

## Treatment Alternatives and Diversion (TAD) Grant Pre-Application Webinar

**August 2, 2023** 

#### **Introductions & Staff Roles**

- Department of Justice, Bureau of Justice Programs (BJP)
  - Lara Kenny, Director of BJP
  - Ryan Anderson, Program & Policy Supervisor
  - Mike Derr, TAD Program Specialist
  - Marsha Schiszik, TAD Program Specialist
  - Shannon Ladwig, Grants Supervisor
  - Jacqueline Kamin, TAD Grants Specialist
- Department of Justice, Bureau of Justice Information and Analysis (BJIA)
  - Ashley Billig, Research Analyst Supervisor
  - Kaley Horvath, Research Analyst

#### Webinar Agenda & Topics

- **▶ TAD Grant Program Background Information**
- Baseline Amount and Three Priority Categories
- **▶ '24 TAD Pre-Application Form Walk Through** 
  - Budgeting Requirements
- Next Steps in '24 TAD Application Process
  - Budgeting Requirements
- **CORE** Admission Summary Report

# Treatment Alternatives and Diversion (TAD) – WI Statute 165.95

- Alternative to incarceration grant program
- State funding for counties and tribes
- Grants fund treatment courts and diversion programs
- Criminal involvement related to drug or alcohol use
- ▶ Goals of TAD-funded programs:
  - Reduce recidivism
  - Reduce prison and jail populations
  - Reduce prosecution and incarceration rates/costs
  - Improve public safety
  - Improve lives of participants and their families

#### **TAD Statute Requirements**

- Program serves <u>Adults only</u> (age 17+)
- Oversight Body advises Program Operations
- ▶ Data Collected by DOJ CORE Reporting System
- ▶ Risk/Needs Assessments & Full Clinical Assessments
- Services Consistent with Evidence-Based Practices
- Provide Intensive Case Management
- Use Graduated Incentives and Sanctions
- Program establishes Participant Eligibility Criteria
  - But note "Violent Offender" Restriction s. 165.95(1)(bg)
- Medication Assisted Treatment (MAT) is allowed

#### **Recent Funding history of TAD**

- ► As of 2021-23...
  - For CY '22, total TAD funding was \$7,188,900
  - For CY '23, total TAD funding increased to \$9,688,900 (\$2.5 million increase over CY '22)
  - For CY '23, TAD funded 60 Treatment Courts and 30
     Diversion Programs in 56 Counties and 3 Tribes
    - ➤ This included 10 new programs: 8 Diversion and 2 Treatment Court programs

#### **Recent Funding history of TAD**

- ▶ Under 2023-25 State Budget...
  - For CY '24, total TAD funding remains at \$9,688,900
  - For CY '25, total TAD funding will increase by \$1 million to \$10,688,000.
    - ➤ Anticipate some funding may support new programming, program enhancements

#### **CY 2024 TAD Grant Awards**

- ▶ '24 is third year of 5-year cycle:
  - · 2022-2026
- ▶ \$9,688,900 will be awarded for CY '24
- Eligibility:
  - Existing TAD Grantees only
  - Both Non-Competitive & Competitive Process



# Questions regarding TAD History and Background?

#### **CY 2024 TAD Grant Awards**

- All Counties and Tribes must reapply for '24 funding
  - ✓ Baseline Amount Funding Category: Awards will be noncompetitive, equivalent to 2023 award amount
  - ✓ *Priority 1, 2, & 3* Categories: Awards are based on the competitive funding process, quality of the applications

#### **TAD Grant Application Process**

- Pre-Application Process
  - Pre-Application Forms are due Aug. 31st
  - Helps gauge levels of interest in different funding priorities and categories (See next slides)
  - Final Allocation Amounts and final TAD Grant Application materials will be available in October
  - Final Grant Application requirements will remain streamlined compared to CY '22 and prior years
- Baseline Amount Funding and Three Funding Priority categories established

#### **Baseline Amount Funding**

- Continue supporting currently-funded programs <u>at 2023 levels</u>
   <u>of TAD funding and capacities</u>
- Final applications to remain brief, reviewed <u>non-competitively</u>
- Applicants must:
  - Highlight changes and updates in budget
  - Describe program accomplishments; achievement of goals/objectives
  - Describe program changes and refinements (design, staff, methodology)
- ▶ Estimated TAD allocation: \$9,366,900
- All '23 grantees must apply under Baseline Amount Funding, have option to apply under one additional Priority Category

