



Grant Guide

Title II Assessment Center Grant

2025

INTRODUCTION 3

CONTACT INFORMATION 3

MARISSA EVANS..... 3

DANIELLE OSGOOD..... 3

FISCAL REQUIREMENTS 4

SUPPLIES AND OPERATING EXPENSES 4

PROHIBITIONS AND LIMITATIONS 4

ALLOWABLE EXPENSES..... 4

REPORTING REQUIREMENTS 5

QUARTERLY FINANCIAL AND PERFORMANCE REPORTS 5

FINANCIAL REPORT..... 5

COMMUNITY CONTRIBUTIONS REPORT..... 5

PERFORMANCE MEASUREMENT REPORT 5

FINAL CLOSEOUT FORMS 6

PROJECT CLOSEOUT PROCEDURES 6

NOTICE OF PROJECT COMPLETION FORM 6

FINAL FINANCIAL REPORT..... 6

PROJECT SUMMARY REPORT..... 6

PERFORMANCE MEASUREMENT REPORT 6

GRANT PAYMENTS 7

REQUESTS FOR REIMBURSEMENT..... 7

ELECTRONIC DEPOSITS 7

GRANT FORMS 7

Introduction

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.

Project applicants who have been awarded funds from the IDJC are considered grantees. The purpose of this manual is to give project grantees an outline of the financial and reporting requirements and responsibilities involved with an award by the IDJC. If you have any questions or need more clarification in any matters discussed, please contact IDJC staff.

The project period this grant award 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.

Contact Information

For questions and/or concerns regarding your grant, please contact the Idaho Department of Juvenile Corrections planningandcompliance@idjc.idaho.gov or contact one of the team members directly:

Marissa Evans

Planning and Compliance Program Supervisor

(208) 577-5442

Marissa.evans@idjc.idaho.gov

Danielle Osgood

Community Operations Division, Project Manager

(208) 577-5439

Danielle.osgood@idjc.idaho.gov

Fiscal Requirements

Supplies and Operating Expenses

Receipts or invoices are required for all expenses. These invoices, purchase orders, and receipts will validate that funds were used according to approved activities. The IDJC will not reimburse for expenditures not specifically listed in the budget or not within the project period. Receipts or invoices should be approved by the Project Manager and maintained for the following items:

1. Supplies
2. Telephone (itemized bill of actual costs for projects sharing phones within an entity)
3. Duplicating costs (when sharing machine, bill should show number of copies times rate charged)
4. Rent
5. All other operating expenses **approved** in the budget

Prohibitions and Limitations

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

1. 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.
2. Entertainment and personal expenses for amusement or social activities is prohibited.
3. Grant funds cannot be used to serve adults unless the service is a parenting class, family counseling or another approved activity identified and approved in the application.
4. Equipment purchased with grant funds must be directly related to service delivery programs and/or projects. Equipment purchased and used commonly for two or more programs should be appropriately divided among each activity. Equipment that has already been purchased and charged to other activities of the organization is not an allowable expense to the award.
5. Honoraria is prohibited.
6. Evaluation is allowable, but research is prohibited.
7. Grant funds cannot be used to support fundraising or lobbying activities.
8. Non-Supplanting: grant funds cannot be used to replace local funds, but can be used to increase the amounts of such funds that would, in the absence of state funds, be made available for juvenile justice activities.
9. 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.

Allowable Expenses

Grant awards are limited to funding based on the expenses itemized below:

1. Rent, lease for business purposes where direct services will be provided (excluding personal residence or home offices.)
2. Utility payments for business properties (excluding personal residence)
3. Payroll costs for employees
4. Contract labor
5. Cost of critical business operations

Reporting Requirements

Quarterly Financial and Performance Reports

Project Directors must submit quarterly reports to the IDJC. The due dates are:

JULY 30 – for reporting period ending 06/30

OCTOBER 30 – for reporting period ending 9/30

Reimbursement requests will not be processed unless quarterly financial reports and performance measurement reports are current. Failure to comply in a timely manner may result in IDJC withholding the disbursement of grant funds and/or termination of the grant.

Financial Report

Financial Reports inform the IDJC about the rate at which the funds are being used. Irregularities may indicate the need for a budget revision or an extension of the project period, and may also indicate program problems. If matching funds are required, they must be documented on this report. This report must be signed by the Financial Officer and Project Director and submitted to the IDJC.

