

CY 22 Treatment Alternatives and Diversion Competitive Process: Frequently Asked Questions

- A.) **TAD Statute Related Questions (p. 1)**
- B.) **TAD Grant Announcement Related Questions (p. 2)**
- C.) **Program Design, Funding & Position Related Questions (p. 5)**
- D.) **Applying for Multiple Programs, Related Questions (p. 6)**
- E.) **CJCC Related Questions (p. 8)**
- F.) **General Questions & Resources (p. 9)**

A.) TAD Statute Related Questions

Question 1:

Q: Can TAD 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), such as suboxone or methadone?

A: *No. TAD-funded programs are not required to admit participants solely 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 offense), then there is no requirement that they be accepted into the program. However, also note that Wis. Stat. § 165.95 states that participants cannot be prohibited from TAD-funded programs due to their participation in MAT.*

Question 3:

Q: Does the Department of Justice (DOJ) have any further specific information or guidelines relative to the definition of "Violent offender" under s. 165.95(1)(bg) of the TAD Statute? Under s. 165.95(3)(c), "The program establishes eligibility criteria for a person's participation. The criteria shall specify that a violent offender is not eligible to participate in the program."

A: *Guidance has been provided by DOJ through the TAD Violent Offender Decision Tree diagram. DOJ is unable to provide further guidance specific to individual situations or assist local TAD programs in making this determination.*

Question 4:

Q: Does the TAD statute restrict TAD participants to persons who reside within the county or tribe providing the TAD program, or allow counties and tribes

to serve persons who reside outside of their jurisdiction?

- A: *The statute does not specify any residency requirements. Instead, the statute provides TAD programs with the responsibility to establish eligibility criteria for a person's participation, per s. 165.95(3)(c). Note, however, that s. 165.95(3)(a) does require programs to be "designed to meet the needs of a person who abuses alcohol or other drugs and who may be or has been charged with or who has been convicted of a crime in that county related to the person's use or abuse of alcohol or other drugs." (Emphasis added.)*

B.) TAD Grant Announcement-Related Questions

Question 5:

- Q: Regarding the notes on logic models and system maps, under the Goals and Objectives and Project Design Section, are these attachments required?
- A: *These attachments are optional and can be provided in order to provide background regarding planning work completed by your jurisdiction on these sections of the application.*

Question 6:

- Q: In narrative sections with character limits, are spaces included or not?
- A: Character limits include spaces.

Question 7:

- Q: What are the recommended TAD Grant limits for each type of program?
- A: *The limits are stated in the Program Description and Background section on page 3 of the solicitation.*
- *For Pre- and Post-Charge Diversion Programs – up to \$125,000*
 - *For Treatment Courts – up to \$150,000*
 - *It further states, "any requests in excess of this amount per program will require additional justification."*

Question 8:

- Q: Could a county's application include a \$125,000 request for diversion and \$150,000 for treatment courts, or multiple diversion and/or treatment court programs?
- A: *Yes, a county could apply for two programs within one application. This could include an application for 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). However, counties must still prioritize their programs in the event DOJ is not able to fund multiple programs.

Question 9:

- Q: Do you have a template for the systems map?
- A: *A good system mapping resource can be found through the National Institute of Corrections: <http://info.nicic.gov/ebdm/?q=node/68>*

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 12 pt. 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? Should brief descriptions be summarized on the table and the full descriptions be provided in the 12,000-character narrative section?
- A: *Yes, you would use the appropriate form located in the solicitation for your program type(s) (i.e., treatment court or diversion program.) This form should also include which track each program falls under (Planning and Implementation, Implementation, Enhancement).*

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.

Question 13:

- 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: *Tables should be attached in appropriate sections where instructed. If you embed the table in the narrative, it will count toward your character limit. If the required table is attached, it does NOT count toward your character limit.*

More specific to the Project Design section, we suggest you provide a clear description of your program. The only attachment we would like is the table linked within the solicitation specific to your program type (i.e., treatment court or diversion program.)

