



BANNOCK COUNTY COMMISSIONERS' – MEETING

Commissioners' Agenda

The Board of County Commissioners (BOCC) is comprised of the three elected County Commissioners: Ernie Moser (District 1), Jeff Hough (District 2, Chair), and Ken Bullock (District 3). The BOCC generally meets twice weekly: Tuesdays & Thursdays at 9:00 a.m. Unless otherwise noted, meetings are generally held in the Commissioner's Chambers at 624 E Center, Room 212, Pocatello, Idaho. During these public meetings, the BOCC may approve contracts, expend funds, hear testimony, make decisions on land use cases, and take care of other County matters.

Times are subject to change within 15 minutes of the stated time.

Thursday, September 25, 2025

9:00 AM Business Meeting (action items)

Agenda:

- Torey Danner, Coroner, requesting approval of and potential signature on grant (requested 5 minutes) (action item)
- Shanda Crystal, Procurement, regarding a discussion pertaining to (1) a potential signature on Change Order #11 with Headwaters Construction and, (2) providing a procurement update (requested 5 minutes) (action item)
- Matthew K. Phillips, Human Resources and Risk Management, seeking to present (1) the Ideal Idaho 529 Education Savings program and **(AMENDED to include)** PERSI Choice 401(k) administered by Empower (requested 10 minutes) (action item)
- ~~Tristan Bourquin, Planning and Development, to discuss a Public Hearing to consider the Areas of City Impact for all cities within Bannock County per Idaho Code §67-6526~~ (requested 30 minutes) (action item)

Claims Agenda:

- Board of Ambulance District: Invoices and Commissioner Report
- Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications
- Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session
- Payroll Report
- Alcohol Licenses and Permits
- Certificate of Residency Approval
- Mileage Reimbursement Requests
- Technology Request Form
- Memorandum Authorization for Accounts Payable
- Cardholder User Agreement and Authorization

BANNOCK COUNTY COMMISSIONERS
624 E. Center, Pocatello, ID 83201
Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER
Commissioner
1st District

JEFF HOUGH
Commissioner
2nd District

KEN BULLOCK
Commissioner
3rd District

Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Torey Danner

Department:

Coroner

Requestor Email:

tdanner@bannockcounty.gov

Item(s) to be considered:

grant application

Date of meeting being requested:

09/25/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

Agreement

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

GRANT TEAM RISK ASSESSMENT FOR GRANTS

Department:	CORONER'S Strengthening the Medical Examiner and Coroner Programs			Apply for award	X
Project name:				Do not apply	
Assistance Listing # (formerly CFDA #)	16.037			Federal Procurement	
Grant Writing	No (0 pts)	Maybe (2.5 pts)	Yes (5 pts)	Score	
Project clearly eligible for grant? Meets priorities of the grant? If no, stop, do not apply.		X		2.5	
Will administrative costs be allowed by the grant? Equipment only = 5			X	5	
Matching funds: 0: cash or mix required, not budgeted; 2.5: match obtainable; 5: No match, or has been/can be budgeted, in-kind easily obtainable			X	5	
Sufficient time to prepare grant submission before the due date?			X	5	
Department and/or Grant Team have adequate time to write grant?			X	5	
Award odds assessment: 0: strong competition, small number of awards, odds of award <10% 2.5: open competition, odds of award >10% to <50% 5: Meets top priorities, odds of award greater than 50%		X		2.5	
Funding agency history: 0: none; 2.5: funder known/no history; 5: good relationship with funder			X	5	
No organizational resources needed (space, equipment, in-kind)			X	5	
Are new personnel fully covered by grant? n/a = 5			X	5	
Sustainability: 0: difficult, may require significant ongoing commitment of resources; 2.5: effort needed, may require some ongoing support; 5: minimal additional resources OR no sustainability expected/needed			X	5	
Aligns with department's mission			X	5	
Existing or imminently anticipated need			X	5	
Program will not be a duplication of existing efforts in area			X	5	
Expertise of department/director in relevant area			X	5	
Staff training: 0: required, not funded; 2.5: Minimal, some covered; 5: Minimal, required and costs covered			X	5	
Program partnership: 0: needed/not developed; 2.5: potential identified; 5: not needed/already contacted			X	5	
Procurement complexity: 0: multiple/phases/formal; 2.5: 1-2 simple/semi-formal; 5: none		X		2.5	
Department capacity to administer and monitor project			X	5	
Auditing capacity for processing, reporting, and monitoring			X	5	
Department capacity for tracking/progress reports			X	5	
Comments: Procurement may be contacted depending on quotes when they are received. Unallowable Uses of Fund was vague in the NOFO, further researching into scope of grant.				92.5	
Scoring Key: 70% = Yes 50-69% = Maybe <50 = No	Possible adjustments to scoring: New personnel required -3 New system (reporting/application) -1 to 10 Subaward (adds admin burden) -4 Davis Bacon required -10 Does proposal provide operational support (rather than project support) up to +5				Score
Auditing/Grant Team: <i>LutAnn Losee</i>	Date:		09/23/25		
Override of Recommendation not to apply: Justification:	Date:				
Commissioner: <i>Jeff Hough</i>	Date:		9/25/25		

