



State of Wisconsin  
Department of Justice  
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J.B. Van Hollen  
*Attorney General*



Justice System Improvement  
**Treatment Alternatives and Diversion  
Expansion Sites 2015**

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before November 7, 2014**



**STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE**

**Important Contact Information for this Grant Opportunity:**

Program/Policy: Ray Luick (608) 266-7282  
[luickrj@doj.state.wi.us](mailto:luickrj@doj.state.wi.us)

Egrants Assistance: Weekdays, 8am – 4:30pm  
Email: [Egrants@doj.state.wi.us](mailto:Egrants@doj.state.wi.us)  
Local calls: (608) 267-9068  
Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted [on the Egrants page of our website](#).

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

## Grant Announcement Summary

**Program Area:** Justice System Improvement

**Grant Title:** Treatment Alternatives and Diversion Expansion Sites 2015

**Description:** A total of \$1,500,000 is available to support continuation projects previously funded under the Treatment Alternatives and Diversion – Expanded Solicitation 2014 announcement. Funded projects range from pre-trial diversion at the initial prosecutorial decision making stage to drug courts, to alternatives to revocation based on local needs and project design factors.

Authority for this program continues from 2011 Wisconsin Act 32 and states that: “Beginning in fiscal year 2012-2013, the office” (note: now department) “shall, every 5 years, make grants under this sub-section available to any county on a competitive basis. A county may apply for a grant under this paragraph regardless of whether the county has received a grant previously under this sub-section.” As a result, projects funded under this 2015 announcement that continue to meet program requirements and make progress in attaining project goals and objectives will be able to reapply for funding for calendar year 2016 in a non-competitive environment **contingent on legislative action on the 2015-2017 state budget**. This schedule will bring all projects funded under this program into the same funding cycle and program evaluation schedule.

All of the program requirements originally contained in the 2005 Wisconsin Act 25 are continued. As directed in the legislation, these projects are currently limited to those that deliver treatment and diversion alternatives to jail and prison for non-violent offenders with assessed drug and alcohol problems. These funds are administered by the Wisconsin Department of Justice, with project coordination jointly provided by DOJ, Department of Corrections, and Department of Health Services and with the participation of the Director of State Courts Office.

**Opportunity Category:** Non-Competitive

**Important Dates:**

Application Due Date: November 7, 2014

Project Start Date: January 1, 2015

Project End Date: December 31, 2015

**Anticipated Funding Amount:** A total of \$1,500,000 is available to support continuation of Treatment Alternative and Diversion Projects originally funded under the CY 2014 Expanded Solicitation.

**Match/Cost Sharing Requirement:** A 25% cash match required for all projects funded under this program area. Match is calculated as 25% of the total project cost. For the purpose of this funding announcement, cash match may be in the form of new program revenues secured from local, state, tribal, federal, or private sources, or in the form of direct contributions of staff, facilities, or supplies and services that have a direct financial impact on the project, project operations and management.

**Eligibility:** Only counties and federally recognized tribes currently participating in TAD funded during the previous 2014 TAD Grant Announcement Expanded Solicitation are eligible to apply through this 2015 Solicitation. The list of eligible applicants is below:

<b>Eligible Applicants</b>	<b>State Amount</b>	<b>Local Match</b>	<b>Total Amount</b>
Brown County	\$139,006	\$46,335.33	\$185,341.33
Chippewa County	\$91,236	\$30,412.00	\$121,648.00
Fond du Lac County	\$46,807	\$15,602.33	\$62,409.33
Grant County	\$101,840	\$33,946.67	\$135,786.67
Iowa County	\$60,648	\$20,216.00	\$80,864.00
Jackson County	\$98,439	\$32,813.00	\$131,252.00
La Crosse County	\$147,268	\$49,089.33	\$196,357.33
Marquette County	\$112,171	\$37,390.33	\$149,561.33
Menominee Tribe	\$148,710	\$37,177.50	\$111,532.50
Outagamie County	\$157,825	\$52,608.33	210,433.33
Ozaukee County	\$95,120	\$31,706.67	\$126,826.67
Racine County	\$92,494	\$23,123.50	\$69,370.50
Rusk County	\$122,436	\$40,812.00	\$163,248.00
Taylor County	\$86,000	\$28,666.67	\$114,666.67

**DUNS Number:** The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and disbursed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

**DOJ cannot award grant funds until an active DUNS number is provided.**

**Eligible Expenses:** Funding may be used for personnel and fringe benefits, travel and training, consultant/contractual expenses, and supplies and operating expenses.

