



GRANT ANNOUNCEMENT & GUIDANCE Training for Juvenile Justice Stakeholders 2025



The Idaho Department of Juvenile Corrections and the Idaho Juvenile Justice Commission are soliciting proposals for funding through the Juvenile Justice and Delinquency Prevention Act (JJDP) Title II Formula Grant Program. Funding through this grant is used to develop programs to address juvenile delinquency and improve the juvenile justice system.

The priority area targeted for this solicitation is the Deinstitutionalization of Status Offenders. More information can be found on page 2 under [Introduction and Description of Funding](#).

Eligible applicants include local government agencies, state agencies, state and local law enforcement, and non-profit organizations registered with the Idaho Secretary of State.

SUBMISSION DEADLINE: 11:59 P.M. MST on February 5 2025

This opportunity is funded by a federal grant made to the State of Idaho from the Office of Juvenile Justice and Delinquency Prevention # 15P-JDP-21-GG-04725-Title. Recipients are obligated to follow relevant state and federal laws, regulations, and guidelines.

If you have questions or need application assistance, please contact:

Planning & Compliance Unit
Idaho Department of Juvenile Corrections
planningandcompliance@idjc.idaho.gov

- Grant Program:** 2025 Juvenile Justice Stakeholder Training
- Funding Source:** Juvenile Justice and Delinquency Prevention Act Formula Grant Program, # 15P-JDP-21-GG-04725-Title.
- Funding Available:** \$20,000
- Eligible Applicants** Idaho cities, counties, Native American Tribes that perform law enforcement functions, private non-profit organizations registered with the Idaho Secretary of State, and school districts.
- Matching Funds:** Matching funds are not required; however, applicants may use funds to supplement other funding for this purpose.
- Application Due Date:** February 5, 2025
- Project Period:** March 17, 2025 – September 30, 2025



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2025



Introduction and Description of Funding:

The Idaho Juvenile Justice Commission and the Idaho Department of Juvenile Corrections announce the funding to improve the juvenile justice system in Idaho through training on evidence-based and best practice approaches for juvenile justice professionals and other professionals working with status-offending youth. Training must include how to effectively work with status offenders in the community and alternatives to detention to address the Deinstitutionalization of Status Offenders core requirement under the Juvenile Justice and Delinquency Prevention Act. Applicants should seek to provide current, timely, and relevant training for stakeholders statewide. Preference may be given to those who are able to provide training to a wide variety of stakeholders, including judges, probation, detention, and law enforcement.

Submission Instructions:

Grant Application: Forms and guidelines are available here:
<http://www.ijjc.idaho.gov>

Due Date: 11:59 P.M. MST on February 5, 2025

Format: Submit the application form as an email attachment to
planningandcompliance@idjc.idaho.gov.

The original application must be signed by an authorized official. Forms shall be submitted as a Microsoft Word or PDF document. The budget may be submitted in Microsoft Excel or PDF.

*Attachments must not exceed 10MB in size, or the email server will not accept them.
 Multiple emails are acceptable.*

Grant applications shall become property of the State of Idaho, and the names of the applicants will become public information. Grant applications will only be accepted if they are received via email with a time stamp indicating receipt no later than midnight on February 5, 2025

Technical Assistance:

All applicants are encouraged to seek technical assistance from IDJC staff with any part of the application process. Technical assistance can also be obtained by contacting Marissa.Evans@idjc.idaho.gov or by calling 208.334.5100.

Timeline:

The following timetable has been established for proposal submission, review, and announcement of awards.

- December 11, 2024 Grant Announcement
- February 5, 2025 Grant Application Deadline



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March 4, 2024	Grant Scoring
March 13, 2025	Idaho Juvenile Justice Commission Meeting
March 17, 2025	Grant Award and Regret Letters Mailed

Project Period and Budget Period:

Commencement of awards funded will begin March 17, 2025, and end on September 30, 2025. All program activity must be completed by the end of the approved award period. Any expenses incurred outside of the grant period will be ineligible for reimbursement. Funds are paid on a reimbursable basis.

Eligible Applicants:

Units of local government (cities, counties), Native American Tribes that perform law enforcement functions, private non-profit organizations registered with the Idaho Secretary of State, and school districts in Idaho.

SAM Registration and UEI Number:

Applications must register with System for Award Management, or SAM, a repository for standard information about federal financial assistance applicants, recipients, and subrecipients. The Office of Justice Programs (OJP) requires all applicants (other than individuals) for federal assistance maintain current registration in the SAM database. Applicants must update or renew their SAM registration annually to maintain an active status. Information about SAM registration procedures can be accessed at <http://www.sam.gov/content/home>.