Question 14:

- Q: The main summary “Program Description” 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 program that is not more than 150 words.*

Question 15:

- Q: In the Project Design, Problem Description, Implementation Plan 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 the Project Design and Implementation Plan sections of the application apply to the descriptions for each program applied for under TAD. If applying for multiple programs, each program must be described within the character limit. The Problem Description and Budget Narrative section character limits apply to the entire proposal.*

Question 16:

- Q. I am confused about the difference between the **Project Design** and **Implementation Plan** sections. How do I differentiate my responses for each of these sections?
- A. *Essentially, the two sections are different in that the Project Design section details how each program is designed to address the problem, and the Implementation Plan section details how the program will be implemented based on the resources requested to address the goals and objectives of the proposal. More specifically:*

The Project Design section should provide a clear description of how the proposed program(s) being applied for are structured, and how they will function. An effective project design will explain how the program will address the identified problems and 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. Furthermore, this section should describe the overall operation of the treatment court and/or diversion program, and how the project design conforms with key program components and evidence-based practices, as explained in the grant solicitation. Project Design Tables for each program applied for must be attached in this section.

The Implementation Plan section should describe your jurisdiction's plan for the implementation of the designed program(s), provide specifics on how you plan to utilize the TAD grant and other resources to carry out the project as designed (i.e., who performs what functions), and explain how the implementation supports program goals. Also, provide a one-year timeframe for implementing specific components of the project design, including delivery of services. 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.

In this section, for applicants submitting a proposal for more than one program, please identify how these multiple program types are part of an overall systems approach for your jurisdiction. In addition, for those jurisdictions submitting proposals for more than one program, please prioritize those programs in terms of receiving funding under this grant announcement.

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.*

Question 18:

- Q: What if the current 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 2022 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 law enforcement officers to create more capacity for law enforcement?
- A: *If by “capacity” you are intending to hire more officers, it would not be recommended to use TAD funds in this manner. Salaries of TAD funded staff need to be clearly defined in the budget section of the application. The officer’s salary/time would need to be divided to show a clear differentiation between their regular officer duties and the duties that relate to the TAD Grant. This situation may be appropriate in some cases; however, this may be difficult for auditing and accounting purposes.*

Question 20:

- Q: Do grant recipients need to have approval ahead of time to ask for more money under the “travel/training line”? According to the grant announcement, applicants are only supposed to utilize a maximum of 5% of the grant award for training, which seems very low when a project anticipates many new staff and a new judge within the next few years.
- A: *As detailed in the grant announcement, DOJ expects there will be more requests during this competitive round than available funding for calendar year 2022. The five percent cap on Travel/Training budgets is based on experience from prior funding rounds, as well as additional in-state (and less expensive or no-cost) training resources that have been developed as the TAD program has been expanded in recent years. Based on the anticipated highly competitive nature of this application process, DOJ will focus on budgeting for direct services for participants, which is why this cap guidance was created for this budget line. Adherence to this guidance will also be reflected in the competitive scoring process for the Budget and Budget Narrative sections of the application.*

D.) Applying for Multiple Programs, Related Questions

Question 21:

- Q: If applying for multiple programs, do counties or tribes need to prioritize the programs as a whole, or can they prioritize separate expenditures within each program?
- A: *Counties and tribes need to prioritize one program over the other. Data collection and program monitoring need 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. Funding caps apply based on program type -- \$150,000 for treatment courts and \$125,000 for diversion programs. DOJ and the grant review

panel will attempt to fund as many programs and requested items as possible based on the stated funding limits. During the proposal review process, the review panel may remove specific budget items and recommend a lower grant award amount than the amount applied for. Modifications to budgets would be subject to DOJ approval.

