

2024 Restorative Justice Grant Announcement



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 Restorative Justice Grants.

All applications must be submitted using the Grant Application Form.

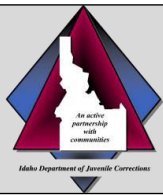
The original application must be signed by an authorized official.

Postmark Deadline: Midnight, July 31, 2024

Electronic documents must be submitted to:

PlanningandCompliance@idjc.idaho.gov

FUNDING DETAILS: This grant is funded by the Office of Juvenile Justice and Delinquency Prevention Title II Funds. *15P-JDP-21-GG-04725-Title*



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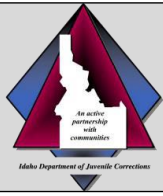
Grant Program:	2024 Restorative Justice Grants
Funding Source:	Funding is provided by the State of Idaho through the Office of Juvenile Justice and Delinquency Prevention's Title II Formula Grants, <i>15P-JDP-21-GG-04725-Title</i> .
Funding Available:	\$100,000 total funds are available.
Eligible Applicants:	Idaho cities, counties, Native American Tribes, law enforcement, private non-profit or for-profit organizations registered with the Idaho Secretary of State, and school districts.
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:	July 31, 2024
Budget Period:	October 1, 2024 – September 30, 2025

Introduction and Description of Funding

The Idaho Department of Juvenile Corrections, in consultation with the Idaho Juvenile Justice Commission, announced funding to improve the juvenile justice system in Idaho by addressing the needs of juveniles who commit status and other low-risk offenses. The goal of the program is to prevent secure confinement of status offenders, especially those involved in the system for the offense of runaway, truancy, curfew, and other lower-risk offenses. Applicants are encouraged to propose community-based options for the management and placement of status offenders and provide best-practice or evidence-informed services for these juveniles and their families while connecting youth and families with community-based resources within their area.

The goal of the grant is to prevent or divert status offenders from secure confinement and entrance into the juvenile justice and child welfare systems by providing connections to community-based resources through restorative justice practices/services. These interventions may occur in response to underlying issues or concerning behavior identified at school, by parents or caregivers, at the point of contact with law enforcement, etc. Often, underlying issues or concerns may be related to trauma, familial issues, etc., where addressing underlying issues and behaviors through restorative justice practices has demonstrated better outcomes than secure confinement.

Applicants for the Restorative Justice Grant will be evaluated based on the prospective solicitation's overall responsiveness to enhance outcomes for status-offending youth through community-based restorative justice practices.



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Submission Instructions:

Grant Application

Forms and guidelines available here: <http://www.idjc.idaho.gov/community-operations/planning-and-compliance/>

Due Date

July 31, 2024
Midnight

Format

Submit the application form as an email attachment to PlanningandCompliance@idjc.idaho.gov (forms shall be submitted as a Microsoft Word or PDF document. The Budget may be submitted in Excel or PDF.)

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

Grant Applications shall become the property of the State of Idaho, Department of Juvenile Corrections, 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 July 31, 2024.

Technical Assistance:

All applicants are encouraged to seek technical assistance from department staff for any part of the application process. Technical assistance can also be obtained by contacting Leahann Romero at 208.334.5100, or email Leahann.Romero@idjc.idaho.gov.

Technical Assistance in the form of Restorative Justice Training will be provided by the Idaho Department of Juvenile Corrections in collaboration with the Idaho Juvenile Justice Commission.

Timeline:

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

May 6, 2024

Grant Announcement

July 31, 2024

Grant Application Deadline

September 4, 2024

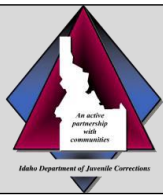
Grant Scoring

September 5, 2024

Idaho Juvenile Justice Commission Meeting

September 13, 2024

Grant award and regret letters mailed



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Project Period and Budget Period:

The **project period** for grant awards is October 1, 2024, to September 30, 2025, and the budget period is the same.

Eligible Applicants:

Idaho cities, counties, Native American Tribes, law enforcement, private non-profit or for-profit organizations registered with the Idaho Secretary of State, and school districts in Idaho.