## Treatment Alternatives and Diversion Expansion Sites 2015

The Wisconsin Department of Justice (DOJ) through its Justice Programs Section provides financial and technical assistance to public safety, first response and emergency management agencies throughout the state. As the State Administering Agency for state and federal criminal justice programs, DOJ is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

### Program Description

Through this grant announcement, DOJ is seeking applications for projects designed to meet the requirements of the statutorily created Treatment Alternatives and Diversion program (TAD). This program was established in 2005 Wisconsin Act 25 to support county efforts that provide treatment and diversion programs for non-violent adult offenders for whom substance abuse was a contributing factor in their criminal activity. The program was continued and expanded through 2011 Wisconsin Act 32 and 2013 Wisconsin Act 20.

A total of \$1,500,000 is available under this announcement to continue currently funded projects. Funded projects include a broad spectrum of activities ranging from pre-trial diversion at the initial prosecutorial decision making stage to drug courts to alternatives to revocation, based on local needs and project design factors.

Projects funded under this calendar year 2015 announcement that continue to meet program requirements and make progress in attaining project goals and objectives will be able to reapply for funding for calendar year 2016 in a non-competitive environment contingent on legislative action on the state fiscal years 2015-2017 state budget. Under the current program language and contingent on continuation funding, all projects funded under this program area will be required to participate in a competitive grant application process for projects continuing into 2017.

All other program requirements originally addressed in 2005 Wisconsin Act 25 are maintained and include the following:

1. The program meets the needs of offenders who may be or have been charged with, or who have been convicted of, a crime in that county related to the individual's use or abuse of alcohol or other drugs.
2. The program promotes public safety, reduces prison and jail populations, reduces prosecution and incarceration costs, reduces recidivism, and improves the welfare of the offender's family by meeting the comprehensive needs of participants.
3. The program establishes eligibility criteria for an individual's participation. The criteria specify that a violent offender is not eligible to participate in the program. A *violent* offender is defined as a person to whom one of the following applies:
  - a. The person has been charged with or convicted of an offense in a pending case and, during the course of the offense, the person carried, possessed, or used a dangerous

weapon, the person used force against another person, or a person died or suffered serious bodily harm.

- b. The person has one or more prior convictions for a felony involving the use or attempted use of force against another person with the intent to cause death or serious bodily harm.

4. Services are consistent with evidence-based practices in substance abuse and mental health treatment as determined by the Department of Health Services, and the program provides intensive case management.

5. The program uses graduated sanctions and incentives to promote successful substance abuse treatment.

6. The program provides holistic treatment to participants and provides services that eliminate or reduce the use of alcohol or other drugs, improve mental health, facilitate gainful employment or enhanced education or training, provide stable housing, facilitate family reunification, ensure payment of child support, and increase the payment of other court-ordered obligations.

7. The program integrates all mental health services provided to program participants by state and local government agencies and other organizations. The program shall require regular communication among a participant's substance abuse treatment providers, other service providers, the case manager, and any person designated under the program to monitor the person's compliance with his or her obligations under the program and any probation, extended supervision, and parole agent assigned to the participant.

8. The program provides substance abuse and mental health treatment services through providers that are certified by the Department of Health Services.

9. The program requires participants to pay for treatment, based on income and available assets, and pursues and uses all possible resources available through insurance and federal, state, and local aid programs including cash, vouchers, and direct services.

10. The program is developed and implemented in collaboration with one or more circuit court judges, the county 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 Wisconsin Departments of Corrections and Health Services, private social services agencies, and substance abuse treatment providers.

11. The county complies with other eligibility requirements:

(a) In implementing a program that meets the requirements of par. (c), a county department may contract with or award grants to a religious organization under s. 59.54 (27).

(b) A county that receives a grant under this subsection shall create an oversight committee to advise the county in administering and evaluating its program. Each committee must include a circuit court judge, the district attorney or designee, the state public defender or 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 Services, a representative from private social services agencies, a representative of substance abuse treatment providers, and other members to be determined by the county.

12. A county that receives funds under this announcement must comply with state audit requirements and submit regular progress reports to the Department of Justice and to the local oversight committee. The reports will assess the impact of the program on jail and prison populations and its progress in attaining the other program goals. Funding will be available for those projects that meet or exceed program goals, actively participate in program evaluation including submission of performance measures, timely reporting on program progress, and participate in site meetings during 2015. The availability of grant funding beyond 2015 is dependent on subsequent state budget allocations.

