

# Dane County Contract Cover Sheet

Revised 07/2023

Res 266  
significant

BAF # 25338  
Acct: Bush/Jacobson  
Mgr: Moore  
Budget Y/N: N

Dept./Division	Dept. of Human Services/BH		
Vendor Name	State of WI, Dept. of Justice	MUNIS #	2155
Brief Contract Title/Description	WI DOJ Contract for the Treatment Alternatives and Diversion (TAD) Grant to support Diversion program and deferred prosecution program. This grant requires 25% local match.		
Contract Term	1/1/2026 - 12/31/2026		
Contract Amount	\$ 314,931.00		

Contract # Admin will assign	16066
Type of Contract	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input type="checkbox"/>	Grant
<input checked="" type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
Name	Contract Coordination Assistant	Name	Jannifer Ayers
Phone #	608-242-6200	Phone #	608-514-5623
Email	dcdhscontracts@countyofdane.com	Email	Jannifer.Ayers@wisdoj.gov
Purchasing Officer			

Purchasing Authority	<input type="checkbox"/> \$12,000 or under – Best Judgment (1 quote required)		
	<input type="checkbox"/> Between \$12,000 – \$43,000 (\$0 – \$25,000 Public Works) (3 quotes required)		
	<input type="checkbox"/> Over \$43,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #	
	<input type="checkbox"/> Bid Waiver – \$43,000 or under (\$25,000 or under Public Works)		
	<input type="checkbox"/> Bid Waiver – Over \$43,000 (N/A to Public Works)		
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other		


MUNIS Req.	Req #	Org:	Obj:	Proj:	
	Year	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Resolution Required if contract exceeds \$100,000	<input type="checkbox"/> Contract does not exceed \$100,000		
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 – resolution required.	Res #	266
	<input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.	Year	2025

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input checked="" type="checkbox"/> Non-standard Contract

APPROVAL	
Dept. Head / Authorized Designee	
John Schlueter	Digitally signed by John Schlueter Date: 2025.12.15 16:30:14 -06'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
	SHR 12.12.25

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 12/17/25	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Thursday, December 18, 2025 3:40 PM  
**To:** Hicklin, Charles; Rogan, Megan; Cotillier, Joshua  
**Cc:** Oby, Joe  
**Subject:** Contract #16066  
**Attachments:** 16066.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 12/18/2025 3:59 PM	Approve: 12/18/2025 3:59 PM
	Rogan, Megan	Read: 12/18/2025 3:42 PM	Approve: 12/18/2025 3:42 PM
	Cotillier, Joshua	Read: 12/18/2025 3:45 PM	Approve: 12/18/2025 3:47 PM
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #16066  
Department: Human Services  
Vendor: WI Dept of Justice  
Contract Description: Treatment Alternatives & Diversion Grant (Res 266)  
Contract Term: 1/1/26 – 12/31/26  
Contract Amount: \$314,931.00

*Michelle Goldade*

Administrative Manager  
Dane County Department of Administration  
Room 425, City-County Building  
210 Martin Luther King, Jr. Boulevard  
Madison, WI 53703  
PH: 608/266-4941  
Fax: 608/266-4425  
TDD: Call WI Relay 711

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays.

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The Dane County Department of Human Services (DCDHS) Behavioral Health Division is a recipient of the Treatment Alternatives and Diversion (TAD) Grant from the Wisconsin Department of Justice. These funds will help support the Dane County Diversion Program (DCDP), a post charge Diversion Program and the Deferred Prosecution Program - Opiate (DPP-O) in the District Attorney's Office, a pre-and-post charge Diversion Program. Dane County has been a TAD Grant recipient since 2007.

The total grant award requires a 25% local match. Both the local match and these TAD Grant funds are budgeted and ongoing within the department. No budgetary change is required due to entering into this agreement.

**NOW, THEREFORE, BE IT RESOLVED** that the County Executive and County Clerk are hereby authorized and directed to sign the renewal agreement on behalf of Dane County.