## **Priority Category #1 – Implementation Funds for 2023 New Planning Grantees**

- Current TAD subgrantees that began new diversion or treatment court program in 2023 but devoted part of year to planning may be considered for receiving an increase in their "Baseline Amount Funding" in 2024.
- DOJ staff will contact project directors of those subgrantees to consult and discuss scenarios for that agency receiving a higher amount, help determine a feasible amount that the agency should apply for.
- Factors to be considered include: (1) whether new diversion or treatment court program will be fully operational throughout 2024; (2) and nature, types, and increases in costs that they will incur during 2024.
- ▶ These funds will be competitively awarded.

# Priority Category #2 – Staff Training and Technical Support Activities

- Current subgrantees <u>interested in accessing training & technical</u> <u>support events/activities that are more specific or unique</u> than the annual state and national conferences (i.e., WATCP, All Rise)
- ▶ Examples of training/TA topics and types include:
  - Risk and needs assessment tools training;
  - Treatment court team member role-specific training offered by NADCP/All Rise or similar organizations;
  - Annual NAPSA (National Association of Pretrial Services Agencies) conf.;
  - Training events focusing on specific program best practices (e.g., motivational interviewing; incentives, and sanctions; risks, needs and responsivity; MRT or other treatment models)
- ▶ These funds will be competitively awarded and one-time awards.

# Priority Category #3 — One-Year Program Evaluation Projects

- Funding is available to <u>support evaluation projects of existing</u> <u>treatment court/diversion programs</u>
- Further analyze program implementation and outcomes:
  - Help identify necessary program refinements
  - Generate data demonstrating program success, promoting sustainability
  - Grantees may contract with evaluators from higher education, private firms
- ▶ These funds will be competitively awarded and one-time awards

#### Program Information -

- Name of Tribe/County & Name of Agency that will administer '24 TAD-funded program(s) -- Enter information in Text Box:
- Describe changes made to your project design since your last submitted project design.
   Enter information in Text Box:
- Describe any changes you plan to implement in your program for 2024.
   Enter information in Text Box:
- ▶ Item #1 Click appropriate item in Drop Down Menu:
  - Type of Program(s) TAD funded in 2023
  - Type of Program(s) 2024 TAD funding will support

- ▶ Item #2 <u>Information regarding Project Director & Oversight Body</u>:
  - o *Project Director* Name, Title and Contact Information -- Enter information in Text Box
  - Oversight Body Chairperson Name, Title and Contact Information -- Enter information in Text Box
  - How Often does Oversight Body Meet? Choose Drop Down Item
  - When did Oversight Body last Meet? Type in Date
  - Have you consulted with your Oversight Body regarding '24 proposed TAD grant funds?
     Check Yes/No
  - Consultation/Approval Date -- Type in Date
- ► Item #3 <u>Baseline Amount Funding for '24 TAD Grantees</u>:
  - Amount Requested (TAD grant funds only) -- Enter amount in Text Box
    - ✓ General rule: Amount requested cannot exceed '23 award amount

- ▶ Item #3 -- Priority Categories #1 through 3 Complete Table
  - <u>Priority Type:</u> Choose up to one additional priority by clicking appropriate dropdown items -- <u>Choose an item</u>
  - Amount Requested: Type in Amount (TAD funds only)
  - Brief Description: Describe how you will use requested amount -- Enter information in Text Box
  - Justification for Request: Explain reasons and justifications for seeking funds pertaining to the specific Priority -- Enter information in Text Box

- ► Item #4(a) Complete Table detailing past TAD Award Information from 2018-23
  - o Grant Year: Choose Year from dropdown menu
  - Amount Awarded: Type in amount of award (TAD funds only) for each year
  - o Amount Spent: Type in final amount of TAD funds spent for each year
  - o No. of Participants Served: For each year, type in no. of participants
- Dobtain *Admissions Summary Report* from CORE and submit along with completed Pre-Application Form

