

TAD Application Webinar -- Q and As

Question #	Participant Question or Comment	DOJ Response/Clarification
<u>TRAVEL/ TRAINING RELATED</u>		
1.)	Hello, there was a budget reference about minimum travel mileage to stay at a hotel for conferences. Is that 40 mile minimum? Is this calculated based on office location to conference location? AND If staff have a two-day training that is 45-60 miles from the agency, are they expected to travel both days rather than spending the night in between?	TAD funds will cover travel mileage only when the training site is over 50 miles from the person's home or work headquarters site.
2.)	So we cannot follow our own county rates that are set for mileage, meal reimbursement, etc. correct?	Yes, that is correct. TAD funds will only cover state-approved rate portion of those expenses. However, if local rates exceed the state rate amount, grantees may pay out the greater rate and apply the difference between the local and state rate amount as the match.
3)	What are the 2024 state rates?	Rates will be officially posted 11/1/2023. breakfast-\$10, lunch-\$12, dinner-\$23 hotel, \$98/night excluding Milwaukee, Racine and Waukesha which is \$103/night (in-state); breakfast-\$11, lunch-\$17, dinner-\$27 (out-of-state) - for hotels please reference guidance provided at a later date.
4.)	For Travel, are we able to list the position titles of the intended attendees for Tx Court positions that may have multiple people who serve, but may not know which will be attending?	For the application, agencies can use titles are permissible but once agencies have decided travel a modification needs to be submitted and approved by DOJ.
5.)	Why are staff names important and not just position titles?	DOJ and auditors need to be able to align the people that have been approved in the application with reported expenses. This is fraud prevention.
<u>INCENTIVES - RELATED</u>		
1.)	Chamber Bucks allows the purchase of alcohol (so they don't prevent purchase of unrestricted items). AND Chamber Bucks.....don't you also have problems tracking where they spend those also? Or what they spend it on? AND I asked the person at Chamber of Commerce and they said there is no way to restrict purchases.	Some county Chamber Bucks have restrictions. If your county Chamber Bucks do not have any type of restrictions, DOJ suggests not using these for the TAD program.
2.)	Chamber Bucks can be used to purchase anything... all they have to do is ask if the store takes Chamber Bucks, regardless of a "list" we give them. The store isn't going to monitor that for us. AND What if we use the chamber bucks, black out names on a list and or make our own list and we found out they still go someplace that would not be approved? AND Chamber Bucks are not a good idea as they can get cash back.	See response to Incentives #1
3.)	For gift cards, the \$2.95 or \$3.95 surcharge for a Visa gift card, is that reimbursable?	DOJ advises against using Visa gift cards due to the lack of restrictions and oversight.

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4.)	Walmart does have gift cards that specifically prohibit alcohol, tobacco, firearms and lottery tickets: https://www.walmart.com/ip/Charitable-50-Walmart-Gift-Card-Alcohol-Tobacco-Lottery-Firearms-Prohibited/855527301?from=/search Is this type of item more acceptable?	Yes this is more acceptable although DOJ prefers that grantees avoid using gift cards for incentives.
5.)	From what you're saying then, We are not allowed to include self-care type incentives? AND There are instances that participants have not been able to care for themselves such as haircuts, etc. I think you need to give us a strict list that we need to stick to, as this has never been done before , and no one has ever said that the incentives are not appropriate in the past. AND A pedicure or manicure is a self-care type item that we all do, but we're not able to give them incentives for such.	DOJ is not saying incentives are not appropriate. Incentives require additional context for some decisions. A participant getting a hair cut falls under Responsivity is not able to provide a list but if at any time a grantee has a question, they should reach out the their fiscal contact.
6.)	Do you have a list of absolute "Nos" for incentives, i.e., birthday gifts? AND So then you need to give us a list for the fishbowl prizes on what we're allowed to give out.	Birthday gifts are not allowable. Participants should achieve a goal or have choices positively reinforced to receive an incentive.
7.)	Will the new tracking be just for vouchers and gift cards, or for other incentives like books, milestone/phase coins, etc.,?	The tracker will be used for tracking gift cards purchased for incentives as well as gas cards, bus passes and transportation vouchers for responsivity. All tangible items need to be purchased and distributed within the grant activity period but will not require tracking.
8.)	What about purchasing a fishing license as an incentive?	This is permissible.
MATCH & SUPPLANTING - RELATED		
1.)	Is match in a separate section (of the budget)?	Yes, there is a state line and a match line within each line item. You can use one or the other, or both for each item entered.
2.)	County staff time for administering the grant is not allowable as match?	If the county staff administering the TAD grant, than this would be allowable match.
3.)	Law enforcement time at team meetings- allowable use for match? That staff is generally getting paid by the Sheriff's office anyway. (Is there a Supplanting issue?)	This would depend on what type of team meeting. IF the activity is related to the TAD program and/or operations then it would be allowable match. This is not a supplanting issue.
4.)	Is case manager payroll supplanting as match?	Supplanting and Match are two different things. Supplanting is reducing the county budget to use TAD/grant/state funding. Matching funds are restricted to the same use of funds as allowed for the State or Federal funds. If it is not allowable under the State or Federal award, it is not allowable as match. If you have questions about creating your budget, please contact DOJ fiscal staff.
5.)	Is there a difference between supplanting and in-kind? Can the match not be in-kind? Your definition of supplanting for match does not line up with my understanding for decades. AND I'm very confused about supplanting as it relates to in-kind county staff. AND Your definition of supplanting for match is wrong.	Supplanting is reducing the county budget to use TAD/grant/state funding. Matching funds are restricted to the same use of funds as allowed for the State or Federal funds. In-Kind is a form of Match. There is no supplanting on match, supplanting is related to TAD/state funding but if the item is unallowable costs or supplanting than it can not be used as Match.
6.)	Law Enforcement and other team members time at team meetings was allowable for "match" for a number of years, why has this changed for 2024?	See above responses to Match & Supplanting Related #2, #3 and #4.

