Treatment Alternatives and Diversion (TAD)
2017 Application Process

Frequently Asked Questions

A.) TAD Statute Related Questions

Question 1:

Q: Can TAD funds be used to serve juveniles?

A: *No, per statute, these funds can only be used to serve adults.*

Question 2:

Q: Are treatment court programs required to accept all potential participants who are on Medication Assisted Treatment (MAT)?

A: *Please refer to page 4 of the TAD grant solicitation, regarding WI Act 388, which states participants cannot be prohibited being admitted to TAD-funded programs based on their participation in MAT.*

However, TAD-funded programs are not <u>required</u> to admit participants <u>solely</u> because they are utilizing MAT. If they do not meet the eligibility requirements of your program, or if they are not eligible due to statutory limitations (i.e. violent offender), then there is no requirement that they be accepted into the program.

B.) TAD Grant Announcement Related Questions

Question 3:

Q: Where can I find the Project Planning-Logic Model form that was distributed at the grant writing training event in April and May 2016?

A: *All of the documents from the TAD Grant Trainings can be found on our State CJCC Website.*

Question 4:

Q: In narrative sections with character limits, are spaces included or not?

A: *Character limits include spaces.*

Question 5:

Q: What should be included in the Implementation Plan?

A: *In the Implementation Plan section, describe your plan to utilize the funding to carry out the project as designed. For programs that are already established and applying under the enhancement track, you would want to address one of the three options provided (outlined on p. 4 of the Announcement) on how you plan to expand or enhance your program. Briefly stated, you describe what you plan to enhance and how you plan to accomplish those enhancements. A one-year project timeline is also required in this section.*

Question 6:

Q: What are the specified TAD Grant limits for each type of program?

A: *The recommended limits are under the "Application Components" section, in Budget Details (#4) on page 9 of the solicitation.*
  - *For Pretrial Diversion Programs – up to $100,000*
  - *For Problem-Solving Courts – up to $125,000*
  - *These are recommended limits only. The application states, "any requests in excess of this amount per program will require additional justification."*

Question 7:

Q: Could a county's application include a $100,000 request for pre-trial diversion <u>and</u> $125,000 for treatment courts?

A: *Yes, a county could apply for two programs within one application. This could include more than one of the same type of program (i.e. two treatment court programs) or two different types of programs (i.e. a treatment court and a diversion program) in one or more tracks. However, as explained in the application, counties applying for more than one program need to take a system-wide approach, explain how the programs fit within the larger system improvements for the county, and must still prioritize their programs in the event DOJ is not able to fund multiple programs.*

Question 8:

Q: Regarding the logic model requirement, should applicants only fill in the chart, or should they also include an actual logic model (with the connecting boxes) like those completed for EBDM?

A: *For the logic model, either the chart or an actual logic model can be provided. The intent is to have it represent your program so either option would work, as long as you are specific about the various components.*

Question 9:

Q: Do you have a template for the systems map?

A: *The National Institute of Corrections has a system mapping resource:*
http://info.nicic.gov/ebdm/?q=node/68
Additional resources are also available in the training materials on the CJCC website.

Question 10:

Q: Is there a specific font type and size that should be used for the grant application?

A: *The font should be a standard font (i.e. Times New Roman, Arial, or Calibri). The size should be 12pt font.*

Question 11:

Q: To whom should letters of support be addressed?

A: *TAD Grant Review Committee*

Question 12:

Q: Should project design questions be answered on the table provided?

A: *Yes, you would use the appropriate table/form located in the solicitation for your program's category (i.e. planning, implementation, or enhancement) and type (i.e. problem-solving court or pretrial diversion program) and answer the specific questions in the table format.*

Question 13:

Q: Should brief descriptions be summarized on the table and the full description be provided in the 12,000 character narrative section?

A: *In the project design narrative, you should provide a clear description of the program(s), how they are structured and how they will function within the 12,000 character limit. The character limit does not included the table/form that is provided as part of the application, as addressed in the above question.*

Question 14:

Q: Can a table be embedded into the narrative of a word document for one of the questions? If embedded, will it count towards the character limit for that section?

A: *Only the tables that are a specific part of the application as discussed in question 11, should be attached in appropriate sections where instructed. These tables will not count toward your character limit. However, if you embed this or any other table in the narrative, it will count toward your character limit.*

Question 15:

Q: The main summary character limit is 150 words. If we are applying for multiple programs, does the 150 word limit apply to all programs or are we allowed 150 words to briefly describe each program for which we are applying?

A: *Applicants are allowed 150 words per program for which they are applying. If a county is applying for more than one program, please complete a summary for each programs that is not more than 150 words.*

Question 16:

Q: In the Project Design, Problem Description and Budget Narrative sections that have character limits of 6,000 or 12,000 characters, does that limit include multiple program descriptions or are applicants allowed 6,000 or 12,000 characters to describe each individual program?

A: *The character limits in these sections apply to descriptions for each program.*

C.) Program Design, Funding & Position Related Questions

Question 17:

Q: If we have a process evaluator on our county team (not paid out of the TAD grant) do we need to include an external evaluation agreement with our grant application?

