 Commerce eGrants. Please take care to select **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 OJAEgrants@wi.gov 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 Ray.Luick@wisconsin.gov.

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 public 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.

Performance measures specific to the Treatment Alternatives and Diversion Program are developed based on project type and your stated goals and expectations. Data collection and reporting requirements are tailored to your project. This project funding includes the requirement that all identified case specific data elements are captured and reported on a monthly basis. This data is reviewed and will be the topic of discussion during annual meetings involving all recipients of Treatment Alternatives and Diversion funding.

4. Budget Detail (10 points)

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.

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

- Award Amount \div 0.75 Federal Share = Total Project Budget
- Adjusted Project Costs \times 0.25 Recipient's Share = Required Match

Example: For a grant award of \$350,000, the calculation would be:

1. Total Budget: $\$350,000 \div 0.75 = \$466,666$
2. Required Match: $\$466,666 \times 0.25 = \underline{\$116,667}$

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. 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 \$70/night (\$80/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.

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 \$450 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.

5. Budget Narrative

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

6. Project Narrative (15 points)

Please indicate which funding Category you are applying for. Describe your project in detail, including what objectives would be accomplished. Include appropriate statistics. Describe how your agency staff will use or otherwise put in place this project. Relate any potential benefits including cost savings, decrease in crime activity, or other relevant details.

All project applications must address each of the 12 items originally identified in Act 25 and introduced on page 3 of this Funding Announcement. In addition, applicants for Drug Court

Projects must address the Ten Key Components for effective drug courts while applicants for Pre-Trial Diversion projects must respond to the seven specific activities expected of a successful pre-trial project identified on pages 6 and 7 of this Funding Announcement.

Applicants should use these elements as a guide in preparing their response to this section. All efforts are directed to identifying the recognized evidence-based practices for projects of this type. As such, the decision not to include an element should be discussed.

Projects previously funded through the TAD program should use this section to provide a succinct statement of the impact that their project has had on the community to date. This should include a summary of clients served, services provided, problems encountered and successes noted. Anecdotal information and narrative stories are acceptable as a part of this section or as a separate attachment to this document.

7. Problem Description (20 points)

Describe the nature and scope of the problem the project will address. Local data should be used to provide evidence the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the community. Please describe any previous or current attempts to address the problem and explain why they did or did not work. Please describe any unique factors about your community impacting the problem and the design of this proposed response. Describe your proposed target population and link that population to research and evidence-based practice.

8. Goals and Objectives (15 points)

Identify the goals and objectives of this proposed project being sure to include the two primary goals established in the statute; Reduce recidivism rates for nonviolent offenders in the program and increase public safety; and, Reduce prison and jail populations by diverting nonviolent offenders to community-based interventions.

9. Design and Implementation Strategy (35 points)

Describe the steps needed to implement this plan to address the problem or issue. Please describe how you will implement your project, incorporating the key components and evidence-based principles detailed above. At a minimum, please incorporate the following elements in the description of your design and implementation strategy.

Eligibility:

1. Describe the referral process. At what point are clients referred to the program and who is responsible for referring clients?
2. Who is eligible to participate? What are the criteria for program acceptance? What factors would cause a client who has been referred to be denied admission to the program?
3. Who is responsible for making admission decisions? Is there a systematic review process in place? Are decisions made by a team?
4. Is participation voluntary or mandatory? Are there consequences for not participating? Are there incentives to participate?
5. What is the maximum capacity of your program?

Assessment:

1. How are the criminogenic needs of clients assessed?
2. How is the criminogenic risk level of a client determined?

3. Please list all of the assessment and/or screening tools that are currently being used or that are going to be used. All tools must be validated and subjected to ongoing validation protocols.
4. Who administers client assessments? Who receives and/or uses the information from the assessments? Please list all who apply, including both within the project and external service providers.

Service Provision:

1. Please list the services available for clients. For each, describe the nature of that services and how those services will be rendered.
2. How do the services being provided relate to the goals and objectives of the project?
3. What treatment services are or will be provided to clients? Please name all curriculums.
4. Are any treatment services required of participants? If so, what are the type, frequency, and duration of those treatment sessions?
5. What, if any, services are clients referred to that are administered by external service providers and/or community partners? Please list service and name of provider.

Monitoring:

1. What is the duration of the project? If an existing project, how long do/will clients typically stay?
2. Does your project have phases? If yes, list them and give the approximate length of each phase.
3. Is there a system of graduated sanctions and/or rewards? What sanctions are used for non-compliance? Describe what rewards will be used for compliance with program requirements.
4. How is “successful completion” defined by your project?

In addition, and based on the recommendation of the TAD Advisory Committee, all currently operating TAD programs applying for **continuation funding** must respond to the following four elements within the Implementation Strategy portion of their proposal. Failure to provide complete responses to any of these four elements will result in delays to the funding decision and grant award. These elements are:

- Describe the current or proposed process for conducting criminal history searches to determine offender eligibility for admission to the project and to conduct a valid risk assessment, detailing any barriers with suggested solutions;
- Address the success of the project in meeting target admission rates; explain reasons if not meeting targets and describe your plan for addressing barriers to increase admission rates to target levels;
- Chose at least one Evidence-Based Practice for criminal justice populations currently implemented by the project and describe how fidelity to the EBP is ensured. The following reference is provided for your information. Implementing Evidence-Based Practices in Corrections; Using an Integrated Model to Implement Evidence-Based Practices in Corrections – <http://nicic.org/Library/019342>
- Describe your plan to increase admission of moderate and high risk offenders.

10. Other Funding (5 points)

Describe any other grants your county or tribe has received related to problem-solving courts or pre-trial diversion programs. Also include a description of the resources that are contributed by

member agencies. Include any funds related to planning or needs assessments for your county's or tribe's criminal justice system that led to the development of this project.

11. Letters of Support

Please attach a letter of support from your county's or tribe's Criminal Justice Coordinating Council (CJCC). If you do not have an established CJCC, please submit a letter of support from the problem-solving team charged with preparing this application.

Application Review and Award Criteria

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

- Budget Detail (10 points)
- Project Narrative (15 points)
- Problem Description (20 points)
- Goals and Objectives (15 points)
- Design and Implementation Strategy (35 points)
- Other Funding (5 points)

All applications must be submitted on or before 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. Peer review ratings and any resulting 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 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.

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 Drug Courts or Pre-Trial Diversion Projects as those standards are finalized and released statewide.
3. Evaluation: All grant recipients under this announcement will be subject to program evaluation. Grant recipients must agree to comply with all reporting, data collection and evaluation requirements as determined by the program partner agencies.
4. 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.

Additional Resources

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

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

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

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

- Wisconsin Department of Justice website: <http://www.doj.state.wi.us/>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the OJA website. It includes registration through grant award instructions.
- The [OJA 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: OJAEgrants@wi.gov

Local calls: (608) 267-9068

Outside the 608 area code: (888) 894-6607