All applicants must obtain a Unique Entity Identifiers (UEI) number from the System for Award Management (SAM.gov) prior to submitting an application. If not included, the proposed budget will not be considered for funding.

Prohibitions and Limitations:

The following list highlights specific funding limitations and is provided for quick reference. The list is not comprehensive of all federal and state guidelines for grant-funded programs.

- A. The Idaho Department of Juvenile Corrections will not be liable for any costs incurred by a selected project prior to the execution of the official award.
- B. Indirect or administrative costs are allowable but may not exceed 10% of direct costs.
- C. Grant funds cannot be used to serve adults unless the service is a parenting class or family counseling.
- D. Use of Formula Grant funds for construction is generally prohibited, pursuant to 42 U.S.C. 567(b), except for the construction of an innovative community-based facility for fewer than 20 persons which, in the judgement of the OJJDP Administrator, is necessary to carry out the purposes of the Formula Grant Program. "Construction" is defined at 42 U.S.C. 103(10) as "acquisition, expansion, remodeling, and alteration of existing buildings, and initial equipment of any such buildings, or any combination of such activities (including architects' fees but not the cost of acquisition of land for buildings..." ***Funds for the purpose of construction are at the discretion of OJJDP and must be pre-approved.**
- E. Acquisition of land with grants funds is prohibited.



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- F. Equipment purchased with grant funds must be directly related to service delivery programs and/or projects.
- G. Grant funds cannot be used for food*, prizes, novelty items, alcohol, or entertainment. ***Funds may be spent on food for youth pending approval by OJJDP. Any request to use funds for the purchase of food must clearly describe why it's reasonable, necessary, and allocable.**
- H. Consultants cannot be paid more than \$650 per day, or \$81.25 per hour with grant funds.
- I. Grant funds cannot be used to support fundraising or lobbying activities.
- J. Non-Supplanting: grant funds cannot be used to replace state or local funds but can be used to increase the amounts of such funds that would, in the absence of federal aid, be made available for juvenile justice activities.
- K. Allowances for meals while traveling cannot exceed State of Idaho guidelines. The out-of-state reimbursement rate is the same as in-state, but the Board of Examiners allows a higher federal allowance in locations published in IRS publications. You may view the guidelines at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Applicants using established internal travel policies may use rates defined by those policies or state rates, whichever is lower.
- L. Grant funds are considered “seed money”, not on-going funds. These funds are intended to develop new programs that, if successful, will be supported locally.
- M. The grantee must comply with the laws of the State of Idaho regarding the use of grant funds.

Rejection of Proposals:

The Idaho Juvenile Justice Commission reserves the right to reject all applications received. Applicants that do not score 65% of the available points will not be considered for funding.

Appeal Process:

If your grant application was not awarded funding, you may submit an appeal to the Executive Committee of the Idaho Juvenile Justice Commission.

Appeals are available to applicants who were denied funding entirely. Applicants receiving a grant award less than their requested amount are not eligible for appeal.

Letters of Appeal may not introduce new information but may identify information in the original grant applicant that is relevant to the specific areas noted in the regret letter where the proposal received low scores.

Letters of Appeal may be delivered by hand or first-class mail to:

Idaho Department of Juvenile Corrections
Planning & Compliance Unit
954 W. Jefferson St.
PO Box 83720
Boise, Id 83720-0285



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The Letter of Appeal must be **received** by IDJC no later than ten (10) calendar days after the date of the correspondence providing notification of the rejection of the application. If the letter is not **received** within the ten (10) day period, the applicant will forfeit the right to appeal.

The Executive Committee will review information to determine if there were any misinterpretations or abuse of authority in the grant process, considering clarifications provided by the applicant.

Proposal Requirements:

The following pages include a description of the required elements of grant proposals. Please ensure that you provide information for all the elements listed.

IMPORTANT! Specific items must be included in the proposal. These items will be indicated as such, and if not included, the proposal will be considered non-responsive and not reviewed.