- ▶ Item #4(b) Complete Table with budget details from your 2023 budget and your projected budget for 2024
  - ✓ Provide information for all budget categories
    - 2023 Approved Budget -- Enter amount in Text Box
    - o 2023 Expenditures through 6/30/23 -- Enter amount in Text Box
    - 2024 Projected Budget -- Enter amount in Text Box
    - o Brief description of expenses -- Enter information in Text Box
- ► Item #4(c) Please describe your primary strategy for avoiding underspending of grant funds during 2024. -- Enter information in Text Box

- ▶ Item #5(a) Complete Table Detailing other types of Funding and Support
  - Source: Type in name of grants, types of funding, insurance, etc., you anticipate will also cover costs of TAD-funded program(s) -- Enter information in Text Box
  - <u>Estimated Amount:</u> For each funding source, type in estimated amount that will cover
     TAD-funded program services -- <u>Enter amount in Text Box</u>
  - ✓ <u>Examples of Funding/Support</u>: Other grant awards; county tax levy; private insurance; Medicaid/BadgerCare; collected client self-payments
- ▶ Item #5(b) Are providers required to bill Medicaid or other insurance? Check (Y/N)
- ► Item #5(c) <u>Describe your agency's sustainability strategy</u> to ensure long-term support -- <u>Enter information in Text Box</u>

#### Submitting the TAD Pre-Application Form

- Email completed Form to <u>both</u> Mike Derr and Marsha Schiszik
- Also include your Summary Admissions Report from CORE
- Once received, DOJ staff will send email confirmation that Form and Report have been received
- Remember: Deadline for submitting Pre-Application Form is August 31<sup>st</sup>, 4:30 pm.
  - o All current subgrantees <u>must submit Pre-Application</u>

# Questions regarding TAD Pre-Application Form?

#### **Next Stages in '24 TAD Application Process**

- DOJ staff will review pre-applications, contact applicants with any follow-up Questions and Requests for Information
- Final TAD allocation amounts are set for each Priority
- Final Application Forms, Tables and Guidelines are developed, will be informed by Pre-Application info.
- '24 TAD Grant Announcement, Application Forms and Resources will be posted in Egrants & on TAD website.
- Final Applications are submitted, reviewed. Grant awards will be issued in late '23.

#### **Projected Timeline**: '24 TAD Application Process

- September & October:
  - Pre-Applications are reviewed
  - Final Allocation amounts are set for each Priority Category
- Grant Announcement and Application Materials are posted by Oct. 13th
- Final Grant Applications are due Nov. 16th
- Application review by DOJ staff in Nov-Dec.
- Final TAD Grant Award documents issued in Dec.
- ▶ Consult TAD Competitive Grant website:

https://cjcc.doj.wi.gov/initiative/tad/tad-competitive-grant-process-cy24-funding

#### **Brief Word on Final 2024 TAD Application Materials**

- Note: Materials are still in development, will remain more streamlined with materials targeted for each specific Priority Category.
  - Baseline Amount Funding Final application: program updates and budget details
  - Priority #1 -- Final application: program updates and budget details, focusing on annual operational costs
  - Priority #2 -- Final application: program updates and budget details, and information on training requests (agendas, training narratives, etc.)
  - Priority #3 -- Final application: program updates and budget details, and methodology for evaluation project

#### Reminders and Requirements for TAD

- Supplanting restriction
- Goal and Objectives
- Budgeting
  - Application requirements
  - Modification requirements
  - Reimbursement requirements
- Reporting Requirements
  - Quarterly program reports
  - Quarterly fiscal reports
  - CORE Reporting System participant-level data
  - Other data requested by DOJ

#### Non-Supplanting Requirement

- Grant funds cannot be used to cover any positions, supplies, services or other costs that are already part of the county/tribal budget.
- Covering such costs is considered *supplanting* and is strictly prohibited for grant funding.
- TAD grants are intended to improve or expand existing programs and cover expenses for which there is currently no funding.