Bannock County
NOTICE OF FUNDING OPPORTUNITY AND
RISK ASSESSMENT FOR GRANTS

****Must attach notice of funding opportunity****

Submit to: grantnotify@bannockcounty.us

Is this a reoccurring grant? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Department:	Coroner's Office	Date Form Completed:	09/18/2025
Supervisor:	Coroner Torey Danner	Program Manager:	Torey Danner
Project Title:	New Facility Equipment Project	Submission Deadline:	10/06/2025
Grant Name:	Strengthening The Medical Examiner and Coroner Offices Program	Grant Number:	OMB No. 1121-0329
Funding Agency:	Department of Justice	Office of Justice Programs	Bureau of Justice Assistance
Amount requested:	\$ <u>100,000</u>	Grant match %:	No Match <input type="checkbox"/> In-kind allowed
Total estimate project cost: \$ <u>100,000</u>			
Long-term maintenance cost (including staffing): Electricity \$240/YR, Refrigeration Maintenance \$250/YR			
Explain source of match: N/A			
<p>Project Summary:</p> <p>In the process of constructing the new Coroner's Office, additional equipment is needed to complete IACME accreditation, perform investigations to national standards, and improve the efficiency of the Coroner's Office operations. This project aims to supply the new office with a morgue cooler, an external examination table, and a qualitative drug testing station.</p>			
Anticipated Notification date:		09/11/2025	Project start/end dates: 10/01/2025 - 10/01/2028
Funding Type: <input checked="" type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local government <input type="checkbox"/> Private <input type="checkbox"/> Other			
Net Cash Outflow: <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Advance Funded <input type="checkbox"/> Other			
<p>Target Population:</p> <p>Serves all the constituents living in Bannock County, along with visitors to the county.</p>			
<p>Potential Impact on Target Population:</p> <p>Death investigation that is done to national standards; ability to better determine the need for an autopsy; Better able to perform physical examinations of decedents.</p>			
<p>Funding Source Reporting Requirements:</p> <p>Quarterly financial reports. Semi-annual performance reports. Final financial and performance reports. Annual audit report.</p>			
# of staff to participate: 3	Will grant require staff be pulled from primary duties? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Will staff training be provided?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Training cost included in budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does grant include technology?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If so, has IT Dept been notified? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does grant require office space?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Grant require new personnel? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Chance of successful funding: <input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low			
<p>Application prep burden:</p> <p><input type="checkbox"/> High (needs project development & grant writing assistance) <input checked="" type="checkbox"/> Medium (small project development or grant writing assistance) <input type="checkbox"/> Low (program in place, simple project development or department able to complete application)</p>			
Administration/Management burden: <input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low			

