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DEPARTMENT OF JUSTICE**

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To: Project Directors and Financial Officers – County/Tribal Treatment Court Programs
Project Directors and Financial Officers – County/Tribal Diversion Programs
County Human Service, Judicial, and Law Enforcement representatives
Tribal Human Service, Judicial, and Law Enforcement representatives
WATCP Members
Other Treatment Alternatives and Diversion Stakeholders

From: Lara Kenny, Director, Bureau of Justice Programs, Wisconsin Department of Justice

Pre-Application Form Guidelines for 2024 TAD Grant Awards

Document Summary

The Department of Justice (DOJ), Division of Law Enforcement Services (DLES), has received \$9,688,900 in Treatment Alternatives and Diversion (TAD) grant funds to award for CY 2024. Because this amount is not an increase from CY 2023, the vast portion of funds will be used to continue supporting existing treatment court and diversion programs that received CY 2023 funds. However, some funding will be available for existing TAD grantees to seek additional funding under three priority areas. Therefore, the DLES 2024 TAD Grant Pre-Application Form provides applicants the option of applying under one of three priority categories, in addition to applying to receive the same “baseline amount” received for 2023. This memo provides details on applying for the baseline amount of funding and additional funding under the three additional priority categories.

Attached along with this memo is the **2024 TAD Pre-Application Form**, which interested applicants must complete to identify which priority category, if any, they plan to apply under when submitting their final TAD Grant Application materials later this year. Note that the information requested in the Pre-Application Form does not constitute the final application. Instead, this information will guide DOJ staff in determining the number of TAD grant applications and the amount of grant funds counties and tribes will seek under each priority category. The Baseline Amount Funding category and each of the three priorities are further described on pp. 2-3 below.

Baseline and Priority Categories

Current 2023 TAD grantees seeking 2024 TAD grant awards will be required to apply for Baseline Amount Funding and have the option to choose to apply under one additional Priority Category.

Applicants applying for Baseline Amount Funding will receive the same amount of TAD funds they received for 2023, provided they demonstrate that their current programs are providing services and activities consistent with their recent TAD grant application and are taking effective steps to meet their primary goals and objectives, including numbers of participants served. Consequently, sites applying only for Baseline Amount Funding will later submit final applications that are less comprehensive and more streamlined, focusing on project activities, accomplishments, challenges and barriers during 2023, and on proposed project changes and refinements to occur during 2024. (Note: TAD amounts received during 2023 for Priority 5 project evaluation activities are not considered part of the Baseline Amount Funding that sites can receive for 2024.)

Agencies that seek Baseline Amount Funding plus funding under Priority Category #1, #2, or #3 will later submit a final application that is more comprehensive and will be reviewed and scored competitively, as DOJ anticipates receiving more in cumulative grant requests under those categories than amounts of TAD funds that are available.

Baseline Amount Funding – In 2023 DOJ awarded \$9,438,900 to 56 counties and 3 tribes for the CY 2023 period. These 59 grant awards covered many various types of treatment court programs and diversion programs. One TAD program consideration over the years has been to continue supporting existing treatment court and diversion programs to promote capacity building and sustainability. To meet that objective, applications will draw from \$9,366,900 in “baseline amount funds” to **continue supporting currently funded treatment court and diversion programs at their current levels of TAD funding and capacities.** Agencies must demonstrate that their treatment court and/or diversion program services and activities are consistent with their 2023 and other recent application project designs and methodologies, describe program accomplishments, and show that they have met or are on track to achieving their program goals and objectives. For example, agencies may demonstrate program fidelity and success by referencing their quarterly program and fiscal reports, summarizing performance indicators and outcomes from their CORE data, or sharing findings from evaluations or studies of their treatment court or diversion programs.

Priority Category #1 – Implementation Funds for the 2023 New Planning Grantees – Current TAD subgrantees that began new diversion or treatment court programs in 2023 but devoted the first portion of the year to planning may be considered for receiving an increase in their baseline amount of funding in 2024 under this category. DOJ staff will contact project directors of those subgrantees to consult and discuss scenarios for an agency receiving a higher amount and help determine a feasible amount that the agency should apply for. Factors to be considered will include: *whether the diversion or treatment court program will be fully operational throughout 2024, and the nature, types, and increases in costs that they will incur during 2024.*

Priority Category #2– Staff Training and Technical Support Activities – Recently, TAD grantees have expressed interest in accessing training and technical support events and activities that are more specific or unique than the annual state and national conferences (i.e., WATCP,

NADCP/All Rise) that staff from local agencies frequently attend. Examples of such activities include risk and needs assessment tools training; treatment court team member role-specific training offered by NADCP/All Rise; annual NAPSA (National Association of Pretrial Services Agencies) training conference; and training events focusing on specific program best practices (e.g., motivational interviewing, incentives and sanctions, risk needs and responsivity, MRT or other treatment models). Under this category, TAD grantees may apply for funds to cover the costs of one of the specific special training or technical support activities or events listed above. For discipline specific type trainings, only team members that work within the respective discipline will be approved to attend. These funds will be competitively awarded and one-time awards.