#### Goals and Objectives

- Bring clarity to what the program is trying to achieve
- ▶ Include primary goals established in TAD statute:
  - Reduce recidivism rates for non-violent offenders in the program and increase public safety
  - Reduce prison and jail populations by diverting nonviolent offenders to community-based interventions
  - Reduce crime and improve the operation of the criminal justice system (diversion programs)

#### > SMART Goals and Objectives:

- Specific
- Measureable
- Attainable (or Action-oriented)
- Realistic
- Time-bound

## TAD Budgeting Requirements & Tips Application Requirements

- Make sure all program expenses are in the budget.
- Use bullets or short phrases in budget lines
- \* *Personnel* covers persons who work for the county or tribe
- Contractual covers persons who work for vendors or suppliers that the county or tribe contracts with

Consider using match dollars for supplies items, especially for incentives and event supplies. Documentation should be less for each quarter but supporting documentation should be available if needed.

## TAD Budgeting Requirements & Tips Application Requirements

- Make a line item for each expense and include <u>computations</u> for each budget line
- Example: Supplies Section
  - i. Supply items (paper, pens, folders, etc.)
  - ii. Phones (cell and land line)
  - iii. Incentive cards consider using "Chamber Bucks" or similar vouchers
  - iv. Testing supplies consider excluding confirmation testing
  - v. Event supplies (plates, napkins, certificates) consider hosting one quarterly event for graduation during that quarter
  - vi. Computer (laptop, mouse, carry case, keyboard)
  - vii. Participant assistance / responsivity needs (bus passes, gas cards, copay/deductible payments)

## TAD Budgeting Requirements & Tips Modification Requirements

- Modifications are required for the following:
  - Augmentations any change in the budget
    - Should a new expense item or need arise, submit a budget modification via Egrants **prior** to incurring that new cost to get that activity or item approved first.
    - If specific travel or staff are unknown at time of your application, once that specific information is known <u>immediately submit</u> an Egrants modification to update budget by including staff names and travel information.
  - Change in project period start/end date this isn't an issue within TAD because grantees cannot change the time period. TAD has a "hard" end date.
  - Change Contact information re: Project Director/Financial Officer/Signing Official/Any Contact
  - Change Performance Measures for program reporting

NOTE: If you are approaching the quarterly report submission deadline, submit modification requests <u>prior to</u> the quarterly report to define budget line items.

## TAD Budgeting Requirements & Tips Reimbursement Requirements

- \* All expenses that you are requesting reimbursement for need to be in your approved budget. If you have questions about what's allowable, ask us.
- \* Submit required documents in Egrants. If you contract with a new vendor, be sure to submit a copy of the contract to DOJ. Also, be sure to:
  - Include both the Incentive and Responsivity Trackers with your fiscal reports.
  - Upload all expense invoices and supporting or backup documentation into Egrants with your reports. NOTE: If you are submitting an invoice with that includes split funding, identify what is TAD fund and document the allocation

Reminder: Break up attachments into budget categories instead of one big attachment (travel documents, contractual documents, incentive/participant responsivity tracker documents, etc.)

## TAD Budgeting Requirements & Tips Reimbursement Requirements

- \* Review your expense and supporting documents for confidential information; redact participant names and other identifying information on invoices and items.
- \* Make sure to line up invoices to budget items. <u>Suggestion</u>: Write notes on invoices to explain what budget lines or items the invoice should match up with.
- \* Make sure meal reimbursements are within approved times meeting travel timelines for breakfast, lunch, and dinner.

## TAD Budgeting Requirements & Tips Reimbursement Requirements

- \* Make sure travel costs don't exceed state rates. (Example: mileage rate
  - = \$.51 cents per mile and lodging rate is \$90 for hotel
  - Here is the link to current travel:
    - <a href="https://dpm.wi.gov/Documents/BCER/Compensation/PocketTravelGuide\_2\_202">https://dpm.wi.gov/Documents/BCER/Compensation/PocketTravelGuide\_2\_202</a>
      <a href="mailto:2.pdf">2.pdf</a>
  - Note: In higher cost cities, the lodging rate may be higher. Please refer to the most recent issue of the DPM Bulletin entitled "Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities." <a href="https://dpm.wi.gov/Bulletins/DPM-0584-CC-TSA.pdf">https://dpm.wi.gov/Bulletins/DPM-0584-CC-TSA.pdf</a>
  - Note: TAD grant funds cannot cover Airbnb or VRBO lodging costs.
  - Other Reminders: (1) We do not use per diem rates; TAD uses meals/time frames;
    (2) Submit conference/training agendas with quarterly supporting documents.