<p style="text-align: center;"><b>WISCONSIN DEPARTMENT OF JUSTICE</b> <b>Pre/Post Charge Diversion Program</b> <b>Grant Summary Sheet</b></p>
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Grantee or Unit of Government: **Dane County**

Project Name: **Pre/Post Charge Diversion Program**

Address: **Dane County Department of Human Services, 1202 Northport Drive,  
Madison, Wisconsin, 53704-2020**

Project Director: **Kirstin Holmgren**

Phone number: **608-320-5321**

Signing Official: **Melissa Agard, Dane County, 210 Martin Luther King Jr. Blvd.,  
Madison, Wisconsin 53709-3340**

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Amount of State Award: **\$314,931**

Amount of Match: **\$104,977**

Amount of Total Award: **419,908**

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**SUMMARY OF GRANT:**

Funds will be used by the Dane County Department of Human Services and Dane County District Attorney's Office for purposes of running both the Dane County Diversion Program (DCDP), a post charge Diversion Program and the Deferred Prosecution Program - Opiate (DPP-O), a pre-and-post charge Diversion Program. The funding provides for personnel, benefits, contracted providers, operating expenses and training to provide treatment for justice involved clients with substance use and opioid use related charges. The goal is to reduce recidivism rates for nonviolent offenders in the program and increase public safety in Dane County. The DCDP program serves individuals assessed at medium risk to re-offend with non-violent, felony, drug driven charges. Individuals are given the opportunity to have a felony charge/s dismissed or reduced after successful completion of their Diversion Agreement. The DPP-O program provides participants with opioid and methamphetamine use disorders with pre- and post-charging diversion from justice system involvement by providing case management and resources.

Name of Program Manager: **Marsha Schiszik**

Phone number: **608-609-6741**

Name of Grants Specialist: **Jannifer Ayers**

Phone number: **608-514-5623**



STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE

Josh Kaul  
Attorney General

Room 114 East, State Capitol  
PO Box 7857  
Madison WI 53707-7857  
(608) 266-1221  
TTY 1-800-947-3529

November 14, 2025

Ms. Kirstin Holmgren  
Behavioral Health Specialist  
Dane County Department of Human Services  
1202 Northport Drive  
Madison, WI 53704-2020

Re: Pre/Post Charge Diversion Program  
Wisconsin Department of Justice Grant Number: 2026-TD-02-19724


Dear Ms. Holmgren:

The Wisconsin Department of Justice, Division of Law Enforcement Services has approved a grant award to Dane County in the amount of \$419,908 which includes your agency's required matching funds. These funds are from the Treatment Alternatives and Diversion Program available through the Wisconsin Department of Justice. This grant supports the Dane County's Pre/Post Charge Diversion Program.

To accept this award, please have the authorized official sign the *Signatory Page and Standard Terms and Conditions* in addition to initialing the bottom right corner of Attachments A and B, if enclosed. The project director should sign the acknowledgement notice. Please return the signed award document to the Wisconsin Department of Justice within 30 days. Please maintain a copy for your records. Funds cannot be released until all signed documents are received.

As project director, you will be responsible for all reporting requirements outlined in the grant award and ensuring that funds are administered according to the approved application materials and certifications. Please refer to the enclosed FAQ sheet for contact information and grant guidelines. We look forward to a collaborative working relationship with you.

Sincerely,

  
Joshua L. Kaul  
Attorney General

JLK:JLA  
Enclosures



STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE

Josh Kaul  
Attorney General

Room 114 East, State Capitol  
PO Box 7857  
Madison WI 53707-7857  
(608) 266-1221  
TTY 1-800-947-3529

Treatment Alternatives and Diversion  
Pre/Post Charge Diversion Program  
2026-TD-02-19724

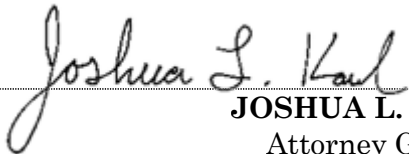
The Wisconsin Department of Justice (DOJ) hereby awards to **Dane County**, (hereinafter referred to as the **Grantee**), the amount of **\$419,908** for programs or projects pursuant to Wisconsin Statute 165.95.