RISK ASSESSMENT FOR GRANTS

Grant Team Assessment: (To be completed by the Grant Team)		
Does the project align with the grant criteria?		
Is the project feasible?		
Can we meet the matching requirement?		
Is the initiating department able to adequately manage the grant?		
Are there other considerations? If so, please describe:		
Other departments to involve:		
Summary of Department comments/ recommendation:		
Project/Grant Program Manager Contact Information:		
Auditing Department: Recommend Application		Do Not Recommend Application
Signatures:		Comments:
Legal: Recommend Application		Do Not Recommend Application
Signatures:		Comments:
BOCC: Recommend Application		Do Not Recommend Application
Comments:		

Chairman Signature Jeff Honey

Sept. 25, 2025

Date

BJA FY25 Strengthening the Medical Examiner- Coroner System Program

Anticipated Total Amount To Be Awarded Under This Funding Opportunity: \$1,750,000

Anticipated Award Ceiling: Up to \$300,000 under Category 1 (Forensic Pathology Fellowships); up to \$100,000 under Category 2 (Medical Examiner/Coroner Office Accreditation).

Anticipated Period of Performance Duration: 36 months

Funding Opportunity Number: O-BJA-2025-172448

Deadline to submit SF-424 in Grants.gov: **October 6, 2025, by 11:59 p.m. Eastern Time**

Deadline to submit application in JustGrants: **October 14, 2025, by 8:59 p.m. Eastern Time**



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BASIC INFORMATION

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is accepting applications for funding in response to this notice of funding opportunity (NOFO).

Agency Name	U.S. Department of Justice Office of Justice Programs Bureau of Justice Assistance
NOFO Title	BJA FY25 Strengthening the Medical Examiner-Coroner System Program
Announcement Type	Initial
Funding Opportunity Number	O-BJA-2025-172448
Assistance Listing Number	16.037

Executive Summary

This NOFO addresses capacity challenges within the Medical Examiner/Coroner (ME/C) system brought on by strict industry caps on the number of autopsies that certified pathologists can perform in a calendar year. This perennial challenge has been exacerbated by extraordinary spikes in opioid-related fatalities and the COVID pandemic. This funding will strengthen the ME/C system by increasing the number of certified forensic pathologists and enhancing the quality of medicolegal death investigations nationwide. Please see the Eligible Applicants section for the eligibility criteria.

Specifically, through this program, BJA will award funding for:

- **Category 1: Forensic pathology fellowships (up to two allowed per application) (Anticipated Award Amount: \$150,000 for one fellow; \$300,000 for two fellows)**

This category will increase the number of qualified forensic pathology practitioners by recruiting candidates who have completed the necessary medical education and pathology residency requirements.

- **Category 2: Resources necessary for ME/C offices to achieve and maintain accreditation (Anticipated Award Amount: \$100,000)**

This category will strengthen the quality and consistency of ME/C services by ensuring agencies performing postmortem examinations are following industry and professional standards and performance criteria, thereby increasing public trust in these services.

OJP is committed to advancing work that furthers DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights. OJP provides federal leadership, funding, and other critical resources to directly support law enforcement, combat violent crime, protect American children, provide services to American crime victims, and address public safety challenges, including human trafficking and the opioid crisis.

Key Dates and Times

Funding Opportunity Release Date	September 11, 2025
SAM.gov Registration/Renewal	Recommend beginning process by September 11, 2025, and no later than September 26, 2025
Step 1: Grants.gov Application Deadline	11:59 p.m. Eastern Time on October 6, 2025
Step 2: JustGrants Application Deadline	8:59 p.m. Eastern Time on October 14, 2025

Funding Details

Total Amount To Be Awarded Under This Funding Opportunity: \$1,750,000

- **C-BJA-2025-00063-PROD, Category 1: Forensic Pathology Fellowships**
 - Anticipated Number of Awards: 6
 - Anticipated Award Ceiling: Up to \$150,000 for 1 Fellow; Up to \$300,000 for 2 Fellows
 - Anticipated Period of Performance Start Date: October 1, 2025
 - Anticipated Period of Performance Duration: 36 months
- **C-BJA-2025-00064-PROD, Category 2: Medical Examiner Coroner Office Accreditation**
 - Anticipated Number of Awards: 7
 - Anticipated Award Ceiling: Up to \$100,000
 - Anticipated Period of Performance Start Date: October 1, 2025
 - Anticipated Period of Performance Duration: 36 months

