**Pre-Application Form -- 2024 TAD Grant Awards**

**Instructions:**Complete and return this Pre-Application Form to the Wisconsin Department of Justice **no later than Thursday, August 31, 2023.** All counties and tribes interested in applying for a 2024 TAD grant award must complete and return this Form.

* Email the completed Form and your CORE *Admission Summary* to both TAD Program Specialists: Michael Derr at [derrmg@doj.state.wi.us](mailto:derrmg@doj.state.wi.us); and Marsha Schiszik at [schiszikmj@doj.state.wi.us](mailto:schiszikmj@doj.state.wi.us).
* Once we have received your agency’s Pre-Application Form, you will receive a brief email acknowledging that DOJ has received the Form.

**Reminders:** ALL AGENCIES MUST APPLY for their Baseline Amount Funding. For agencies planning to also apply under Priorities 1, 2, or 3, you must meet the criteria described to apply under that priority.

**Baseline Amount Funding for ’24 TAD Grantees** – All 2023 TAD grantees must apply in 2024 to continue their funded treatment court and/or diversion program. Generally, that amount is the same as the amount of your 2023 grant award. If your agency is requesting less than the allowable amount, please provide the amount. This is a non-competitive priority; funds will be awarded upon completion and submission of all application materials and satisfaction of any additional conditions requested of applicants.

**Priority #1 – Implementation Funds for 2023 New Planning Grantees** - This priority targets new programs in 2023 that engaged in planning and did not operate for the entire year during their first year and are seeking to fund a full year of program operation throughout 2024. Only agencies that started new diversion or treatment court programs in 2023 can apply under Priority #1. These funds will be competitively awarded.

**Priority #2 - Staff Training** - All programs can apply for additional grant funds under this category to provide program staff with unique staff training opportunities that fall within one or more of the following topics and training content areas: *Risk Assessment or Needs Assessment tools; Team Role Specific Training offered by NADCP/All Rise or other similar organizations; NAPSA annual conference; Treatment Court or Diversion Program best practices (i.e., motivational interviewing; incentives and sanctions; MRT or other treatment modes; risk, needs and responsivity).* These funds will be competitively awarded and constitute one-time awards.

**Priority #3 – Evaluation of Program** – Funds will support projects to evaluate the operation, implementation, and/or outcomes generated from current treatment court or diversion programs. Funds will be competitively awarded and constitute one-time awards. Only agencies with diversion or treatment court programs that have been in operation for a minimum of three years or more can apply for funds to conduct program evaluations. Furthermore, the program evaluation must result in a completed report or work product by no later than the end of the CY 2024 grant period. Note: Agencies that received 2023 TAD funding under this priority are not eligible to apply.

**PRE-APPLICATION FORM**

**Enter the name of your county or tribe and the name of the agency that will administer the TAD grant project.**

Click or tap here to enter text.

Please describe changes made to your project design since your last submitted project design. (Applicants submitted their last full project design either for their 2022 or 2023 award.)

Click or tap here to enter text.

Please describe any changes you plan to implement in your program for 2024.

Click or tap here to enter text.

1. **List each treatment court and diversion program that was funded under TAD in 2023 and list the programs that will be TAD funded in 2024. Use the drop-down menus below when entering this information. Note: If you are proposing a change in program type, you will be asked to provide more detailed information when submitting the final application later this fall.**

|  |  |
| --- | --- |
| **2023 TAD Grant Funded Programs** | **2024 TAD Grant Funded Programs** |
| Choose an item. | Choose an item. |
| Choose an item. | Choose an item. |
| Choose an item. | Choose an item. |
| Choose an item. | Choose an item. |

1. **Enter the name, title, phone number, and email address for each of the requested persons in the spaces below.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Title | Phone Number | Email Address |
| **Project Director** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Oversight Body Chairperson** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

* How often does your oversight body meet? Choose an item.
* When did your oversight body last meet? Click or tap to enter a date.
* Have you consulted with your oversight body about the 2024 TAD Grant Funds listed above? Yes  No    
  Consultation/Approval Date: Click or tap to enter a date.

1. **Provide the requested information in the spaces below for each Category your agency intends to apply under to receive a 2024 TAD grant award:**

**Baseline Amount Funding for 2024 TAD Grantees**

Amount Requested: $ Click or tap here to enter text.

NOTE: Existing 2023 TAD grantees seeking a 2024 award must apply under this category. Please provide the TAD grant amount you are requesting for 2024, in the space above. Generally, that amount is the same as the amount of your 2023 grant award. If your agency is requesting less than the allowable amount, please provide the amount. If your agency seeks more than what you received in 2023, you must apply under one of the priority categories below. Please reach out to Mike Derr or Marsha Schiszik if you have questions regarding the allowable amount you can request under this category.

**Priority Categories #1, 2 & 3**

Fill in the spaces provided in the table below. Note: Applicants can only request additional funding under one additional category. Please review the following bullets for more information and guidance before completing the table:

* *Brief Description*: Enter a short description of how you are planning to use the requested amount, including the type of program (treatment court or diversion), and primary services and activities. Depending on which Priority Category you are applying under, this response should address the nature and categories of your program’s increasing costs as it moves into a full year of operation, the program evaluation project that you are seeking, or the staff training you are requesting funding for.
* *Justification for Request*: Enter an explanation and/or reason for increased costs, your proposed plan for program evaluation, or the justification for the special training activity or event in the “Justification for Request.”. This response should be no more than 2-3 paragraphs.

|  |  |  |  |
| --- | --- | --- | --- |
| Priority Type | Amount Requested | Brief Description | Justification for Request |
| **Choose an item.** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

1. **(a) Complete the table below detailing past TAD Grant amounts (requested and spent) and the number of persons served in each year, for the years 2018-2023.**   
   NOTE: We are also requesting programs/sites to send a *CORE Admission Summary Report* in addition to the information you provide below. If you need assistance with running this report, please contact Mike Derr, Marsha Schiszik, or Kaley Horvath with the CORE program ([horvathkm@doj.state.wi.us](mailto:horvathkm@doj.state.wi.us)).

|  |  |  |  |
| --- | --- | --- | --- |
| Grant Year | Amount Awarded | Amount Spent | # Of Participants Served |
| Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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(b) Please complete the table below with budget details from your 2023 budget and your projected budget for 2024:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 2023 Budget (Approved) | 2023 Expenditures  (Spent through 6/30/23) | 2024 Budget (Projected) | Brief Description of expenses |
| Personnel | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Benefits | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Travel/Training | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Operating/Supplies | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Contractual | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | Click or tap here to enter text. |

(c) Please describe your primary strategy for avoiding underspending of grant funds during 2024.

Click or tap here to enter text.

1. **(a) Complete the table below briefly explaining what other sources of local, state, or federal grant funding, county levy, insurance, or other contributions you anticipate using to help support the costs of the treatment court and/or diversion programs for which you are seeking 2024 TAD grant funds. Please also provide the additional information requested below the table.**

|  |  |
| --- | --- |
| Source | Estimated Amount |
| Click or tap here to enter text. | Click or tap here to enter text. |
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(b) Do you require providers to bill Medicaid or other insurance for services when possible?

Yes  No

(c) Briefly describe your agency’s sustainability strategy for ensuring long-term funding and financial support of your programs. Click or tap here to enter text.