This grant may be used until **12/31/2026** for the programs consistent with the budget and general conditions in Attachment A, subject to any limitations or conditions set forth in Attachments B and/or C, if included.

The Grantee shall administer the programs or projects for which this grant is awarded in accordance with the applicable rules, regulations, and conditions of the Wisconsin Department of Justice. The submitted application is hereby incorporated as reference into this award.

*This grant shall become effective, and funds may be obligated (unless otherwise specified in Attachments A and/or B) when the Grantee signs and returns one copy of this grant award to the Wisconsin Department of Justice. In addition, please note that grant activity may not begin until the project start date.*

BY:

  
**JOSHUA L. KAUL**  
Attorney General

Wisconsin Department of Justice

11/14/2025

Date

The (Grantee), **Dane County**, hereby signifies its acceptance of the above-described grant on the terms and conditions set forth above or incorporated by reference therein.

GRANTEE: **Dane County**

BY:

NAME: **Melissa Agard**

TITLE: **County Executive**

Date

**WISCONSIN DEPARTMENT OF JUSTICE**  
**ATTACHMENT A**

Grantee: Dane County

Project Title: Pre/Post Charge Diversion Program

Grant Period: From 1/1/2026 To 12/31/2026

Grant Number: 2026-TD-02-19724 Program Area: 2

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**TREATMENT ALTERNATIVES AND DIVERSION**  
**APPROVED BUDGET**

*See your E-grants Application for details*

	<b><u>State &amp; Match</u></b>
Personnel	\$63,471
Employee Benefits	\$32,335
Travel (Including Training)	\$2,435
Supplies & Operating Expenses	
Consultants/Contractual	\$321,667
Indirect	
<b>STATE TOTAL</b>	<b>\$314,931</b>
<b>MATCH TOTAL</b>	<b>\$104,977</b>
<b>TOTAL APPROVED BUDGET</b>	<b>\$419,908</b>

**Award General Conditions:**

1. Grant recipients are advised that WI DOJ will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely completion of progress and financial reports, active efforts to achieve and measure stated goals and objectives, appropriate documentation of activities and outcomes, on-going submission of participant data, and adherence to any conditions included in the grant award.
2. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.
3. The WI DOJ reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to WI DOJ such as background check fees, etc. Refusal to provide information requested by WI DOJ may impact the payment of current or approval of future grant funds.
4. Please be advised that a hold may also be placed on any current or future application or grant payment if it is deemed that an agency is not in good standing on any WI DOJ grants or other reporting requirements, has other grants compliance issues (including being out of compliance with special conditions) that would make the applicant agency ineligible to receive future WI DOJ funding, failure to make progress in obtaining project goals and objectives, and/or is not cooperating with an ongoing WI DOJ grant review or audit.