Note: Applicants may propose a budget that is less than the anticipated award ceiling amount. The budget should be reasonable to conduct the proposed project and be within

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this NOFO is intended to, nor does it, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States or its departments, agencies, entities, officers, employees, agents, or any other person.

Statutory Authority

Any awards under this NOFO would be made under the statutory authority provided by the Consolidated Appropriations Act, 2025 (Pub. L. No. 119-4, Div. A, Secs. 1101(a)(2) and 1301(4), 139 Stat. 9, 10-11, 17; see Pub. L. No. 118-42, 138 Stat. 25, 147, para. 10(B)).

Agency Contact Information

For assistance with the requirements of this funding opportunity:

OJP Response Center

Phone: 800-851-3420 or 202-353-5556 (TTY for hearing-impaired callers only)

Email: OJP.ResponseCenter@usdoj.gov

Hours of operation: 9:00 a.m. to 5:00 p.m. Eastern Time (ET) Monday–Friday

For assistance with **SAM.gov** (registration/renewal):

SAM.gov Help Desk

Phone: 866-606-8220

Web: [SAM.gov Help Desk \(Federal Service Desk\)](#)

Hours of operation: 8:00 a.m. to 8:00 p.m. ET Monday–Friday

For assistance with **Grants.gov** (registration, submission of the Application for Federal Assistance SF-424):

Grants.gov Customer Support Hotline

Phone: 800-518-4726, 606-545-5035

Email: support@grants.gov

Web: [Grants.gov Customer Support](#)

Hours of operation: 24 hours a day, 7 days a week, except on federal holidays

For assistance with **JustGrants** (registration, submission of full application):

JustGrants Service Desk

Phone: 833-872-5175

Email: JustGrants.Support@usdoj.gov

Hours of operation: 7:00 a.m. to 9:00 p.m. ET Monday–Friday and 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see [Experiencing Technical Issues Preventing Submission of an Application \(Technical Waivers\)](#).

Resources for Applying

OJP Grant Application Resource Guide: Referred to as the “Application Resource Guide” throughout the NOFO, this resource provides guidance to help applicants for OJP funding prepare and submit their applications.

JustGrants Application Submission Training Webpage: Offers helpful information and resources on the grant application process.

Note: If this NOFO requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this NOFO, and the applicant should follow the guidance in this NOFO.



ELIGIBILITY

Eligible Applicants

The types of entities that are eligible to apply for this funding opportunity are listed below:

- **Government Entities**

- State governments
- County governments
- City or township governments
- Special district governments
- Native American Tribal governments (federally recognized)
- Native American Tribal governments (other than federally recognized)

- **Educational Organizations**

- Public and state-controlled institutions of higher education
- Private institutions of higher education

- **Nonprofit Organizations**

- Nonprofits having a 501(c)(3) status with the Internal Revenue Service (IRS), other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

- **For-Profit Organizations**

- Organizations other than small businesses

- **Other**

- Other units of local government

State Government Entities: For the purposes of this NOFO, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

“Other” Entities Definition:

- **Other Units of Local Government:** For the purposes of this notice of funding opportunity, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state.

Additional Applicant Eligibility Factors

Eligible applicants for Category 1: Forensic Pathology Fellowships are limited to entities with programs that meet or exceed the Accreditation Council for Graduate Medical Education (ACGME) requirements. For additional information on ACGME, please visit <https://www.acgme.org/about/overview/>.

Eligible applicants for Category 2: Medical Examiner-Coroner (ME/C) Office Accreditation are limited to domestic ME/C offices actively seeking or maintaining accreditation through an independent accrediting organization such as the National Association of Medical Examiners, the International Association of Coroners and Medical Examiners, or other appropriate accrediting bodies.