A: *We will not require an external evaluator agreement with your grant application since this position is not being funded by TAD. If an evaluator is paid using TAD funds, then we would require a copy of the agreement with that evaluator as part of the grant award, but not during the application process.*

Question 18:

Q: The current 2016 TAD grant award funds a half time COMPAS assessor for the Diversion Program and Drug Court. Since we have to apply for multiple programs separately in the new 2017 TAD Grant application, would the COMPAS assessor position need to be split between each of the funded programs?

A: *Yes, we suggest you should split the COMPAS assessor position for each program. If one program is not funded, and the county decides to continue to operate both programs, the county would need to fund the program(s) not supported by TAD funds. Therefore, the county-supported program would be responsible for covering the other half of the assessor's salary.*

Question 19:

Q: Can TAD be used to hire police officers to create more capacity for law enforcement?

A: *If by "capacity" you are intending to hire more officers for general enforcement activities, it would not be recommended to use TAD funds in this manner. Salaries of TAD funded staff need to be clearly defined and all positions must be justified in the budget section of the application with specifics on how they support the TAD program. The officer's salary/time would need to be divided to show a clear differentiation between their regular duties and the duties that relate to the TAD Grant. This situation may be appropriate in some cases if the officer is being hired specifically to support TAD, but would not be appropriate to just add overall resources to the law enforcement agency. If the officer does have partial TAD duties this could be included, however, the time spent on TAD will need to be clearly tracked for auditing and accounting purposes.*

D.) Applying for Multiple Programs, Related Questions

Question 20:

Q: If applying for multiple programs, do counties need to prioritize the programs as a whole, or can they prioritize separate expenditures within each program?

A: *Counties need to prioritize the programs rather than specific expenditures. Data collection and program monitoring needs to occur for all TAD-funded programs and this can only be accomplished with a clear delineation of funded programs.*

Budget items within a specific program do not need to be prioritized, but all budget items should be clearly justified and connected to the program. DOJ will attempt to fund as many programs as possible based on available funding amounts and amounts requested, but not all items within a specific project may be funded. Once awarded, budget adjustments can be requested through a grant modification process to address program needs based on the amount of funding received.

Question 21:

Q: If applying for more than one program, how do we address budget items across multiple programs within one application?

A: *The various items should be identified or labeled within the budget and budget narrative for which programs they support.*
Example: Personnel: Court Coordinator – salary/benefits (Drug Court)
*   Court Coordinator – salary/benefits (OWI Court)*

E.) <u>CJCC Related Questions</u>

Question 22:

    Q: Our jurisdiction has a justice team consisting of elected officials and criminal justice officials, which has been operating for several years, but does not have bylaws or a county resolution. Does this constitute as an acceptable CJCC per the TAD Grant requirements?

    A: *If it meets the other requirements outlined in the statute (please see excerpts below) in terms of who is involved (by position) and if it functions as an oversight body, then it meets the requirement.*

            (5) 165.95(5)(a)(a) A county that receives a grant under this section shall create an oversight committee to advise the county in administering and evaluating its program.

            Each committee shall consist of a circuit court judge, the district attorney or his or her designee, the state public defender or his or her designee, a local law enforcement official, a representative of the county, a representative of each other county agency responsible for providing social services, including services relating to child welfare, mental health, and the Wisconsin Works program, representatives of the departments of corrections and health and family services, a representative from private social services agencies, a representative of substance abuse treatment providers, and other members to be determined by the county.

Question 23:

    Q: Is a CJCC a requirement of the 2017 TAD application?

    A: *Each county funded under TAD is required to develop a CJCC or similar oversight body, per the statute (see above question). However, a fully functioning CJCC is not necessarily required at the time of application, but will be expected by the end of the first year of funding. In most cases, the expectation is that a county has a CJCC in place if they are applying for an enhancement grant. If the application is for a planning and implementation or implementation project, the expectation is that a county has or is developing a CJCC or similar oversight body.*

F.) General Questions & Resources

Question 24:

    Q: What risk assessment tools are other Counties in WI using? What risk assessment tools are available?

    A: *The Department of Justice has created a [State CJCC Website Map](#) that includes all alternative programs (both Pretrial Diversion and Problem-Solving Courts) across WI, which also lists the risk assessment tools used in each program. This website also holds a lot of useful information regarding efforts across the state to improve the criminal justice system.*

           There are multiple resources available regarding risk assessment tools. For example, please reference the [NADCP Best Practice Standards, Volume I](#) (see Appendix A, p. 55) for a list of recommended Risk and Needs Assessment Tools. These are recommended tools and several of them are used by counties in our state (such as the RANT, COMPAS, LSI-R and ORAS). Additional resources are also available online.

Question 25:

    Q: How will we be expected to track performance measurements?

    A: *All TAD funded programs will be using the Comprehensive Outcome, Research, and Evaluation (CORE) Reporting System to keep track of their participant-level data needed for evaluation and performance measurement. CORE is being developed by DOJ and is managed by the Bureau of Justice Information and Analysis, so they are prepared to address any issues or questions sites may have regarding data and performance measures. Additional performance measures may be determined at the time of award and would be reported as part of the quarterly reporting process.*

Question 26:

    Q: I am wondering about the requirement for the signing official. I would normally choose my Director, but in parentheses it says, "highest elected official". Who is typically the signer?

    A: *The signing official would typically be your County Board Chair, County Executive, or Tribal government official.*