5. A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.
6. 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. Grant award funds received are not program income. 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.
7. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner to provide maximum open and free competition.
8. If the grant award budget contains wages, the grantee's records must be maintained in a form that, at any given time, an auditor or WI DOJ representative would be able to identify the use of Federal and Matching funds. These records should include information such as employee name, rate of pay, hours worked, and amount of time dedicated to the grant project.
9. Award funds will be used to supplement, not supplant, planned or allocated funds.
10. To be allowable under a grant program, all funds (state, federal, and cash match) must be obligated (purchase order issued) or paid for services provided during the grant period. If obligated by the end of the grant period, payment must be made within 30 days of the grant period ending date. Any grant activity outside the project period is not eligible for reimbursement.
11. All budget changes require prior approval from WI DOJ and must be requested in a grant modification via Egrants.
12. Subgrantees acknowledge that failure to submit an acceptable Equal Employment Opportunity Plan (if required to submit one pursuant to 28 CFR 42.302) that is approved by the Federal Office of Civil Rights, is a violation of its Certified Assurances and may result in the suspension of the grant.
13. Grant funds will be paid to the grantee on a reimbursement basis. Expenses must be incurred and paid for by the agency/organization within the reporting period.
14. Any changes in personnel involved with the grant including the Project Director, Financial Officer, and/or Signatory must be reported to WI DOJ in a grant modification via Egrants.
15. Consultant fees in excess of \$650 per 8-hour day or \$81.25 per hour will require federal approval and additional justification.
16. Reimbursement for travel (i.e., mileage, meals, and lodging) is limited to state rates.
17. Recipient fully understands that WI DOJ has the right to suspend or terminate grant funds to any recipient that fails to conform to the requirements (special/general conditions and general operating policies) or that fails to comply with the terms and conditions of its grant award.
18. All contracts pertaining to this grant must be submitted to WI DOJ within 30 days of receipt of Grant Award Documents. Reimbursements related to contractual expenses will be held until this condition is fulfilled.
19. If the grant award contains equipment, a request for reimbursement should only be submitted once the equipment is installed and testing has been completed.



20. Positions funded by this grant must have a position description. Submit the position description and name of employee in Egrants within the Monitoring Section under Project Document Attachment.
21. The recipient agrees to cooperate with WI DOJ monitoring to ensure compliance of US DOJ Grants guidelines, Financial Guide, and OJP guidelines, protocols and procedures. Recipient agrees to cooperate with WI DOJ (including the Program Contact, Fiscal Contact, Grants Specialist Monitor, Supervisors, and/or Administration) for this award, including requests related to desk reviews and/or onsite/virtual visits. The recipient agrees to provide to WI DOJ all documentation necessary for WI DOJ to complete the monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set out by WI DOJ for providing the requested documents. Failure to cooperate with WI DOJ monitoring activities may result in actions that affect the recipient's WI DOJ awards, including, but not limited to: withholding and/or other restrictions on the recipient's access to award funds, referral to the WI DOJ designation of High-Risk grantees, or terminate of an award(s).

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Signing Official Initials

**WISCONSIN DEPARTMENT OF JUSTICE  
ATTACHMENT B**

**Award Special Conditions**

1. All awards funded under this announcement must comply with the requirements outlined in the TAD Statute (Wis. Stat. 165.95).
2. All awards funded under this announcement must **comply with evolving state and national standards** pertaining to the operation of treatment courts or diversion programs as those standards are finalized and released statewide or at a national level.
3. TAD funds may only be used to serve adult participants, which are defined as a person who has attained 17 years of age and who is alleged to have violated any state or federal criminal law, or any civil law or municipal ordinance.
4. Treatment courts and diversion programs should also work to **ensure that treatment providers are following evidence-based practices**, as well as striving to incorporate the National Standards for Culturally and Linguistically Appropriate Services in Health and Healthcare (National CLAS Standards).
5. All grantees funded under this announcement will be subject to program evaluation by the Department of Justice, Bureau of Justice Information and Analysis (BJIA).
6. Grantees must agree to comply with all reporting, data collection, evaluation requirements, and necessary CORE and data training, as determined by BJIA. Grantees will be expected to submit participant data in WI DOJ's Comprehensive Outcomes, Research, and Evaluation (CORE) Reporting system. Failure to submit data as required may result in grant payments being withheld. Questions on CORE can be directed to [core@wisdoj.gov](mailto:core@wisdoj.gov).
7. Grantees may not use grant funds to pay for evaluations or assessments by external evaluators unless these services are specifically requested, either in the application process or through a grant modification during the grant period, and TAD staff formally approves of the funding to be used for these services. All external evaluation agreements are subject to WI DOJ review and approval prior to grant award and during the grant period.
8. Access to TAD data, including access needed for external evaluations, is subject to DOJ/BJIA approval. WI DOJ may establish such terms and conditions for access to TAD data, as well as access for external evaluation reports and data, and all grantees agree to abide by the terms and conditions established by WI DOJ.
9. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. **Please note, this award represents the fifth year of funding in this 5-year cycle. Any future funding will be dependent upon a competitive grant application and review process.**
10. The recipient agrees to participate in WI DOJ-sponsored training events, technical assistance efforts, or conferences held by WI DOJ or its designees, upon WI DOJ's request. Grantees must participate in scheduled events, allow a programmatic or financial site visit, and accept technical assistance from WI DOJ.
11. The inability of a participant to pay program fees outside of treatment costs should not preclude a person from participating in the program funded under this announcement. Similarly, inability to pay should not be the only barrier to a participant's phase advancement or graduation from the program.