Section 1 – Summary):

All applicants **must** provide a one-page summary of the project and budget information. **If a one-page summary, including budget, is not included as the first page, the application will be considered non-responsive and will not be reviewed (applications with blank or partial summary pages may be disqualified).**

Section 2 – Authorization:

The grant application forms **must** be completed. **If the application is not signed by an authorizing official the application will be considered non-responsive and will not be reviewed.**

Section 3 – Description of Project:

A. Program Description: 45 Points

1. State your **goals** for the training you propose to implement. Describe how the proposed training will **improve** the juvenile justice system. *(10 points total possible)*
2. Describe how you will ensure training is provided to stakeholders **statewide** and include an estimate of the total number of **individuals** you intend to train. *(10 points total possible)*
3. Describe the **training format**. How will the training be implemented (i.e., conference, webinar, multiple-site events, etc.)? Include sample agendas or class schedules. Provide a **timeline**. *(10 points total possible)*
4. Describe how you will incorporate **stakeholder involvement** in the planning for the proposed training. *(10 points total possible)*



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5. Describe how you will ensure **training** is relevant, timely, evidence-based, and best practice. *(5 points total possible)*

B. Project Administration: 15 Points

1. Identify the **key officials** for this project including: Project Director and Financial Director. Other officials could include Curriculum Director, Board Members, etc. Attach resumes for key officials. *(5 points total possible)*.
2. Describe the **organization's experience** providing training on evidence-based and best practice approaches in juvenile justice. Include types of trainings, topics, audience sizes, and stakeholder groups participating (i.e., juvenile probation officers, courts, educators, etc.) *(5 points total possible)*
3. Provide current **letters of support** from program partners, project support, and commitment of resources by other agencies in the service area. *(5 points total possible)*

C. Budget Information: 20 Points

1. Using the **Budget Form** in the Application Packet, provide a budget that will allow the project to operate efficiently and effectively from 03/17/2025 – 09/30/2025. *All expenses must be reasonable, necessary, and allocable to the project. (10 points total possible)*.
2. Provide a **budget description** detailing and justifying the need for each line-item cost. Provide the calculation factors for all costs shown in the Budget Form. *(10 points total possible)*

Specific Guidance on Conference / Workshop Expenses:

- a. Consultant fees must be based on the current market value of the service in the geographic location of the activity.
- b. Consultant fees cannot exceed a maximum of \$650 per day or \$81.25 per hour (i.e., speakers, trainers, third-party vendors, etc.)
- c. Entertainment, such as movies, bar tabs, plays, sightseeing, etc., are not allowable.
- d. Personal expenses such as hygiene items, laundry charges, magazines, car rentals, tips, etc., are not allowable.
- e. Meeting room / audio-visual costs cannot exceed \$25 per attendee or \$20,000; Logistical Planner costs cannot exceed \$50 per attendee or \$8,750; and Programmatic Planners costs cannot exceed \$200 per attendee or \$35,000.

D. Performance Measurement: 20 Points

1. Describe the **learning objectives** for the proposed training. What new skills or knowledge will participants gain from the training? *(10 points total possible)*



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2. Describe how you will **collect and report** the following data elements. *(10 points total possible)*. Applicants must have some type of evaluation instrument to determine an increase in knowledge (copies of instruments should be attached to the proposal):
 - a. Number of individuals trained;
 - b. Number of hours of training provided;
 - c. Number of individuals trained with increased knowledge;
 - d. Number and type of certifications awarded (i.e., POST credit, CEU's)

100 Total Possible Points

Be sure to attach the following items to your grant proposal:

- Letters of support and commitment specific to the program.

Application Tips:

- Be sure your application is signed by the proper authorizing official.
- Be sure you submit all required documents by their due dates.
- Do not assume the reader knows anything about your project.
- Be clear and concise.
- Closely follow the grant application format.
- Include current letters of commitment and support from community partners.
- Check your math, and then double-check your math.



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Scoring Guidelines:

For each criterion, reviewers will use a numeric rating based on the following scale:

- E – Exemplar** (100% of total possible points) Well-conceived and thoroughly developed. Evidence completely meets key characteristics.
- G – Good** (75% of total possible points) Clear and complete. Evidence mostly meets clear characteristics.
- A – Average** (50% of total possible points) Mostly clear and complete. Evidence somewhat meets key characteristics.
- I – Inadequate** (0% of total possible points) Information not provided or lacks sufficient information. Evidence does not meet key characteristic.

CATEGORY	POINTS POSSIBLE	POINTS
Program Description	45	
Program Administration	15	
Budget	20	
Performance Measurement	20	
Total	100	

**If the collective grant requests surpass the allocated amount, IDJC will award the highest scoring grants first. If there are applications with tied scores, the Department will use a rubric based on capacity and sustainability to break ties.*