



Wisconsin Department of Justice

2024 Grant Funding Treatment, Alternatives and Diversions Budget and Application Training



Bureau of Justice Programs
Grants Specialist Unit & Criminal Justice Unit

Budget & Application Training

Agenda

1. Introductions & Staff Roles
2. Important Dates
3. Program Highlights
4. Application – TAD Grant Announcement Sections
5. General Reminders
6. Save The Date
7. Questions and Adjourn

Staff Introductions

Department of Justice, Bureau of Justice Programs (BJP)

- Lara Kenny, Director
- Ryan Anderson, Program & Policy Supervisor
- Shannon Ladwig, Grants Supervisor
- Mike Derr, TAD Program Specialist
- Jacqueline Kamin, TAD Grants Specialist
- Marsha Schiszik, TAD Program Specialist

Department of Justice, Bureau of Justice Information and Analysis (BJIA)

- Ashley Billig, Director
- Kaley Horvath, Research Analyst

Important Dates

2024 Grant Application

10/13/2023 Calendar Year 2024 Grant Application Announcement Posted in Egrants

11/16/2023 TAD Grant Applications due in Egrants

2023 Grant Cycle

10/12/2023 3rd Quarter 2023 Fiscal and Program Reports are due

1/30/2024 Final Quarter 2023 Fiscal and Program Reports are due

Program Highlights

5-year cycle - Calendar Year (CY) 2022-2026

- 2024 is year 3 of funding cycle

\$9,688,900 will be awarded for CY '24

- Eligibility: Existing TAD Grantees only

Non-Competitive: Continue supporting currently-funded programs at CY 2023 levels of TAD funding and capacities

Competitive Process: (Priority Categories 1-3)

#1 – Implementation Funds for 2023 New Planning Grantees

#2 – Staff Training and Technical Support Activities

#3 – One-Year Program Evaluation Projects

TAD Grant Announcement - Sections

Main Summary – Agency Roles

- Applicant Agency: The applicant agency is responsible for submitting the application and managing the project.
- Recipient Agency: Agency receiving grant funds and managing the project. Will always be the same as the applicant agency.
- Financial Officer: Individual at applicant agency responsible for financial activities
- Project Director: is an individual at the applicant agency who will oversee project operations.
- Signatory Agency: Entity that will be signing the award documents. Should be the same entity as the highest elected official if a town, village, city or county

TAD Grant Announcement - Sections

Main Summary

- Brief Project Description - describe your project in 150 words or less.
- Brief Summary of Project - “Short Title” line, title your grant to describe the type program(s) you will be funding. Do not include your county or tribal name in the title.

Examples of a title: Pre-Charge Diversion Program; Post-Charge Diversion Program; Drug Treatment Court Program; OWI Court; Hybrid Court Program; Healing to Wellness Court.

TAD Grant Announcement - Sections

Approval Checklist

Answer yes or no to each question.

Questions about check list should be directed to agency financial officer, county clerk, human resources, or other financial staff.

TAD Grant Announcement - Sections

Performance Measures

- Change page status to “Complete”
- Click “Save”

Performance measures will be collected during post-award reporting rather than through this funding application process.

TAD Grant Announcement - Sections

Budget Detail

- Used to determine allowable costs
- Budget detail flows into fiscal reports
- **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.

Budget Category
Personnel
Employee Benefits
Travel (Including Training)
Supplies & Operating Expenses
Consultants/Contractual
Total: Σ
Total Match %:

Personnel

Includes agency staff that work on TAD grant program

- Treatment Court/ Diversion/ CJCC Coordinator
- Behavior Health Clinician//AODA Counselor
- Justice System Assessor
- Risk/Need Assessor
- Law Enforcement
- Case Manager
- Project Supervisor
- Administrative Assistant/Data Entry Specialist/Analyst
- Financial/Fiscal staff

<u>Personnel</u>		
Position:	Treatment Court Coordinator	
Name:	Sandra Bullock	
Description of Computation:	\$30.00/hour x 1500 hours	\$45,000.00

Employee Benefits

- Retirement
- Health Insurance
- Life Insurance

Things to remember: Overtime payment on benefits is not permitted

<u>Employee Benefits</u>		
Position:	Treatment Court Coordinator	
Name:	Sandra Bullock	
Description of Computation:	Total Salary \$45,000 x 37.63% fringe rate	\$16,934.00