12. Each individual program being funded, in whole or in part, by TAD funds shall be reported on separately in any documentation as requested by WI DOJ. Distinctions between programs should be clearly indicated in all documentation and separate documents for each program may be required. This may include the grant application, budget, project design tables, data entered into the CORE Reporting System, quarterly program reports, and any other information requested by WI DOJ. Each program should be clearly and consistently named across all documents.
13. TAD grant funds cannot cover Chapter DHS 62 Intoxicated Driver Program (IDP) assessments, nor any programs, services and activities required under a Driver Safety Plan. This includes the portion of staff time devoted to conducting IDP assessments, providing IDP services or monitoring individuals engaged in IDP services and activities required by Driver Safety Plans. TAD grant funds may cover programs, services and activities required of TAD program participants that are in addition to IDP programs and activities that may otherwise not be funded under IDP surcharge funds or IDP supplemental funding.
14. **Changes from the approved grant application to the scope of the program require approval from WI DOJ** and should be under the direction of the local oversight body per state statute 165.95(5)(a). Programs will need to contact the TAD Program Manager with any major proposed changes to the funded program.
15. Any documents, presentations, or other written, visual, or audio materials developed by a subgrantee and shared with other agencies must include information identifying how state Treatment Alternatives and Diversion (TAD) grant funds were used to support the program and must acknowledge the Wisconsin Department of Justice (WI DOJ) as the oversight agency for the TAD grant program.

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Signing Official Initials

**TREATMENT ALTERNATIVES AND DIVERSION  
ACKNOWLEDGEMENT NOTICE**

Grantee: Dane County Date: November 2025  
Project Title: Pre/Post Charge Diversion Program Grant No. 2026-TD-02-19724

**The following regulations and obligations (referenced below) apply to your grant award.**

**Note:** Reports due 04/12 include January, February, and March program activity  
Reports due 07/12 include April, May, and June program activity  
Reports due 10/12 include July, August, and September program activity  
Reports due 01/12 include October, November, and December program activity



**QUARTERLY PROGRAM REPORTS** must be submitted on a scheduled basis and must be completed in Egrants. Narrative reports on the status of your project and are due to DOJ on:

04/12/26      07/12/26      10/12/26      01/30/27 FINAL



**QUARTERLY FINANCIAL REPORTS** must be submitted on a scheduled basis and must be completed and certified in Egrants. Supporting documentation must be attached to the Egrants Fiscal Report and are due to DOJ on:

04/12/26      07/12/26      10/12/26      01/30/27 FINAL

**ACKNOWLEDGEMENT**

The materials referenced above were received and reviewed by the appropriate members of this organization. I also acknowledge receipt of the Grant Award and any attached Special Conditions, as well as receipt of the General Conditions which were previously provided in the Instructions for Filing and Application. I understand that this grant is awarded subject to our compliance with all Conditions, Regulations, and Obligations described in the above materials.

11/24/2025

Date

*Kirstin Holmgren*

Kirstin Holmgren

, Project Director