

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 Reneé Lushaj at lushajrg@doj.state.wi.us (608) 266-7864.

Note: Questions should be fully answered within the Egrants section provided. Attachments should only be included in this grant application where specifically requested in section instructions. Any additional attachments will not be reviewed or used in the funding decision.

There are specific parts in the TAD Grant Solicitation that applicants will need to complete. We recommend applicants to complete their writing in Word or another format because Egrants does NOT automatically save information and will delete any unsaved information when it locks, which it does every 30 minutes! The different sections of the grant will be as follows:

1. **Main Summary** – This page will ask for the Applicant/Recipient Agency who will receive the grant and three individuals responsible for the spending and reporting requirements associated with the grant. In addition to identifying the Applicant/Recipient Agency, you will need to identify the following people:
 - a. Signing Official – highest elected official in your county or tribe.
 - b. Financial Officer – who will be signing off on the quarterly financial reports
 - c. Project Director – who provides the oversight for the program and will be completing the quarterly program reports, as well as signing off on the financial reports along with the Financial Officer.

This section will also ask you to complete a Brief Project Description in a text box (150 words or less), where you will describe your program. This is the suggested format that should be followed for this section:

“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 program or equipment improve public safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

2. **Budget Detail** – Please reference the attached “**TAD Allowable Expenses**” for guidance in completing this section.
 - a. **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.”

- b. 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.
- c. Travel/Training: Any travel and/or training costs associated with the funded project. Applicants should ensure there is appropriate training incorporated into the budget to ensure staff are staying up-to-date on the research and best practices for the program. Training or travel requests should 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
- d. 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.
- e. 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 program. 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.

3. **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 2020 program year.
4. **Problem Description** – 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.
5. **Project Design** – **Use the attached Project Design Table to report the operations and intended outcomes of your proposed program design.** 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](#).

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

Treatment Courts and Diversion Programs

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

For treatment courts, provide an overall description of the current 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](#)

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

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

For diversion programs, provide an overall description of the current or planned operation of the diversion program. Programs must describe how they conform to the key components or evidence-based practices for diversion programs:

[Wisconsin Diversion Standards \(Draft\) 2018](#)
[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](#)

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.

6. Goals and Objectives

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.

7. Implementation Plan - Not to exceed 12,000 characters with spaces per program *not* including tables

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

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

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

10. Other Funding

Describe any other grants your county or tribe has received related to problem-solving courts or pretrial diversion programs that will be in place during the project time period and clearly

explain how these funds are separate from the budgeted TAD funding. Discuss any other funding that will be utilized to support the TAD programming. Also include a description of the resources that are contributed by member agencies. The intent of this section is to ensure there is not overlap across funding sources for the same project, as well as to understand the full resources necessary to carry out the program as designed.

11. Letters of Support

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

Category Descriptions

Category 1: Planning and Implementation

Planning and Implementation grants are available for counties/tribes in the initial planning stages of implementing an evidence-based program designed to meet the statutory requirements of the TAD program. This category is designed for jurisdictions that may not have a formalized CJCC in place, or are in the early 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/tribes will be required to form a CJCC by the second year of operation.

The purpose of this category is to provide an initial planning stage of six months in the first year TAD funding to allow sufficient time for jurisdictions to prepare and implement programming. Jurisdictions applying under this category will be expected to implement the program by June 30, 2020 and will be fully operational by the end of year one of the TAD Grant cycle on December 31, 2020.

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

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

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 treatment court program designed to meet the statutory requirements of the TAD program. Jurisdictions applying under this category will be expected to implement the program by March 1, 2020 and will be fully operational by July 1, 2020.

Category 3: Enhancement

Enhancement grants are available to jurisdictions that have an established CJCC in place, with a fully operational program that has been operating for at least one year with participants in the program. Proposed program enhancements must be new costs for 2020 that are not funded by any other sources, including county/tribal budgets. Grant funds cannot be used for any positions/supplies/services/costs that are already part of the county/tribal budget. This would be considered supplanting and is strictly prohibited for grant funding. The grant is intended to improve the program and cover expenses for which there is currently no funding. Jurisdictions applying under this category may propose to incorporate the evidence-based principles outlined in the application to address one or more of the following:

- Expanding the target population
- Enhancing program services
- Enhancing participant services

Application requirements vary based on 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 the proposed program.**

All proposed program activities must follow the TAD Statute, [Wisc. Stat. 165.95](#) and must address these requirements in the application to ensure the program is aware of them and will follow them.