Allowable Expenses:

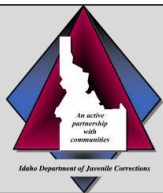
Applications will be limited to funding based on the expenses itemized below. Please also see the Prohibited Expenses list below.

- A. Training for staff to develop expertise in performing work related to providing services outlined in the application
- B. Payroll costs for employees
- C. Contract labor
- D. Payments related to programming and services include mediation, conflict-resolution, circles, conferencing, other restorative justice practices, etc.
- E. Rent, lease for business purposes where direct services will be provided (excluding personal residence or home offices.)
- F. Small furnishings and fixtures
- G. Technology applications and Wi-Fi services
- H. Utility payments for business properties (excluding personal residence)
- I. Cost of critical business operations
- J. Conference and Training Services
- K. Travel (Funds may be used for the travel of staff, participants, and attendees if identified in the application and approved at the time of award. Travel expenses for employees of the recipient organization are governed by the recipient's travel policies.)

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 before the execution of the official award.
- B. Purchase of property, building, or construction costs.
- C. Entertainment and personal expenses for amusement or social activities are prohibited.
- D. Acquisition of land with grant funds is prohibited.



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- E. Equipment purchased with grant funds must be directly related to service delivery programs and/or projects.
- F. Title II Funds may NOT be spent on food, prizes, or novelty items, alcohol or entertainment.
- G. Consultants cannot be paid more than \$650 per day, or \$81.25 per hour with grant funds.
- H. Membership dues are prohibited.
- I. Honoraria is prohibited.
- J. Evaluation is allowable, but research is prohibited.
- K. Grant funds cannot be used to support fundraising or lobbying activities.
- L. Non-Supplanting: Grant funds cannot 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.
- M. Allowances for meals while traveling cannot exceed State of Idaho guidelines of \$55 per day within Idaho. 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 [GSA Per Diem Rates](#). Applicants using established internal travel policies may use rates defined by those policies or state rates, **whichever are lower**.
- N. Grant funds are considered "seed money", not on-going funds. These funds are intended to develop and implement new programs/services that, if successful, will be supported locally.

Rejection of Proposals:

IDJC reserves the right to reject all applications received. Applicants who do not score 65% of the available points will not be considered for funding. Awards are contingent on the availability of funds.

Appeal Process:

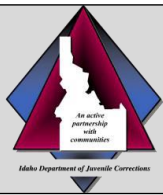
If your Grant Application was not awarded funding, you may submit an appeal to the Idaho Department of Juvenile Corrections Attn: Jason Stone, COPS Division Administrator.

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 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
COPS Division
954 W. Jefferson St.
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) days, the applicant will forfeit the right to appeal.



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IDJC, along with the Idaho Juvenile Justice Commission Executive Committee, will review information to determine if there were any misinterpretations 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 – 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.*

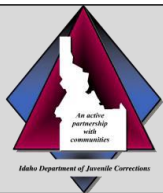
Section 2 – Summary

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

Section 3 – Description of Project

1. **Service Area / Target Population** (Should not exceed two pages) – **10 points**
 - a. Provide a clear definition of the service area **boundaries** (school district, city, county, multiple counties) and a description of the **service area**. Include information such as demographics, socioeconomic data, trends, or other information that provides a good overview of your community.
 - b. Clearly define your **target population**. What type(s) of status offender is your program specifically tailored to serve? Include factors such as age, race/ethnicity, gender, geographic area, socioeconomic status, risk factors, etc. *This project is intended for community-based options to prevent the secure confinement of status offenders, especially those in the system for the offenses of Runaway, Truancy, Curfew, etc.*
2. **Problem / Need** (Should not exceed two pages) – **15 points**

Describe in detail the **problem(s)**, **gap(s)**, and **need(s)**, substantiating with current relevant data specific to the area, agency, and/or project. Use local data and other sources of information to define and describe the problem. (i.e., How many status offenders are detained in your service area? What issues



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or concerns result in detainment?) Describe what resources currently exist, address any gaps in services within the community, and describe how the proposed project will solve the problem.