For each quarter, be sure to request reimbursement for expenses that have been paid during that reporting period (i.e., Jan-March; April-June; July-Sept; Oct-Dec).

#### More on Fiscal Reporting

- Fiscal reporting and documentation are protective measures
- Fiscal reporting requirements have recently become more stringent with grant programs in general
- Project Directors are encouraged to have regular contact (consider monthly meetings) with your Financial Officers to be sure expenses are included in their budget and consider if modifications need to be submitted
- Reminder: Even if an expense is under the 10% threshold, that expense still needs to be in your budget.

A sample budget and a more in-depth training will be offered prior to the deadline for the 2024 final TAD Grant Application.

Below is a list of approved items, broken down by budget categories. This list provides examples of things that have previously been covered by TAD funding. This is **NOT** an exhaustive list however so please draft our budget based on your programmatic and jurisdictional needs.

<u>Personnel and Benefits (funding for full or partial salary and benefits)</u> – All those listed in this section should be employees of the county or tribal agency awarded the TAD Grant.

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

<u>Trainings/Travel</u> – For discipline specific type trainings, only team members that work within the respective discipline will be approved to attend.

- Risk/Needs Assessment Tool Training such ORAs, RANT, or LSI-R
- All Rise Conference (formerly NADCP)
- Wisconsin Association of Treatment Court Professionals (WATPC) Conference
- WATCP Coordinator Conference
- National Association of Pretrial Service Agencies (NAPSA) Conference
- National Rural Institute in Alcohol and Drug Abuse Conference
- Cognitive Behavioral Therapy (CBT) trainings such as T4C or MRT
- Substance Use Disorder treatment training

REMINDER: In the budget, be sure to separate out each expense type: hotel, food, registration, mileage, ground transportation, and flight

<u>Supplies/Items</u> – consider using supplies as match whenever possible to simplify quarterly reporting requirements. As a reminder, documentation should still be collected and maintained at the local level.

- Drug testing supplies (testing kids, gloves, patches, software)
- GPS/electronic monitoring devices, PBT units/sober links
- Office supplies (paper, pens, folders, postage, etc.)
- Computer (laptop, mouse, carry case, keyboard)
- Office Equipment (desk, chair, etc.) and phones (Cell and landline)
- Software (assessment tool subscriptions/licensing, electronic medical records)
- Treatment or assessment materials (curriculum, workbooks, self-help books)
- Transitional/sober living
- Printing costs (handbooks, brochures, documents)

### Supplies/Items-continued

- Incentives (Chamber Bucks or similar vouchers, books, coins, medallions, keychains)
   NOTE: Incentive Policy is required and should be submitted with application materials.
   We will also need the Incentive Tracking sheet attached with each quarterly report.
- Event supplies for graduations and community wide sober events (plates, napkins, certificates)
- Participant assistance / responsivity needs (bus passes, cab vouchers, gas cards, copays/deductibles)

NOTE: Programs that request funds for participant assistance are encouraged to develop a policy related to participant assistance / responsivity needs to ensure distribution is fair and equitable. Responsivity assistance items should be entered into a tracking document like the incentive tracker (a tab will be added to the tracker developed by TAD staff)

<u>Consultant/Contractual</u> – use this budget category for vendors or suppliers that have contracts with the county or tribal agencies.

- AODA/mental health providers
- Case management
- Drug testing provider/lab
- AODA/mental health/COMPAS assessors
- Addiction recovery specialists/coaches
- Monitoring services
- Treatment providers (outpatient, inpatient)
- Evaluator

## **More Budgeting Tips**

- Match: Most of the items/people on the "TAD Approved Budget Items" list can be used as match in the grant if agency is paying for the item or person's salary/benefits. State-funded positions (Judges, District Attorney's, etc.) cannot be used as match.
  - ✓ Consider using match to cover smaller items (e.g., incentives, events supplies)
- For Incentives: Consider moving away from individual gift cards and primarily
  use Chamber Bucks or similar vouchers. This allows for participant choice and
  flexibility, will lessen the time needed for program staff to purchase incentives,
  and will simplify documentation and tracking for fiscal reporting. This is also a
  great way to promote and support local businesses and can help programs
  build community support.
  - ✓ Local programs can designate types of purchases and vendors or stores that are "off limits" for participants. Consider optics.

