

## Juvenile Justice Commission Policy/Procedure

SUBJECT: COUNCIL FUNDS AND  
OPERATION

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### Policy

With four federally recognized Indian tribes, seven judicial districts, 44 counties, 113 school districts and at least four different state agencies addressing the needs of juveniles in their jurisdiction, the Idaho Juvenile Justice Commission (IJJC) continues to support the philosophy of the Juvenile Corrections Act through Council Action Plans. Funds are allocated to Tribal and District councils through OJJDP Formula Grants to pursue the priorities identified in the action plans. Expenses may include operating costs as well as costs for system improvement events or activities. Individuals or agencies may request council funding and must apply to the council under this policy and show how the activity will impact the priorities of the Council Action Plan.

Councils must approve all expenses and funding requests and provide documentation of approval to the Idaho Department of Juvenile Corrections (IDJC) Planning & Compliance Unit within **ten** (10) days of the public meeting where approval was granted. The Planning & Compliance Unit will review documentation to ensure activities and expenses are allowable, and will give the final approval for funds to be allocated. Council funds are part of the state's pass-through funding to communities and **may not** be awarded to State or Federal personnel/agencies.

### Operating Procedure

- I. Definitions
  - A. Activity includes system improvement efforts to address priorities in the Council Action Plan. These could include program evaluation, technical assistance through consultants or peers, outreach materials, etc.
  - B. Council Action Plans are the documents approved by the Councils that include specific goals and objectives to guide the use of federal grant funds toward critical priorities. Summaries of these plans are available at [www.ijjc.idaho.gov](http://www.ijjc.idaho.gov).
  - C. Event is defined as a meeting, generally lasting a few hours to multiple days, the purpose of which is to provide information, workshops and networking for a specific group of professionals, or for a specific reason.
  - D. Operating Costs include expenses to support Council administration and meetings such as travel reimbursement, facility rental, postage, printing and supplies, etc.
  - E. Performance Measures are particular values used to measure program outputs or outcomes and are required by OJJDP.
  - F. Program Staff are members of the Council or IJJC.

- G. Non-Program Personnel include all persons who are not members of the Council and could include law enforcement, courts, referral agencies or community members.

## II. Shared Commitment on System Improvement

- A. The IJJC recognizes that a mutually beneficial outcome for individuals, agencies, tribes, and districts is a primary goal when planning activities to pursue the priorities of the Council Action Plan. Councils should consider key stakeholders in the Idaho juvenile justice system when allocating funds.
- B. Strong collaboration occurs when multiple partners commit resources to developing system improvements. Consideration should be given to those applicants that demonstrate collaborative funding.
- C. The Councils and the IJJC understand and commit to follow this policy to support the priorities identified in the Council Action Plans which support the state plan and compliance with the Juvenile Justice and Delinquency Prevention Act.
- D. The Council and the IJJC understand this funding is **not** intended to support program services such as youth summits or scholarships to attend conferences, etc. for juveniles. These funds are for system improvement activities to address the priorities in the current Council Action Plans.

## III. Funding Parameters

- A. The funding cycle for each fiscal year is October 1–September 30. All expenses and requests must be approved by the Council during the funding cycle and events must be completed by September 30. All invoices must be submitted to IDJC within 30 days and **no later than October 31**.
- B. Consultants should be paid the fair market value for services in the geographic location but cannot be paid more than \$650 per day or \$81.25 per hour.
- C. Reimbursement of travel expenses must comply with [State guidelines](#).
- D. Funds cannot be used for meals or refreshments, prizes, novelty items, etc.
- E. Council funds are intended to support local community-based resources and shall not be awarded to State or Federal personnel/agencies.

## IV. Funding Requests and Approval Process

- A. All requests for funding must be submitted on the Council's Request for Funding form. The form must be filled out in its entirety and signed by the requestor, the Council Chair, and the Planning & Compliance Unit representative **prior to the event**.
- B. In completing the Council Request for Funding form, the requestor will:
  1. List all costs, both those requested from council funds and those contributed by requestor's agency or other organization.
  2. Attach copies of any brochure or agenda information available.
  3. If event or activity requires travel, include necessary travel costs on form.

4. Indicate how the event or activity will impact the priorities of the Council Action Plan.
- C. Any organization applying for funds must have a [DUNS](#) (Dun & Bradstreet) number registered in the SAM (System for Award Management) system. Individuals or organizations with Exclusions on the [SAM](#) website cannot receive funds.
  - D. Only one person may be listed as the requestor on a Council Request for Funding form. Applicants coordinating an event or activity within one or more judicial districts for multiple participants **must agree to get a completed evaluation form from each participant and submit them to the IDJC along with a list of all participants, including email addresses.**
  - E. Requestor should submit the request to the Council at least ten (10) days before the next scheduled council meeting and the Request for Funding must be identified on the agenda as an “Action Item” for voting at the meeting.
  - F. When reviewing the Request for Funding, the Council should review the following:
    1. Is the Request form filled out completely with all necessary information?
    2. Are calculations correct?
    3. Are costs reasonable and necessary?
    4. Does the activity meet the Council Action Plan priorities?

After a vote by the Council, the following steps should be taken:

1. If the request is denied or additional information is needed, the Council shall notify the Requestor.
2. If the request is approved, the Council shall send the approved Request and meeting minutes to the IDJC Planning & Compliance Unit for final approval and authorization.

- G. IDJC Planning & Compliance Unit staff will review the request and meeting minutes to ensure costs are allowable under state and federal guilds and that the request is consistent with the priorities of the Council Action Plan. IDJC Planning & Compliance Unit staff will notify the Council Chair and the Council Office Specialist II of final approval or denial. No request for funds should be considered approved until a Planning & Compliance Unit representative has signed the Request for Funding form and returned it to the Council Chair and the Council Office Specialist II.
  - H. Substitutions will only be allowed when pre-approved by the Council Chair. Justification must be made that the substitute’s participation in an event will result in the same impact on the juvenile justice system as the original requestor in the approved request.
- V. Reporting, Evaluation and Reimbursement
- A. After completing the approved event or activity, the requestor is responsible for sending a completed Evaluation form to the Council Office Specialist II.
  - B. The requestor must submit a Request for Reimbursement form to IDJC accompanied by a W9, receipts and an agenda **within ten (10) days** of the event.

Reimbursement requests that are not received by IDJC 30 days after the date of the event may be denied.

- C. IDJC Planning and Compliance Unit staff will review the Request for Reimbursement for completeness, reconcile expenses and resolve any questioned costs, and initiate payment in the Grants Management System.

#### VI. Council Operating Expenses

- A. Expenditures for Council operating expenses are approved during Council meetings and reflected in the minutes.
- B. The Council Office Specialist II maintains a budget and expense report and provides updated copies to council members at each meeting.

#### *Reference:*

*Related Forms:* [Juvenile Justice District Council Request for Funding](#)  
[Juvenile Justice District Council Evaluation](#)  
[Juvenile Justice District Council Travel Expense Voucher](#)