Travel/Training

- For discipline specific trainings, only staff that work within in that expertise should be included
- Only staff approved in budget will be eligible for state reimbursement or match – **deviations from that initial approval will require a modification prior to incurring cost/activity.**
- Daily and meal per diems are not allowed – meals must fall within date timeframes
- Meeting and conference agendas are required for fiscal reports for reimbursement
- Travel costs must be calculated using in-state and/or out-of-state rates
- In-state refer to Pocket Guide for miles, meals and lodging, out-of-state refer to approved rates for higher cost cities for out-of-state lodging
 - e.g. state mileage rate - \$0.51/mile
 - e.g. in-state hotel accommodations - \$90.00/night
- Airbnb, VRBO and other non-conventional accommodations are not eligible for match or reimbursement under any circumstance
- Travel budget lines should be separated into categories per event (e.g. mileage, meals, lodging)

<i>Purpose of Travel:</i>	WATCP Annual Conference	
<i>Location of Travel:</i>	Wisconsin Dells	
<i>Item:</i>	Lodging	
<i>Description of Computation:</i>	\$90/night x 2 nights x 2 attendees (include approved attendee names)	\$360.00

Travel/Training

<u>Travel/Training</u>		
Purpose of Travel:	WATCP Annual Conference	
Location of Travel:	Wisconsin Dells	
Item:	Registration Fees	
Description of Computation:	\$350/person x 2 attendees (include approved attendee names)	\$700.00
Purpose of Travel:	WATCP Annual Conference	
Location of Travel:	Wisconsin Dells	
Item:	Lodging	
Description of Computation:	\$90/night x 2 nights x 2 attendees (include approved attendee names)	\$360.00
Purpose of Travel:	WATCP Annual Conference	
Location of Travel:	Wisconsin Dells	
Item:	Meals	
Description of Computation:	\$9 breakfast x 2 days x 2 attendees = \$36; \$11 lunch x 2 days x 2 attendees = \$44; \$21 dinner x 2 days x 2 attendees = \$84 (include approved attendee names)	\$164.00
Purpose of Travel:	WATCP Annual Conference	
Location of Travel:	Wisconsin Dells	
Item:	Mileage	
Description of Computation:	150 miles x \$0.51 mileage rate	\$77.00

Office Supplies - General

Items should be grouped by supply categories into a line

- drug testing supplies (kits, gloves, patches, software)
- devices: GPS/electric monitoring, PBT, sober links
- office supplies: paper, pens, folders, postage
- equipment: laptops, keyboards, desk, chair
- utilities: mobile and wired telephone lines
- software: assessment tools, subscriptions, licensing, electronic medial records
- treatment or assessment materials: curriculum, workbooks, self-help books
- printing: handbooks, brochures, general business needs
- software, program-based memberships should be their own line. Funding will only cover grant period of performance (1/1/2024-12/31/2024)

Things to remember: People are not supply items.

Supply Item:	Office Supplies	
Description of Computation:	Office supplies include file folders, copy paper, pens and other basic office supplies	\$500.00

Office Supplies - General

<u>Supplies & Operating</u>		
Supply Item:	Cell phone for Treatment Court Coordinator	
Description of Computation:	\$75/month x 12 months	\$900.00
Supply Item:	Emergency Housing	
Description of Computation:	\$50/night x 10 nights	\$500.00
Supply Item:	MRT Workbooks	
Description of Computation:	10 books x \$25 each	\$250.00
Supply Item:	Office Supplies	
Description of Computation:	Office supplies include file folders, copy paper, pens and other basic office supplies	\$500.00
Supply Item:	Laptop/Accessories	
Description of Computation:	2 x \$1,500	\$3,000.00

Office Supplies – Incentives

- Incentives are items that reward the participant for choices/behavior
- Be sure to correctly categorize gift cards.
- Explore other options such as “Chamber Bucks” or similar vouchers.
- DOJ encourages grantees to use match for incentives and responsivity.
- Programs can designate certain purchases, vendors or stores as “off limits” for participants.
- Consider optics – How will this look on the front page of a newspaper? Would your agency approve this cost?
- Requires additional tracking – explained in fiscal reports training