## **More Budgeting Tips**

- Consider hosting quarterly graduation events. This will simplify
  how many times staff will have to purchase "graduation" supplies
  and will decrease the frequency of fiscal reporting for this type of
  expense.
- Consider combining graduation events with outreach activities.
   Invite the media, county boards members, law enforcement, etc.
   This can promote your program along with celebrating the participants success.
- Purchase drug testing supplies only don't use TAD funds to pay for confirmation testing.

## **More Budgeting Tips**

- With supplies items many items are allowable. Be sure the purchase is reasonable, and the amount/scope of the item is reasonable. Example: If you generally have 8 participants in the program annually, you don't need to purchase 20 MRT workbooks.
- For <u>Lodging</u>: book hotels only.
- Consider adjusting your budget to use TAD funds for 2-3 budget categories only. For example, use TAD funds for personnel, benefits and contractual.
- Submit budget modifications within Egrants when there are proposed changes to your budget and do so before the end of the quarter.

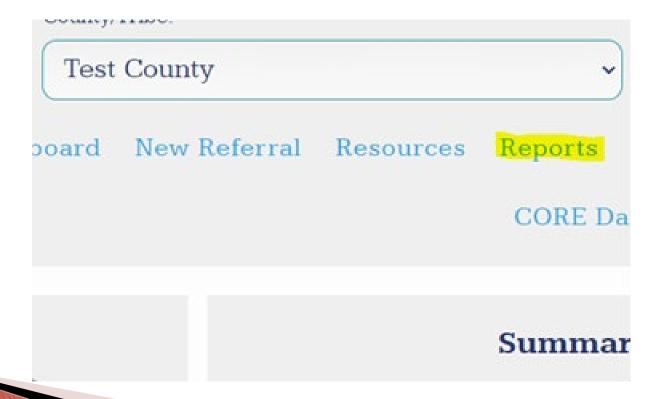
# Questions regarding Next Steps in '24 TAD Application Process or TAD Grant Requirements?



- Comprehensive Outcome, Research, and Evaluation
   (CORE) Reporting System
- Free, web-based data collection for treatment courts and diversion programs
- Available to both funded and non-funded treatment court and diversion programs in Wisconsin
  - Required for TAD funding
- Consistent data collection

- ➤ '24 TAD Applicants must obtain and submit a *CORE*Admission Summary Report along with their completed Pre-Application Form
- Directions for printing out *Report* are in following slides

- Log into CORE platform
- Click on the "Reports" subtitle

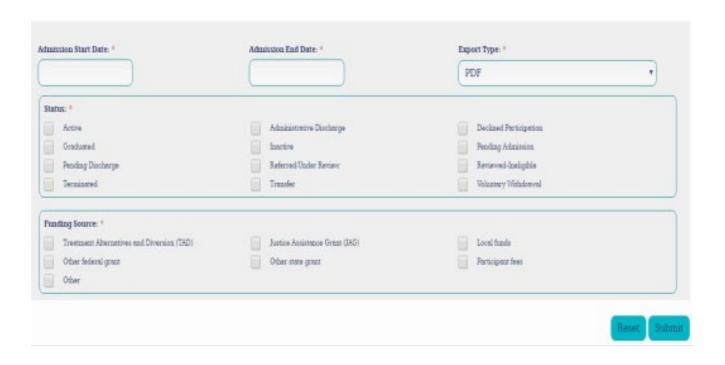


- Click on "Program Admission Summary"
- Select Admission Summary parameters (i.e., date range, status, funding sources)





- Click "Submit" (you can choose to view in PDF or Excel)
- Attach Admission Summary when emailing Pre-Application

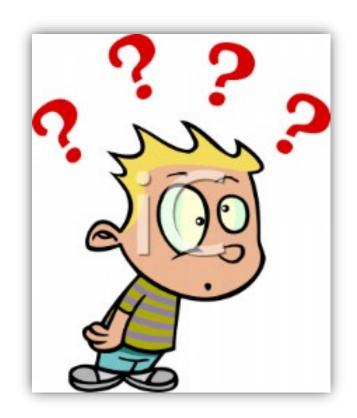


## WI Department of Justice Bureau of Justice Information and Analysis

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# **Final Questions**



## WI Department of Justice Bureau of Justice Programs, TAD Specialists

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