Priority Category #3 – One-Year Program Evaluation Projects -- During the past few years, TAD grantees have increasingly reached out to DOJ seeking assistance and support with evaluating both the effectiveness of program implementation and outcomes achieved from program services and activities. One TAD program goal has been to assist grant recipients with effectively evaluating program implementation and outcomes to identify necessary program improvements and generate data that would be used to illustrate program success and promote long-term sustainability. To that end, Priority Category #3 funding will support evaluation services **for existing TAD-funded treatment court and diversion programs**, as one-year, one-time projects. DOJ anticipates awarding 3-4 grants under this priority, up to a maximum of \$30,000 per award. In issuing awards under this priority, DOJ will require recipient counties or tribes to consult with DOJ staff on the specific evaluation design and methodology, which will include contracting with an outside evaluation agency to perform services. Agencies considering this category should have a minimum of three years of operational data. Furthermore, agencies should only apply if they are ready to do an evaluation and are confident they can complete the proposed final report or work product within the one-year grant performance period (January 1, 2024 – December 31, 2024).

Eligibility for Funding and Pre-Application Process

All counties and tribes who received 2023 TAD grant awards are eligible to apply for 2024 grant awards covering the period January 1, 2024, through December 31, 2024. (See *Appendix A - 2023 TAD Grant Awards Table*, for a list of 2023 grant award recipient counties and tribes, and TAD award amounts.) TAD grant funds are available to support treatment court and diversion programs that meet the requirements listed under § 165.95, Wis. Stats., including (but not limited to) the following:

- TAD award funds will be used to supplement, not supplant, planned or allocated funds.
- All TAD-funded programs must comply with evolving state and national standards pertaining to the operation of treatment courts or diversion programs as those standards are finalized and released statewide or nationally.
- TAD grantees must comply with all reporting, data collection, evaluation requirements, and necessary CORE and data training, as determined by the Bureau of Justice Programs (BJP) and the Bureau of Justice Information Analysis (BJIA).

- All counties and tribes receiving a TAD grant shall identify the oversight body (e.g., local criminal justice coordinating council/committee) used to advise their agency in administering and evaluating its treatment court or diversion programs.
- TAD-funded programs cannot prohibit a participant from beginning or continuing participation in medication-assisted treatment that is approved by the federal food and drug administration for the treatment of their substance use disorder.

Budget Information: When assessing your budget needs for 2024, especially if you are requesting funding under Priority 1, 2, or 3, ensure that you have completed a fairly detailed budget across all budget categories so you can plan appropriately and identify a proper amount to request for 2024. You are not required to submit as comprehensive of a budget as you would with the final application, but you should be confident that the amount requested is justified based on actual costs for salary, fringe, travel, supplies, contractual, and other costs. Using estimates not based on past spending or using placeholder math at the pre-application stage may lead to challenges in later completing the budget section of the 2024 final application. In 2023, DOJ enhanced the expectations for the level of detail required in budget and financial reporting, and the expectations will remain the same in 2024. For example, the 2024 final application budgets will require detailed budgets that show calculations for all items, name the staff paid for under the grant, and list specific trainings/conferences using state travel rates (not IRS) for reimbursement. In the coming weeks, DOJ will release an example of a good budget that would be approved and we will be available to answer questions during the pre-application webinar. Additionally, if you have questions about how to calculate or plan for your 2024 budget, contact DOJ staff.

Appendix B to these Guidelines provides a list of requirements, reminders of what the expectation is for budgets, and tips and best practices for developing a comprehensive, sound budget during the application process and meeting all information requirements for quarterly fiscal reports, budget modifications, and other grant administrative steps.

Pre-Application Process: To apply for 2024 funding, an authorized county or tribal representative must communicate its agency's intentions as to the amount of baseline funding plus any additional funding from one of the priority categories the agency will apply under, as requested in the accompanying Pre-Application Form. All completed Pre-Application Forms must be submitted to the Wisconsin Department of Justice by **no later than Thursday, August 31, 2023**. All counties and tribes wishing to receive 2024 TAD grant awards must submit the Pre-Application Form within the deadline.

Please note: All counties and tribes must submit their Pre-Application Form, as the submitted information will help DOJ staff to better project the number of programs and amount of grant funding being applied for under each baseline and priority category. Final allocation decisions regarding the amount of TAD grant funds allocated within each priority category will be based on the levels of interest expressed by counties and tribes in applying under each specific category. Furthermore, this information will help inform our final decisions regarding components of the final application form and application scoring criteria.

Once we have received your Pre-Application Form, your county or tribal agency will be eligible to apply for 2024 TAD funding by completing the final application form, tables, and providing the other requested information as requested in the 2024 TAD Grant Final Application Announcement. We will inform you of the Final Application opportunity via email and will post the Grant Announcement and related information and application materials in Egrants and on our DOJ website in September (<https://cjcc.doj.wi.gov/initiative/tad-0>). Final applications will require letters of support or memoranda signed by all required and key stakeholders indicating full levels of local support for the treatment court and diversion programs. Consequently, DOJ strongly encourages applicant agencies to consult with and seek program support from your oversight body members during the pre-application stage.

Virtual Webinar: DOJ will conduct a virtual webinar on **August 2nd, from 1:00 to 3:00 p.m.**, to highlight this Pre-Application Form and Guidelines, the three TAD Priority Categories, budgeting requirements, and further describe the steps for completing and submitting the requested Pre-Application Form. Further information and details will be shared with all counties and tribes shortly.