<i>Supply Item:</i>	Incentives to include gas, clothing, books, medallions, keychains, gift cards, vouchers and coupons	\$500.00
<i>Description of Computation:</i>	Multiple gift cards varying in denominations	

Office Supplies – Responsivity

- **Responsivity items (often referred to as participant assistance)** are areas that need be addressed to ensure participation and success in the program (transportation, clothing, emergency housing, etc.)
- Programs should attempt to utilize other community resources for responsivity needs prior to using TAD funds. Example – educate participants about shelters, food pantries, clothing resources in the community and teach participants how to access resources
- Requires additional tracking – explained in fiscal reports training

Supply Item:	Responsivity items to include bus passes, cab vouchers, gas cards, taxi	\$500.00
Description of Computation:	Multiple gift cards/vouchers varying in denominations	

Office Supplies – Indirect Costs


Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.

- On budget line provide a computation explaining what costs make up agency's indirect costs
- This should be its own line
- Indirect costs exceeding 10% requires federal approval – supply copy of federally approved indirect rate

Consultants/Contracts

- Individuals that are not employed by county or do not receive a county paycheck
- Contractors Include
 - agency running TAD program
 - counselors/AODA providers
 - Transitional housing/sober living
- If consultant/contractor provides services to assist administering program this portion needs to be detailed, including
 - staff time
 - supplies
 - training/travel
 - software licenses, etc

Things to remember: Contract staff can not be listed as program managers, financial officers or alternate contacts. DOJ staff can not communicate directly with contractors about the application or award.

Name / Position	Service Provided	Cost	
		BUDGET	Total
 Services	Internal Evaluation and Monitoring	8,000.00	8,000.00
 Consultants	Assessments, clinical coordination, recovery coach, MRT books, LSI-Tests	41,250.00	41,250.00
Public Health Department	Urinalysis/confirmations/nursing services	39,990.00	39,990.00
	Total:	89,240.00	89,240.00

Consultants/Contracts

<u>Consultants/Contractual</u>		
Name/Position:	ARC Community Services, Case Manager	
Service Provided:	Case Management & Drug Testing	
Description of Computation:	\$37.50/hr x 911 hours	\$34,163.00
Name/Position:	Kevin Costner, Substance Use Disorder Counselor	
Service Provided:	Counseling Services	
Description of Computation:	\$40/hr x 4 hours x 52 weeks	\$8,320.00
Name/Position:	NJM Management Services	
Service Provided:	Evaluation & Monitoring	
Description of Computation:	\$75/hr x 100 hours	\$7,500.00
Name/Position:	Oakwood Consultants	
Service Provided:	Assessments, clinical coordination, recovery coach, MRT books, LSI-Tests	
Description of Computation:	Assessments 100 hours x \$104 per hour = \$10,400; Clinical Coordination 180 hours x \$80 per hour = \$14,400; Recovery Coach 250 hours x \$56 per hour = \$14,000; MRT Books 10 x \$25 = \$250; LSI-R 10 tests x \$220 per test = \$2,200	\$41,250.00
Name/Position:	ABC Company	
Service Provided:	Housing Assistance	
Description of Computation:	\$500 first month x 4 participants	\$2,000.00

Consultants/Contracts

CONSULTANT TRAVEL

Consultant: *ATC - Attenti Location:

Consultant	Location	Item	Cost		Total
			Current	New	
Total:			0.00	0.00	0.00

PRODUCTS OR SERVICE

Consultant: *ATC - Attenti

Consultant	Item	Cost		Total
		Current	New	
Total:		0.00	0.00	0.00

<u>Travel/Training</u>		
Purpose of Travel:	WATCP Annual Conference	
Location of Travel:	Wisconsin Dells	
Item:	Registration Fees	
Description of Computation:	\$350/person x 2 attendees (include approved attendee names)	\$700.00
Purpose of Travel:	WATCP Annual Conference	
Location of Travel:	Wisconsin Dells	
Item:	Lodging	
Description of Computation:	\$90/night x 2 nights x 2 attendees (include approved attendee names)	\$360.00

What is Eligible Match?

- General Rule of how match can be applied:
If an item is not eligible for grant reimbursement, it cannot be used for match. If a cost/activity/item would not be approved in a budget, it cannot be used for match.
- State-funded positions (Judges, District Attorney's, etc.) cannot be used as match.
- DOJ encourages grantees to apply match to incentives and graduation events
- Match is required for the grant total, not each reported cost.

