

# GRANT APPLICATION GUIDANCE

## Title II Assessment Center Grant



This guidance is to be used for applications submitted to the Idaho Department of Juvenile Corrections in collaboration with the Idaho Juvenile Justice Commission for the **Title II Assessment Center Grant**

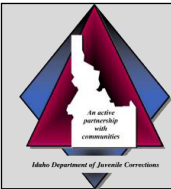
All applications must be submitted on the Grant Application Form.

The original application **must** be signed by an authorized official.

**Postmark Deadline: Midnight, February 5, 2025**

Electronic documents must be submitted to:  
[PlanningandCompliance@idjc.idaho.gov](mailto:PlanningandCompliance@idjc.idaho.gov)

**FUNDING DETAILS:** This grant is funded by the Office of Juvenile Justice and Delinquency Prevention Title II Funds. 15PJDP-22-GG-04959-TITL



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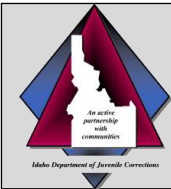
- Grant Program:** Title II Assessment Center Grant
- Funding Source:** Funding is provided by the State of Idaho through the Office of Juvenile Justice and Delinquency Prevention's Title II Formula Grants, 15PJDP-22-GG-04959-TITL
- Funding Available:** \$225,000 total funds are available.
- Eligible Applicants:** Existing Assessment Centers who have received Safe Teen Assessment Center grant funding in FY23 and/or FY24.
- Matching Funds:** Matching funds are not required. Applicants may not use funds to supplant other funding for this purpose but can expand, enhance, or increase the scope of funding already dedicated.
- Application Due Date:** **February 5, 2025.** (IDJC will continue to accept/review/score and award applications after initial due date if funds are not fully allocated). Subject to review after all initial grant awards are made.
- Budget Period:** **March 17, 2025 – September 30, 2025.** Funds awarded may only be expended for activities and purposes set forth in the approved budget and within the approved budget period.

### **Introduction and Description of Funding**

The Idaho Department of Juvenile Corrections and Idaho Juvenile Justice Commission seeks to support day to day operations of existing Assessment Centers. Funding is intended to support existing Safe Teen Assessment Center projects previously established under FY23 and FY24 funding. The Title II Assessment Center Grant is designed to provide short-term funding to support sustainability.

### **Submission Instructions**

<b>Grant Application</b>	Forms and guidelines available here: <a href="http://www.ijjc.idaho.gov/">http://www.ijjc.idaho.gov/</a>
<b>Due Date</b>	February 5th, 2025 11:59PM
<b>Format</b>	Submit application form as an email attachment to <a href="mailto:PlanningandCompliance@idjc.idaho.gov">PlanningandCompliance@idjc.idaho.gov</a> (forms shall be submitted as a Microsoft Word or PDF document. The Budget maybe submitted in Excel or PDF.)  <b><i>Attachments must not exceed 10MB in size or the email server will not accept them. Multiple emails are acceptable.</i></b>



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Grant Applications shall become the 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 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](mailto:Marissa.Evans@idjc.idaho.gov) or [Danielle.Osgood@idjc.idaho.gov](mailto:Danielle.Osgood@idjc.idaho.gov) or by calling 208.334.5100

### **Timeline**

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

<u>December 9, 2024</u>	Grant announcement
<u>February 5, 2025</u>	Grant application deadline
<u>March 4, 2025</u>	Grant scoring
<u>March 13, 2025</u>	Idaho Juvenile Justice Commission meeting
<u>March 17, 2025</u>	Grant award and regret letters mailed

### **Project Period and Budget Period**

The **project period** for grant awards is: **March 17, 2025 – September 30, 2025**. The **budget period** for grant awards is the same. **Funds awarded may only be expended for activities and purposes set forth in the approved budget and within the approved budget period.** Projects accepted for funding will be required to submit project and financial reports at the end of the project period. Reports will be due to IDJC by October 31 2025.

Title II funds provided under this award must be used to supplement existing resources and may not be used to supplant state, local, or other funding sources.

### **Eligible Applicants**

Current Assessment Centers who have received Safe Teen Assessment Center grant funding for FY23 and/or FY24.

### **Allowable Expenses**

- A. Rent, lease for business purposes where direct services will be provided (excluding personal residence or home offices.)
- B. Utility payments for business properties (excluding personal residence)
- C. Payroll costs for employees
- D. Contract labor
- E. Cost of critical business operations



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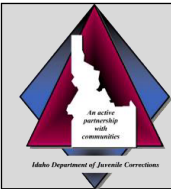
## Title II Assessment Center Grant



### **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.
- 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.



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### **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.

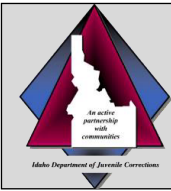
Letters of Appeal may not introduce new information but may identify information in the original grant applicant that is relevant to the specific areas noted in the regret letter where the proposal received low scores.

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

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.



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### 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 – 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 2 – Summary

All applicants **must** provide a one-page summary of the project and budget information including a projection of how centers will self-sustain after this grant support funding is disbursed. ***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).*** – 10 points

### Section 3 – Description of Project

#### **1. Assessment Center Description of Services (Should not exceed 1 pages) – 10 points**

- a. Briefly describe your existing center and services. Include the type of center, services provided, and **data** related to youth served by your center since initial award of funding. Include annual number of youth served, youth screened, and youth assessed (if applicable).

### Section 4 – Budget

#### **Budget Information – 20 Points**

1. Complete the **Budget Form** in the Application Packet (provide a budget that will allow the project to operate efficiently). ***All expenses must be reasonable, necessary and allocable to the project.***
2. Provide a **Budget Description** detailing and justifying the need for each line item cost. Provide the calculation factors for all costs shown on the Budget Form.
3. If applicable, identify any other funding sources that support the proposed project.
4. Provide a detailed **Sustainability Plan** that describes your previous efforts to achieve sustainability, and your future plans to reduce dependency on funds provided from the Idaho Department of Juvenile Corrections. Sustainability efforts may include, but are not limited to, grants applied for and secured, foundations approached, and fundraising (if allowable).



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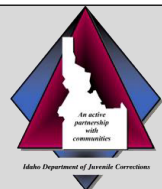


### *Be sure to attach the following items to your grant proposal:*

- 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 characteristic.
- **G – Good** (75% of total possible points):  
Clear and complete. Evidence mostly meets key characteristic.
- **A – Average** (50% of total possible points):  
Mostly clear and complete. Evidence somewhat meets key characteristics.
- **M – Minimal** (25% of total possible points):  
Requires additional clarification. Evidence somewhat meets key characteristic.
- **I – Inadequate** (0% of total possible points):  
Information not provided or lacks sufficient information. Evidence does not meet key characteristic.

Category	Points Possible	Points
Project Summary	10	
Program Description	10	
Budget	20	
<b>Total</b>	<b>40</b>	

*\*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.*