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7.)	If we have the sheriff's department administering our drug testing, will this be considered supplanting?	No, this would not be considered supplanting.
8.)	For match or in-kind, we are not reducing county budgets. We are un-reporting it, so that it is not reported to any other program.	Match is not related to reducing county budgets, that is the definition of supplanting.
9.)	How does supplanting apply to tribes? Tribal General funds pay for programs; so, if the grant pays for the Judge /Project director, is this supplanting?	As long as the Tribal General Fund is not already paying for one of these positions, and the tribe is not reducing their budget to utilize TAD/state funding, this would not be supplanting. However, the Judge salary and benefits can not be paid for with TAD/state funds.
10.)	So if funding is cut at a local level we can submit that expense through the grant and that will be acceptable? Can we put that "cut" in the budget narrative to explain why?	Yes, DOJ would like this clearly identified in the budget for auditing reasons.
11.)	Can we get more information on supplanting in general? I am really confused right now especially when it relates to program income.	See above responses to Match & Supplanting Related #2, #3 and #4.
PROGRAM INCOME-RELATED		
1.)	Do any of the "incentives guidelines" change if we use program income to pay for incentives?	Incentives guidelines to not changes based on state, county/local funding or program income. All funding types have to be used on allowable program activities.
2.)	If we have program income, but we are using those funds to pay for items that are NOT grant funded is there an issue? For example, our grant does not pay for drug testing; our program income helps offset that cost.	Yes, this example would be allowable. Please mark invoices that are paid with program income.
3.)	Based on other guidance, we are not allowed to use program/participant fees to pay for additional needs, but it offsets our overall department budget. This will be really hard to track for us.	This is not allowable to offset department budgets with program income. Program income is income paid/earned from the recipient to the county, 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 of the grant project.
4.)	So when I took this position, I was told that program income had to be spent by the end of the year. So I have showed the income but she told me that I did not have to show what I spent it on? Is that not accurate?	Program income has to be spent on allowable costs by the end of the grant activity period. Program income earned and expenditures needs to be detailed in fiscal and final reports.
5.)	The tracking of program income and how it is used to offset allowable costs, wouldn't this be supplanting?	As long as the program income expended is allowable AND not being use for previously budget items, it is not supplanting.
6.)	If we are using the program income for incentive or responsivity items, do all the items purchased need to be given out at by the end of the year (example: towels, hygiene items, etc.)? Or can they be held in a "treatment court store"?	See above response to Program Income-Related #4.
7.)	Can we get a "cheat sheet" on program income as it relates to "advancement to program" to make sure we are documenting and using this correctly?	DOJ will be sending out a new tracking and expenditure workbook for reporting in the near future.

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OTHER GENERAL BUDGET		
1.)	For training, can you put "attendees to be determined" on the application and then modify when we know for sure who will be attending?	Yes.
2.)	Seeking approval: What happens with situations that arise that are out of the norm that we believe would likely be approved by the grant and cannot wait for approval because it is a crisis situation? For example, someone needs a level of support that for some reason cannot be funded by another source and could by the grant?	This would need to be addressed based on a submitted modification. DOJ encourages agencies to build in an emergency/crisis budget line into the grant budget for approval; this will allow agencies to have approval for the category and shift funding within the approved budget as needed.
3.)	We contract for all these line items that you currently are discussing. In the current process we have to list these as a lump sum to contractor/consultant. Will we have our contractor break these items out like this as well in the 2024 period?	Yes.
4.)	What will be the turn around timeframe for modification requests?	Modifications require approval from fiscal, program staff and supervisors who try to process modifications as quickly as possible. Ideally, the modification will be approved in 7 business days of submission assuming all staff is in the office.
5.)	If we put \$25.00/workbook for a total of \$250.00 in the budget for workbooks but they end up costing \$20.00 each, do we need to do a budget modification?	A modification would only be required if the agency wanted to use the excess of that budget line on other items not already approved.
6.)	Would it be appropriate to say, grants are not to exceed \$500 for office supplies for pen, paper, etc.?	Yes.
7.)	In the contractual line, does it have to be broken down by numbers of tests performed or number of assessments that are performed in a year? Or can it be put as not to exceed a certain amount in the 2024 Grant year?	No, that level of detail is not required in the budget. However, all supplies must be purchased, paid for and used within the grant activity period.
8.)	How long after a fiscal report is submitted can we expect payment? (Sometimes we don't know if there's an issue with the fiscal reports we submitted or if it's just a standard delay.)	Fiscal staff process reports as quickly as possible. The grant specialist will reach out with any questions or needed clarification. Once the report is approved, agencies should receive payment within two weeks.