Community Contributions Report

Community Contributions Tracking report that will provide details to the IDJC related to any community support including in-kind donations, financial contributions and/or grant funding received.

Performance Measurement Report

This report should provide data on the Mandatory Output and Outcome Measures and the Discretionary Output and Outcome Measures chosen by the grantee. In addition, this report should provide a narrative, giving details of the data provided. The report allows the IDJC to monitor the progress of the project and to offer assistance in problem areas. Measurable progress toward objectives must be included. The information required should be reported as completely and accurately as possible.

Final Closeout Forms

Closeout documents are due **30 calendar days** after the end of the project period.

Closing Forms

Project Closeout Procedures

Final financial and closeout forms must be submitted within **30 calendar days** of the project expiration date. Expenditure obligations should be paid prior to filing final reports. No new financial obligations will be allowed after the expiration of the project. Closeout documents include:

1. *Notice of Project Completion*
2. *Final Financial Report*
3. *Project Summary Report*
4. *Performance Measurement Report*

Notice of Project Completion Form

This report notifies the IDJC that activities and expenditures associated with your grant award are completed and the grant is ready to close. Page two of this form includes an equipment inventory to document any equipment purchased with these grant funds. **Equipment is defined as having a purchase price of \$5,000 or more and/or has a life expectancy of more than one (1) year.** Other items to be inventoried include any items of \$2,000 or more **or** particularly vulnerable to loss such as Alco-sensors. In addition, all technical equipment such as laptops, CPUs, PDAs, monitors, and printers, etc. must be included in the inventory process.

Final Financial Report

Complete this form in the same manner as *Quarterly Financial Reports*. Ensure that any necessary match requirements are detailed (if required by the funding stream) and that all expenditures during the grant award period are included. This form should directly correspond to the expenditures listed on the *Project Completion* form. ***Both the Financial Officer and the Project Director must sign to certify this report.***

Project Summary Report

This report should include a detailed analysis of the impacts of the project with a focus on program **objectives and outcomes**. The report must contain quantitative data regarding the effectiveness of the program. You should demonstrate:

- how the program met the identified needs
- how it impacted the juvenile justice system
- how you met the specific intentions of the grant type (i.e. Early Intervention, Prevention, Balanced and Restorative Justice)

Performance Measurement Report

This report is due each reporting period.

Grant Payments

Requests for Reimbursement

Disbursements of funds may occur on a cost reimbursement basis for actual funds expended. Actual expenditures should be reported quarterly and invoiced pursuant to approved line item budget categories in the grant award package. Grantees will only be reimbursed for costs that have been incurred within the grant period. Grant funds may only be expended and/or obligated during the grant period. All obligations must be fulfilled by the end of the grant period.

The grantee will use a *Request for Reimbursement Form* and must submit a copy of all expenditure invoices or vouchers and timesheets or payroll summaries associated with the period covered on the *Request for Reimbursement Form*. ***Reimbursement requests will not be processed unless financial and performance measurement reports are current. Failure to comply in a timely manner may result in IDJC withholding disbursement of grant funds and/or termination of the grant.***

Electronic Deposits

Recipients may receive reimbursements via electronic funds transfer (EFT) from the State directly into their bank account. If EFT payment is selected, payments requested from other State agencies will also be electronic. To utilize the EFT payment method, provide the following information to IDJC. You will then receive an invitation to sign up for PaymentWorks.

- Company or Individual's name
- Contact E-mail
- Contact person or department
- Description of goods and services
- If the vendor provides a product, service, or both.

Grant Forms



Title II Assessment Center Grant Quarterly Financial Report

Project name: _____

Subrecipient: _____

Address _____ Phone number: _____

Award amount: \$ _____ Project period: _____

Funds Spent: \$ _____

Please check the time period you are reporting on:

☐ March 17 – June 30 ☐ July 1-September 30

NOTE: Requests for funds will be denied unless this report is completed and filed on time as required by the Grant Manual.