Limit on Number of Applications

An applicant may submit more than one application if each application proposes a different project in response to the NOFO. Also, an entity may be proposed as a subrecipient in more than one application.

Note: Proposals are expected to clearly identify the purpose area to which they are applying. If applicants are requesting funds from both categories, a separate application must be submitted for each category.

Applications under which two or more entities (project partners) would carry out the federal award will be considered. However, only one entity may be the applicant for the NOFO; any others must be proposed as subrecipients. See the [Application Resource Guide](#) for additional information on subawards.

Cost Sharing/Match Requirement

This NOFO does **not** require cost sharing/match.



PROGRAM DESCRIPTION

General Purpose of the Funding

Through the Strengthening the Medical Examiner-Coroner Program, BJA seeks to increase the number of qualified forensic pathologists and enhance the quality of medicolegal death investigations nationwide.

Specifically, through this program, BJA will award funding for:

- **Category 1:** Forensic pathology fellowships (up to two allowed per application)
- **Category 2:** Resources necessary for ME/C offices to achieve and maintain accreditation

Samples of previous awards and success stories under both Category 1, Forensic Pathology Fellowships, and Category 2, ME/C Office Accreditation, can be found at:

<https://bja.ojp.gov/program/strengthening-mec/funding>.

Applicants should refer to [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#) for information on allowable and unallowable costs that may inform the development of their project design.

Agency Funding Priorities

In order to advance public safety and help meet its mission, OJP will provide priority consideration to applicants that propose (as applicable within the scope of this funding opportunity) projects specify to advance the goals listed below. Applicants seeking priority consideration should describe in the proposal narrative (and in the budget detail form, if applicable) which of the following goal(s) the project is intended to advance and how it will do so:

- (a) Directly supporting law enforcement operations (including immigration law enforcement operations);
- (b) Combatting violent crime;
- (c) Supporting services to American citizens;
- (d) Protecting American children; and
- (e) Supporting American victims of trafficking and sexual assault.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee a funding award.

Unallowable Uses of Funds

The following are certain unallowable costs and certain activities that are out of the program scope and will not be funded.

1. Out of program scope is any program or activity, at any tier that, directly or indirectly, violates (or promotes or facilitates the violation of) federal immigration law (including 8 U.S.C. § 1373) or impedes or hinders the enforcement of federal immigration law—

including by failing to comply with 8 U.S.C. § 1373, give access to DHS agents, or honor DHS requests and provide requested notice to DHS agents.

2. Out of program scope is any program or activity, at any tier that violates any applicable Federal civil rights or nondiscrimination law. This includes violations that – (1) indirectly violate the law, including by promoting or facilitating violations; or (2) unlawfully favor individuals in any race or protected group, including on a majority or minority, or privileged or unprivileged, basis, within a given area, population, or sector.
3. Any obligations of funds, at any tier, under this award to provide (or to support the provision of) legal services to any removable alien or any alien otherwise unlawfully present in the United States shall be unallowable costs for purposes any award made under this notice, but the foregoing shall not be understood to apply— (1) to legal services to obtain protection orders for victims of crime; or (2) to immigration-related legal services that may be expressly authorized or required by any law, or any judicial ruling, governing or applicable to the award.

Program Goals and Objectives

The goals of the Strengthening the ME/C System Program are:

Goal 1: Category 1: Forensic Pathology Fellowships—Increase the number of qualified forensic pathology practitioners.

Objective 1: Recruit candidates who have completed the necessary medical education and pathology residency requirements by soliciting applications from institutions with current Accreditation Council for Graduate Medical Education (ACGME) accredited forensic pathology fellowship programs.

Goal 2: Category 2: ME/C Office Accreditation—Strengthen the quality and consistency of ME/C services in their respective offices, thereby increasing public trust in these services.

Objective 1: Ensure that agencies performing postmortem examinations are following industry and professional standards and performance criteria.