**In addition to the above, projects that employ a Pre-Trial Diversion model must address the following:**

The goal of pre-trial diversion in Wisconsin is to reduce crime and improve the operation of the criminal justice system. In the context of criminal law, diversion refers to diverting a defendant out of the criminal justice system through completion of a diversion program rather than incarceration or other alternative sentencing. Upon completion of the diversion program, criminal charges are typically dropped.

Only offenders assessed to be appropriate for the project's activities and level of support should be admitted into the project. In keeping with current evidence-based principles and avoiding unnecessary expenditures, the services provided need to be directly linked to the assessed risk level of the offender. Low risk/low need offenders should be directed to less costly services, such as check-in monitoring while medium and high risk and need individuals should be directed to appropriate services that might include more frequent and active monitoring, drug testing and participation in regular treatment with qualified providers for documented AODA needs.

Pre-Trial Diversion programs have wide ranging benefits:

- Public safety is improved when jails are less crowded. Incarcerated offenders in overcrowded facilities are at greater risk of physical and psychological impairment, leading to problems when re-entering society and re-offense behaviors.
- Crime victims benefit through a restorative justice system that holds the offender accountable while facilitating and enforcing reparative agreements, including restitution.
- Offenders benefit by receiving the services necessary to avoid repeat offenses and negative consequences associated with a criminal conviction.
- Local justice systems can devote limited resources to concentrate on more serious or violent criminal behaviors.
- Taxpayers benefit from savings realized in reduced court and corrections costs.

Funds available through this grant will allow tribes and counties to develop and staff diversion programs in collaboration with the County District Attorney's Office or Tribal Prosecutor's Office.

Specific activities expected of a successful applicant include:

- Assessing actuarial risks/needs.
- Verifying criminal history, treatment needs and history, social service needs and personal information for potential participants.

- Development of a diversion plan tailored to the participant’s needs and circumstances and the needs of the community, such as restitution for the victim and other evidence-based practices.
- Securing necessary services to the participant that will enhance chances of success.
- Modify diversion plan based on performance that could range from service provider referral to termination from the project based on non-compliance.
- Reporting successful completion of non-compliance to the prosecutor and defense counsel.
- Collecting and reporting client-based data necessary for program evaluation using the DOJ specified system (access provided by DOJ).

**Drug Court/Problem Solving Court projects must address the following:**

Drug Courts (problem-solving courts) operate on the same basic set of principles and use frequent status hearings, regular but random drug testing, regular treatment with qualified providers, and a range of sanctions and incentives to induce offenders to change their behavior and thus become less likely to recidivate. In addition to the accepted [Ten Key Components](#) for effective drug courts, strong scientific evidence indicates that some practices are stronger than others. Specifically, applications for drug court/problem-solving courts must address and should use the following eight widely accepted evidence-based principles:

1. Assessing actuarial risks/needs
2. Enhancing intrinsic motivation
3. Targeting interventions appropriately
4. Using cognitive behavioral treatment methods
5. Increasing the use of positive reinforcement
6. Engaging ongoing support in natural communities
7. Measuring relevant processes/practices
8. Providing measurement feedback.

Additionally, Drug Court projects that incorporate a mental health component should consider the [Ten Essential Elements of a Mental Health Court](#).

Drug Court projects that utilize the Tribal Healing to Wellness Court model should incorporate the [Ten Key Components of Tribal Healing to Wellness Courts](#).

Drug Court projects that utilize the Veterans Treatment Court model should incorporate the [Ten Key Components of Veterans Treatment Courts](#).

Projects that propose a general Problem-Solving Court approach that addresses multiple specialty areas should specify the strategy to be used to maintain the integrity of each specialty.

**Award Information**

Project funding will be provided by the State of Wisconsin. Only federally recognized tribes and counties that are currently receiving funds under the Treatment Alternatives and Diversion Program Expanded Solicitation are eligible to apply for a grant under this program area. The total amount available, \$1,500,000, will support existing TAD Expansion Projects at the current level of state funding.

Only those applications from counties and tribes identified in the “Eligibility” section will be considered for funding through this solicitation. Grant expenditures will be reimbursed when spending is documented and submitted to DOJ.

Upon application approval, the applicant agency’s project director will receive paper grant award documents by mail in approximately 30 days.

### **Submit Applications Using Egrants**

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the ‘self registration’ process. On the account registration site, you will have a choice between the DOJ Egrants and Commerce eGrants. Please take care to select **Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The DOJ help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the [DOJ website](#). If you have any problems using Egrants, please contact our help desk at [Egrants@doj.state.wi.us](mailto:Egrants@doj.state.wi.us) or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

### **Application Components**

Through Egrants, you will provide DOJ with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Ray Luick at (608) 266-7282 or at [luickrj@doj.state.wi.us](mailto:luickrj@doj.state.wi.us).