What is Program Income?

Income received from program participants

- payment/partial payment for testing
- program fees
- not budget in application

Ways to utilize Program Income

- Advancement Method: agencies use program income to further the advancement of the program by purchasing grant approved items (must be allowable program activity or item).
- Deduction Method: agencies use program income to pay outstanding grant expenditures and deduct amount requested for reimbursement in final fiscal report.

Things to remember:

- *Program income and expenses are required to be report in quarterly and final fiscal reports*
- *Agencies cannot use program income as match*

TAD Grant Announcement - Sections

Budget Narrative

- Describe how the budget relates to the overall program/project strategy or project design
- Example:

“Funds will be used by the ABC County Justice Programs Department to continue operations of a Drug Treatment Court and Diversion Program. These programs are dedicated to diverting non-violent offenders with drug and alcohol addictions into these alternative programs that provide accountability, case management services/supervision, treatment, mentoring and positive reinforcement. Specifically, funding will cover the salary and benefits of the Diversion and Treatment Court Case Manager, training-related costs, treatment services, and drug testing. These programs integrate best practices and will achieve the following goals: decrease recidivism, increase community safety, reduce jail and prison populations, reduce drug use, increase tools for sobriety for those with serious addictions, and build long-term sustainability for these programs and stakeholder partnerships.”

TAD Grant Announcements - Sections

Project Design

ALL Programs:

- Narrative space provide an overall description of the current operation of the program. Highlight any recent and proposed revisions, enhancements and expansions to your current program.
- Complete and attach updated Project Design Table

[Treatment Court - Project Design Table \(2024\)](#)

[Diversion Program - Project Design Table \(2024\)](#)

TAD Grant Announcements - Sections

Goals and Objectives

ALL Programs:

Update or revise your program goals and objectives that you propose for CY2024

- Goals should state the large-scale, long-term accomplishments
- Objectives should incorporate the steps and more intermediate outcomes and accomplishments that will support achievement of the long-term goal
- SMART (specific, measurable, attainable, realistic, and time-bound).

Two primary goals established in the TAD statute should be included:

- 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.

[Goals and Objectives Table \(2024\)](#)

TAD Grant Announcements - Sections

Letter of Support

- Attach a letter of support from your jurisdiction's Criminal Justice Coordinating Council (CJCC), Committee, or similar oversight body
- LOS should describe
 - ✓ Current membership
 - ✓ Identify individual members
 - ✓ Frequency of meetings
 - ✓ A written commitment that your proposed program is designed and implemented in collaboration with the various parties and partners as required under Wis. Stat. § 165.95(3)(j) and § 165.95(5)(a).

General Reminders

Application Reminders

- Use [2024 Example Budget](#) as a starting template
- Reference the [TAD Approved Budget Items and Budgeting Tips](#)
- Provide information for all budget categories
- Budgets that have grouped computations will be returned
- Use staff and personnel names if known – newly hired positions or change of staff will require a modification
- For non-travel related food purchases, a roster and agenda is required in fiscal report
- If traveling, an agenda is required in addition to supporting documentation
- When emailing DOJ staff please reference grant number in subject line

Grant Budget - Modifications

When to Use a Modification

If items being requested are not listed in original budget this requires a Modification.

The following changes to an approved budget require a modification **prior** to activity/cost

- newly hired staff
- change in project directors, financial officers, signing official, or any other grant contact
- new contractor or service provider – contracts must be uploaded to Egrants under “Other Project Documents”
- add or amend trainings
- add or amend names of staff or titles (e.g. personnel, benefits, travel/training, etc)
- shifting funding from one category to another from your approved budget

Things to remember:

- Mod approval required prior to fiscal report submission and activity/cost incurred
- On “Main Summary” please provide detailed justification for need of modification and detail what you are changing (e.g. supplies/operating, drug tests)

SAVE THE DATE

Fiscal Reporting Webinar

January 18, 2024, from 1pm-3pm

- Required for Fiscal and Program Staff

DOJ TAD Team Contacts

Program

Marsha Schiszik, TAD Program Specialist – contact info 608.609.6741 or SchiszikMJ@doj.state.wi.us

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Thank You!