Question 22:

- Q: If applying for multiple programs, how many budgets should the applicant complete within the application.
- A: *The applicant can only submit one budget, including budget breakdown and detail, per application, whether one or multiple programs are being applied for. However, within the Budget Detail and Budget Narrative sections, the applicant should clearly explain how each budget item and expenditure applies to each separate program.*

Question 23:

- Q: A county currently operates a hybrid treatment court program but would like to apply for two separate treatment court programs, one an OWI court and the second a drug treatment court. How many applications should the county submit? If only one application, how many Project Design Tables should the county complete and submit?
- A: *A county or tribe applying for two separate treatment court programs should still submit only one grant application. However, that county or tribe should complete and submit two Project Design Tables, one for the OWI court and the second for the drug treatment court. Note: While the applicant agency may apply for up to \$150,000 for each treatment court program (and up to \$125,000 for each diversion program), available TAD grant funds are limited and may be insufficient to meet the entire amount requested for the multiple programs.*

Question 24:

- Q: Our jurisdiction wants to apply for two programs under this TAD competitive grant announcement. How do I complete the program-specific section responses in Egrants? Should I fill out the section response in Egrants for one program and attach a document for the other program?
- A: *No. The required attachments are detailed in the announcement, and for sections such as Project Design there should be two attachments if you are applying for two separate programs, but the section response in Egrants should include information on both programs. No additional documents beyond what is detailed in the announcement should be attached. If applying for multiple programs, the priority should be to make it clear throughout the application sections (and required attachments) which program is being detailed and which track (planning and implementation, implementation, or enhancement) each program falls under.*

Question 25:

- Q. Our jurisdiction is applying for two programs under this TAD competitive grant announcement, and each program is coordinated through a separate county agency, with different project coordinators and financial contacts. How do I handle this for the application? Can I submit two applications?
- A. *No, only one application may be submitted per jurisdiction. Like most federal and state grants, there can only be one Project Director and one Financial Officer for each grant award. Each applicant must develop a structure for reporting through their TAD oversight body/CJCC that will allow for these contacts [Project Directors and Financial Officers] to certify reports for multiple programs if they choose to apply for more than one program and are awarded funding.*

E.) CJCC-Related Questions

Question 26:

Q: Our TAD oversight team consists of elected officials and criminal justice officials, which has been operating for several years, does not have bylaws or a county resolution. Does this constitute an acceptable Criminal Justice Coordinating Council (CJCC) per the TAD Grant requirements?

A: *If it meets the other requirements outlined in the statute (please see excerpts below from s. 165.95 (3) and (5)(a)) in terms of who is involved (by position) and if it functions as an oversight body, then it meets the requirement.*

(3) A county shall be eligible for a grant under sub. (2) if all of the following apply:

(j) The program is developed with input from, and implemented in collaboration with, one or more circuit court judges, the district attorney, the state public defender, local law enforcement officials, county agencies responsible for providing social services, including services relating to alcohol and other drug addiction, child welfare, mental health, and the Wisconsin Works program, the departments of corrections, children and families, and health services, private social services agencies, and substance abuse treatment providers.

(5)(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.

F.) General Questions & Resources

Question 27:

- Q: What risk assessment tools are recommended for TAD programs?
- A: *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-Rand ORAS).*

Question 28:

- Q: What risk assessment tools are other jurisdictions in Wisconsin using?
- A: *The Department of Justice has created and maintained a [Local Program Map](#) on its State CJCC Website that includes all alternative programs (both Diversion and Treatment Courts) across Wisconsin, 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.*

Question 29:

- Q: Is there an example of a sanction grid?
- A: *Please see the [Behavior Response Guide](#).*

Question 30:

- Q: How will we be expected to track performance measures?
- A: *All TAD funded programs will be using the CORE Reporting System to keep track of their data. This was developed and is managed by the Bureau of Justice Information and Analysis at the DOJ, so they are prepared to address any issues or questions sites may have regarding data and performance measures.*

Question 31:

- Q: A county or tribe is wondering about the requirement for the signing official. It would normally choose its director, but in parentheses it says, "highest elected official". Who is typically the signer?
- A: *For counties, the signing official would be your County Board Chair, or the*

county executive if your county has that elected position. For tribes, the signing official would be the President or similar position.