

GRANT APPLICATION GUIDANCE

Assessment Center FY 2025



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 **2024 Assessment Center Support**

All applications must be submitted on the Grant Application Form.

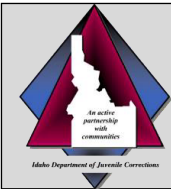
The original application **must** be signed by an authorized official.

Postmark Deadline: Midnight, May 31, 2024

Electronic documents must be submitted to:

idjcgrants@idjc.idaho.gov

FUNDING DETAILS: This grant is funded by Idaho State General Funds for the purposes and intent associated with legislative directive to include diversion as a component of Idaho's juvenile corrections system. See Sections 20-501(2)(a), 20-502(9), and 20-511, Idaho Code.



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- Grant Program:** 2024 Assessment Center Support

- Funding Source:** State General Fund (Funds are response to the legislative directive to include diversion as a component of Idaho’s juvenile corrections system. See Sections 20-501(2)(a), 20-502(9), and 20-511, Idaho Code.)

- Funding Available:** **\$350,000 total funds are available.**
Fiscal Year 2025 small grants are meant to enhance services, increase scope, or to improve skill sets, but not support the day-to-day operations of existing Assessment Centers (per Legislative guidance).

- 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 scope of funding already dedicated.

- Application Due Date:** **May 31, 2024.** (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.

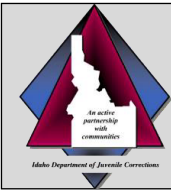
- Budget Period:** **July 1, 2024 – June 30, 2025.** Project funds must be obligated before the project period end-date and paid no later than June 30, 2025. **Funds awarded may only be expended for activities and purposes set forth in the approved budget and within the approved budget period.**

Introduction and Description of Funding

The Idaho Department of Juvenile Corrections seeks to provide small grants to enhance services, increase scope, or to improve skill sets, but not support the day-to-day operations of existing Assessment Centers (per Legislative guidance). Funding is intended to support existing Safe Teen Assessment Center projects previously established under FY23, FY24 funding. Funding is designed to provide limited support to help ensure project success.

Submission Instructions

Grant Application	Forms and guidelines available here: http://www.idjc.idaho.gov/
Due Date	May 31, 2024 11:59PM



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Format	<p>Submit application form as an email attachment to idjcgrants@idjc.idaho.gov (forms shall be submitted as a Microsoft Word or PDF document. The Budget maybe submitted in Excel or PDF.)</p> <p><i>Attachments must not exceed 10MB in size or the email server will not accept them. Multiple emails are acceptable.</i></p>
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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 May 31, 2024.

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 Jason.Stone@idjc.idaho.gov or Marissa.Guerrero@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>April 12, 2024</u>	Grant Announcement
<u>May 31, 2024</u>	Grant Application deadline
<u>June 7, 2024</u>	Technical review and grant scoring
<u>June 10, 2024</u>	Grant Award notification
<u>July 1, 2024</u>	Grant Funding distributed

Project Period and Budget Period

The **project period** for grant awards is: July 1, 2024 – June 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 complete Quarterly Project and Financial Reports. Reports will be due to IDJC by October 1, 2024, January 1, 2025, April 1, 2025, and Final Closeout Reports by July 1, 2025. Projects awarded funding may complete Final Closeout Reports once funds are exhausted.

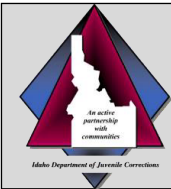
Eligible Applicants

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

Allowable Expenses

Allowable One-Time Expenses (suitable to performing work related and population outlined in application)

- A. Communication, marketing, and outreach to your service area regarding services provided
- B. Transportation for additional outreach to your service area
- C. Training for staff development
- D. Assessment/screeners tools used (if purchased as a part of service enhancement)



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- E. Technology supports, one-time purchase of devices or software to increase outreach to your service area
- F. Annual or semi-annual travel for trainings for participants and attendees (limits are as adopted by the Idaho Board of Examiners)
- G. Research and information collection related to quality improvement and service enhancement

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.

- 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. Routine operating costs such as personnel, utilities, rent, or services or support needed to conduct day to day business
- C. Construction/renovation
- D. Repeat travel or training that occurs as a matter of routine, i.e. is repetitive

Rejection of Proposals

IDJC reserves the right to reject all applications received. Awards are contingent on the availability of funds.

Appeal Process

If your Grant Application was not awarded funding, you may submit an appeal to the Idaho Department of Juvenile Corrections Attn: Jason Stone, COPS Administrator

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

Letters of Appeal may not introduce new information, but may identify information in the original grant application 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
ATTN: Jason Stone
COPS Division
954 W Jefferson Street
PO Box 83720
Boise ID 83720-0285

The Letter of Appeal must be **received** by IDJC no later than seven (7) calendar days after the date of the correspondence providing notification of the rejection of the application. If the letter is not **received** within the seven (7) day period, the applicant will forfeit the right for appeal.

IDJC will review information to determine if there were any misinterpretations 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.

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 original grants plan, as well as all efforts taken toward your plan with associated outcomes. How you will reduce your dependency on these funds next year.



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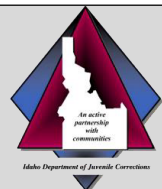


Be sure to attach the following items to your grant proposal:

- 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.



GRANT APPLICATION GUIDANCE

2022 Assessment Center / Safe Teen Center Grant



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	
Total	40	

**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.*