**Please note: No attachments should be included in this grant application unless specifically requested in section instructions.**

#### **1. Main Summary**

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve public safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the DOJ website, cited in DOJ reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

## 2. Approval Checklist

Answer Yes or No to each question.

## 3. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

Performance measures specific to the TAD Program are developed based on project type and your stated goals and expectations. Data collection and reporting requirements are tailored to your project. This project funding includes the requirement that all identified case specific data elements are captured and reported on a monthly basis. This data is reviewed and will be the topic of discussion during annual meetings involving all recipients of TAD funding, periodic outcome evaluation reports and frequent legislative program evaluation reports.

## 4. Budget Detail

Complete a full 12 month project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that the applicant include specific details for each budget line item, including cost calculations.

Also, please be aware that there is a 25% cash match required for these funds. To calculate the total budget and match amounts, use these formulae:

- Award Amount  $\div$  0.75 Federal Share = Total Project Budget
- Adjusted Project Costs  $\times$  0.25 Recipient's Share = Required Match

Example: For a grant award of \$350,000, the calculation would be:

1. Total Budget:  $\$350,000 \div 0.75 = \$466,667$
2. Required Match:  $\$466,666 \times 0.25 = \underline{\$116,667}$

Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Only personnel costs of the agency applying for the grant funds should be included under "personnel."

Employee Benefits: Employee benefits for grant-funded personnel include FICA, unemployment compensation, health insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, workers' compensation, and unemployment compensation.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$70/night (\$80/night for Milwaukee, Waukesha or Racine County)

- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.); \$5/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual.”)

Paying for food from US Dept. of Justice funds is no longer allowed or strict limitations apply as of Oct. 2011. Food for clients being served by the program is the only time prior approval is not needed. Please consult your grant manager prior to submitting this application for clarification and for prior approval.

Equipment: Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, software and equipment with an acquisition cost of less than \$5,000 per unit. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo. x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. Consultant fees in excess of \$650 per 8 hour day require additional justification (contact DOJ). List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by DOJ. No fund reimbursements will be made prior to receipt of the contract.

## 5. Budget Narrative

Please describe in detail how your budget relates to the overall program/project strategy or implementation plan.

## Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened by the partner agencies for completeness and compliance with the instructions provided in this announcement. All compliant applications will be brought to the Attorney General and the Secretaries of the Departments of Corrections and Health Services and the Director of State Courts for further review and comment. Each grant must satisfy the basic criteria set out above. Partner agency reviewers may suggest amendments to applications, and grant applicants will be contacted if more information is needed to clarify elements of their proposal. All final grant award decisions will be made by the Attorney General in consultation with the Secretaries of the Departments of Corrections and Health Services and the Director of State Courts.

## Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:

1. To encourage coordination and information sharing related to these programs, all awards funded under this grant announcement related to drug court operations are subject to a special condition requiring that a description of the project be submitted to the state problem-solving court coordinator within the Office of Court Operations and that on-going communication about the status and progress of the project continue with the state coordinator.
2. To encourage adherence to the most up to date and research based practices, all awards funded under this announcement are subject to a special condition requiring that they comply with evolving state and national standards pertaining to the operation of drug courts or pre-trial diversion projects as those standards are finalized and released statewide.
3. Evaluation: All grant recipients under this announcement will be subject to program evaluation. Grant recipients must agree to comply with all reporting, data collection and evaluation requirements as determined by the program partner agencies and implemented by the DOJ Bureau of Justice Information and Analysis Director.
4. Program Income: To maintain consistent practices with other similar programs, and as a proven practice, projects funded under this announcement are subject to program income guidelines detailed in the federal Office of Justice Programs Financial Guide. Program income is income earned by the recipient, 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 and under the condition applicable to the award.

### **Additional Resources**

Additional information about the Department of Justice and resources to assist with Egrants is available as follows:

Wisconsin Court System - [Problem-Solving Courts Information](#)

National Center for State Courts - [Problem-Solving Courts Resource Center](#)

Pre-Trial Justice Institute - <http://www.pretrial.org/>

Additional information about the Wisconsin Department of Justice, Justice Programs Section and resources to assist with Egrants is available

- Wisconsin Department of Justice website: <http://www.doj.state.wi.us/>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the DOJ website. It includes registration through grant award instructions.
- The [DOJ Administrative Guide](#) provides assistance with grants management and fiscal management rules, such as allowable costs and procurement.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.

Email: [Egrants@doj.state.wi.us](mailto:Egrants@doj.state.wi.us)

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