3. Program Description (Should not exceed 4 pages) – 30 points

- a. Provide a clear description of the **project activities, methods, and goals**. How will your project address the identified problem/need? How will this program work with the identified target population? Be sure to include information such as: What specific programs or activities do you intend to implement? When, where, and how often will these take place? Who will facilitate, etc.? *The description should focus on the activities you intend to implement in the grant.*
- b. Provide **evidence** and document through literature (professional journals, OJJDP documents, program evaluations, published reports, etc.) how the proposed project and methods have been effective within or outside the jurisdiction.
- c. Include **timelines** for implementation. Describe a typical day or cycle and include a timeline for the 12-month budget period. Provide a broad timeline for the three years of this project.

4. Project Administration (Should not exceed two pages, excluding resumes and letters) – 20 points

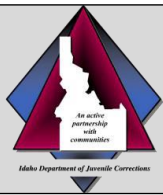
- a. **Provide the qualifications** of the applicant agency and key personnel who will administer and staff the project. Include resumes for the project director, financial officer, and other key staff. Include any individual resumes and relative professional licenses or certifications. If you propose to hire for a position, include the job description.
- b. Describe the **partnerships** with community members and organizations that will augment the goal of maintaining status offenders in the community rather than placing them in secure confinement.

Provide current letters of support indicating working relationships, project support, and commitment of resources by other agencies in the service area.

Section 4 – Budget

Budget Information – 20 points

1. Complete the **Budget Form** in the Application Packet (provide a budget allowing 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.



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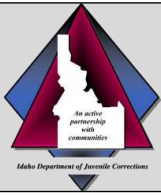


4. Provide a detailed **Sustainability Plan** that describes how you will reduce your dependency on these funds next year.

Section 5 – Performance Measurement

Performance Measurement – 20 points

1. **Indicators**
 - a. All grantees must track the number of youth in the program; the duration of time youth are in the program; services provided while in the program; the number and percent of participating youth who were charged with a new offense; and the number and percent of youth who complete the program.
 - b. Applicants must select the targeted behaviors relevant to project objectives.
 1. Desired changes in targeted behaviors may be measured on all program youth universally, or individually.
 2. You must establish an evaluation system to track progress towards desired changes.
 - c. Applicants must describe the types of services that will be provided.
2. Describe your **objective(s), evaluation instruments and data collection / analysis methods** for each performance indicator. *Applicants are encouraged to include some objectives and performance indicators that can be measured at intervals throughout the grant period, not just at its conclusion. Continued funding is contingent upon evidence of progress towards objectives.*
3. **Definitions.** Define the eligibility and program completion criteria.
4. **Staffing.** Detail who will be responsible for implementing and supervising your evaluation plan during the grant project period and for the follow-up six (6) months after the close of the grant.



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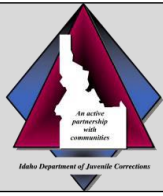


Be sure to attach the following items to your grant proposal:

- Letters of support and commitment specific to the program.
- Bibliography of literature cited.
- Resume, credentials, and/or job descriptions of key staff administering the project.
- Sample evaluation tools, tests, surveys, etc.

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.
- Define and support your problem statement by providing the most local-level data possible.
- Include current letters of commitment and support from community partners.
- Check your math, and then double-check your math.
- Be sure your proposal flows logically (problem ↔ need ↔ activities ↔ outcomes ↔ budget).



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Scoring Guidelines:

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

Exemplar (100% of total possible points)

Well-conceived and thoroughly developed. Evidence completely meets key characteristics.

Good (75% of total possible points)

Clear and complete. Evidence mostly meets key characteristics.

Average (50% of total possible points)

Mostly clear and complete. Evidence somewhat meets key characteristics.

Minimal (25% of total possible points)

Requires additional clarification. Evidence somewhat meets key characteristics.

Inadequate (0% of total possible points)

Information not provided or lacks sufficient information. Evidence does not meet key characteristics.

Category	Points Possible	Total Points
Service Area / Target Population	10	_____/10
Problem / Need	15	_____/15
Program Description	30	_____/30
Program Administration	20	_____/20
Budget	20	_____/20
Performance Measurement	20	_____/20
Total	115	_____/115