State Funds Spent:

<u>Budget Category</u>	<u>Amount budgeted</u>	<u>Total previously spent</u>	<u>Amount spent this quarter</u>	<u>Total Award Remaining</u>
Rent or Lease	\$ _____	\$ _____	\$ _____	\$ _____
Utilities	\$ _____	\$ _____	\$ _____	\$ _____
Payroll	\$ _____	\$ _____	\$ _____	\$ _____
Contract Labor	\$ _____	\$ _____	\$ _____	\$ _____
Critical Business Operations	\$ _____	\$ _____	\$ _____	\$ _____
Totals	\$ _____	\$ _____	\$ _____	\$ _____

I hereby certify that this Financial Report represents actual receipts and expenditures of funds for the period covered and for the total project to date, all made in accordance with the approved budget for the above named project.

Project Director's signature Date

Financial Officer's signature Date



Title II Assessment Center Grant Performance Metrics

Project Name: _____

Subrecipient: _____

Project Period From: _____ To: _____ Final Report

☐ Yes ☐ No

Performance Measure	Reporting Period 1	Reporting Period 2	Total
	4/1 – 6/30	7/1 – 9/30	
Youth Served			
# of youth referred			
Race/Ethnicity of youth served (White, non-Hispanic; Black/African American; Hispanic; American Indian; Asian/Pacific Islander)	_____ W/NH _____ B/AA _____ H _____ AI _____ A/PI	_____ W/NH _____ B/AA _____ H _____ AI _____ A/PI	_____ W/NH _____ B/AA _____ H _____ AI _____ A/PI
Age of youth referred	_____ Under 10 _____ 10-12 _____ 13-15 _____ 16-18 _____ Over 18	_____ Under 10 _____ 10-12 _____ 13-15 _____ 16-18 _____ Over 18	_____ Under 10 _____ 10-12 _____ 13-15 _____ 16-18 _____ Over 18
Sex of youth referred (Male; Female; Non-Binary/Gender Non-Conforming)	_____ M _____ F _____ NB/GNC	_____ M _____ F _____ NB/GNC	_____ M _____ F _____ NB/GNC
# of referrals by source (Self/Community, School, Child Protection, Law-Enforcement)	_____ Self _____ School _____ CP _____ LE _____ Other	_____ Self _____ School _____ CP _____ LE _____ Other	_____ Self _____ School _____ CP _____ LE _____ Other
# of youth who identify as LGBTQAI+			
Average time to transfer custody from Law-Enforcement referrals			
# of screenings completed			
# of youth with needs identified via screening connected to assessment (internally or externally)			
# of assessments completed			
# of youth connected to services & supported via case management			
# of youth participating in services and supports			



Title II Assessment Center Grant Community Contributions

Project Name: _____ Project Period: _____

Award Amount: \$ _____ Q1, Q2, Q3, Q4 (circle one)

All Assessment Center grant-funded projects must track and report any community contributions received during the project period, whether in-kind (donated goods) or financial on a quarterly basis.

In-Kind donations received during reporting period (describe what type of community, in-kind donations your project has received from stakeholders, your community, etc. and from who/what organization):

Financial contributions/donations received during the reporting period (describe any community or other monetary donations your project has received including the amount, and who donated):

Describe any grant funds you have been awarded (outside of this grant opportunity) to support your Center or describe any grants you have applied for to support your Center and the status of your application:

Describe any fundraising events or opportunities that will support your Center:



Title II Assessment Center Grant Community Contributions

Describe any impact stories you'd like to highlight about the work you are doing or the outcomes of the work you are doing in your community (Impact stories help IDJC illustrate grant project successes at the decision-making level; this is not a required field to complete but it is helpful):



Title II Assessment Center Grant Request for Reimbursement

Project Name: _____

Subrecipient: _____

Funds are hereby requested in the amount of \$ _____

For the period of _____,
Month Day Year

Date Paid	Payee(s) Combine Payees If More Than One In A Category	Amount Paid	Category
		\$	Rent or Lease
		\$	Utilities
		\$	Payroll
		\$	Contract Labor
			Critical Business Operations

Summary of Attached Copies Must Equal Amount of Request

I hereby certify that the amount requested is documented by the attached expenditure copies.

Project Director's signature Date

Financial Officer's signature Date



Title II Assessment Center Grant Project Summary Report

Project Name: _____

Award Amount: \$ _____ Project Period: _____

State Funds Spent: \$ _____

Number of volunteers for the project _____ Total hours _____

1. Is this project continuing? ☐ Yes ☐ No

2. How is it being funded? (Client fees, grants, donation, etc.)

3. What was the assessed need for your program, and to what extent did you meet the need(s)?

4. What were the strengths, accomplishments, and successful features of your program?

5. Did you try anything innovative? If so, please explain.



Title II Assessment Center Grant Project Summary Report

6. Identify challenges that you encountered with implementing your program and explain and steps that were taken to overcome those problems.

7. Other comments. (Attach additional sheets if necessary.)

Project Director's signature

Date

Financial Officer's signature

Date



Title II IDJC Assessment Center Grant Notice of Project Completion

Project Name: _____

Subrecipient: _____

Award Amount: \$ _____ Project Period: _____

Funds Spent: \$ _____

Were all project activities completed? ☐ Yes ☐ No If "no", explain why:

Are all records backed up? ☐ Yes ☐ No

Are all expenditures and records available in event of a state audit? ☐ Yes ☐ No

Location of records: _____

According to State Records Retention Schedule for State Government Agencies, all records will be retained for three years, either after the end of the project period or after final audit is resolved, and equipment records will be retained three years after non-expendable equipment is properly disposed.

Was equipment acquired under this project? ☐ Yes ☐ No

Notice: If equipment was purchased, in whole or in part, greater than \$2,000.00 with federal funds, please complete Page 2 for each item purchased.

Are the project disbursements balanced between expenditure ledgers and documents? ☐ Yes ☐ No

Are all expenditures listed in their respective categories? ☐ Yes ☐ No

Were the final financial and progress reports submitted to IDJC? ☐ Yes ☐ No

Did you adhere to all project conditions? ☐ Yes ☐ No

Project Director's signature

Date

Financial Officer's signature

Date



Title II IDJC Assessment Center Grant Notice of Project Completion

(Property Inventory Report, Page 2)

Complete this page if you purchased equipment, in whole or in part, greater than \$2,000.00 with state funds. Complete a separate Page 2 for each item of equipment purchased. Equipment can be bundled by like-items to simplify reporting (ex. monitors, laptops, and printers may be reported on the same page).

Project Name: _____

Subrecipient: _____

Award Amount: \$ _____ Project Period: _____

Funds Spent: \$ _____

Description of property: _____

Equipment purchased from: _____ Purchase date: _____

Owner of property: _____ Purchase price: \$ _____

Location of equipment: _____

Equipment purchased as: ☐ New ☐ Used

Current condition of equipment: _____

If applicable, Disposal date: _____ Sale price: \$ _____

Property Management Notes:

Other recipient and subrecipient procedures for maintaining equipment (including replacement), whether acquired in whole or in part with project funds, will, at a minimum, meet the following requirements.

Property records must be maintained which include:

1. Description of the property
2. Serial number or other identification number
3. Source of the property
4. Identification of title holder
5. Acquisition date
6. Cost of the property
7. Percentage of Federal participation in the cost of the property
8. Location of the property
9. Use and condition of the property
10. Disposition data, including the date of disposal and sale price

A physical inventory of the property must be taken and the results reconciled with the property records at least once every 2 years. A control system must exist to ensure adequate safeguards to prevent loss, damage, and theft of property. Any loss, damage, or theft shall be promptly and properly investigated by the recipient and subrecipient, as appropriate. Adequate maintenance procedures must exist to keep the property in good condition. If the recipient or subrecipient is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.



Title II Assessment Center Grant Final Financial Report

Project Name: _____

Subrecipient: _____

Award Amount: \$ _____ Project Period: _____

Funds Spent: \$ _____

<u>Budget category</u>	<u>Budgeted</u>	<u>Total spent to date</u>
Rent or Lease	\$ _____	\$ _____
Utilities	\$ _____	\$ _____
Payroll	\$ _____	\$ _____
Contract Labor	\$ _____	\$ _____
Critical Business Operations	\$ _____	\$ _____
Totals	\$ _____	\$ _____

I hereby certify that this report represents actual receipts and expenditures of funds for the period covered and the total project to date, all made in accordance with the approved budget for the above-named project.

Project Director's signature

Date

Financial Officer's signature

Date