How Awards Will Contribute to Program Goals/Objectives

Strengthening the ME/C System Program grants will help increase the number of qualified forensic pathologists and enhance the quality of medicolegal death investigations services nationwide. This program helps address the shortage of board-certified forensic pathologists.

Expected Outcomes: Deliverables and Performance Measures

To achieve the goals and objectives of this funding opportunity, OJP has identified expected deliverables that must be produced by a recipient. OJP has also identified performance measures (pieces of data) that will indicate how a recipient is achieving the performance goals and objectives previously identified. Recipients will need to collect and report this performance measure data to OJP.

OJP will measure success by reviewing a recipient's submission of performance reports and data and the extent to which project implementation reflects progress toward the goals and objectives of this NOFO.

Deliverables

Award recipients will be expected to develop and submit the deliverables listed below in the course of implementing their proposed project.

- Awardees under Category 1 will be required to provide a narrative report to BJA detailing the impact and progress of the fellowship program. The awardee should include details about the number of fellowship applications they received prior to implementing the BJA program and any changes noted in the number of fellowship applications received after the program was implemented. They should also describe their outreach efforts to increase the fellowship applicant pool and the results of these efforts.
- Awardees under Category 2 will be required to provide a narrative report to BJA detailing the impact and progress of the accreditation project. The report should include information on the level of effort given the accreditation processes and the progress made, including the level of staffing and amount of time provided. Any information on the successes and pitfalls, as well as any information BJA can use toward learning about ME/C accreditation processes, issues, and results, should also be provided.
- Program objectives and deliverables should be included in one timeline. All ME/C award recipients are required to report specific performance measures (see [Performance Measures](#)) see below. In addition, the applicant is asked to consider what other measures may be of use in demonstrating the successful outcome of the program/project.

Performance Measures

OJP will require each award recipient to submit regular performance reports that communicate progress toward achieving the goals and objectives identified in [Program Goals and Objectives](#). Applicants can visit [OJP's performance measurement page](#) at ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for this funding opportunity can be found at <https://bja.ojp.gov/funding/performance-measures/MEC-Measures.pdf>.

Funding Instrument

OJP expects to make awards under this funding opportunity as grants. See the “[Administrative, National Policy, and Other Legal Requirements](#)” section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions.



APPLICATION CONTENTS, SUBMISSION REQUIREMENTS, AND DEADLINES

This NOFO contains all the information needed to apply for this funding opportunity. The application for this funding opportunity is submitted through web-based forms and attachments in Grants.gov and JustGrants through the steps that follow.

Unique Entity Identifier (UEI) and SAM.gov Registration

To submit an application, an applicant must have an active registration in the [System for Award Management \(SAM.gov\)](#). SAM.gov assigns entities a unique entity identifier (UEI) that is required for the entity to apply for federal funding. Applicants will enter their UEI with their application. Award recipients must then maintain an active UEI for the duration of their award's period of performance.

First-time Registration: Entities registering in SAM.gov for the first time will submit information about their entity type and structure, financial information (such as dates of the fiscal year, banking information, and executive compensation), entity points of contact, and other information. The information is reviewed and verified by SAM.gov, and then a UEI is issued. This process may take several weeks, so entities considering applying for funding should begin the registration process as soon as possible.

Renewing an Existing Registration: Entities must renew their SAM.gov registration every 12 months to keep it active. If an entity does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent the submission of an application for funding in Grants.gov and JustGrants.

Applicants are encouraged to start the SAM.gov registration or renewal process **at least 30 days prior to the application's Grants.gov deadline**. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for a technical waiver that allows for late submission.

Submission Instructions: Summary

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See [Basic Information: Key Dates and Times](#) for the Grants.gov and JustGrants application deadlines.

- **Step 1:** The applicant must submit the required [Application for Federal Assistance SF-424](#) by the Grants.gov deadline.
- **Step 2:** The applicant must submit the full application, including attachments, through JustGrants by the deadline (see [JusticeGrants.usdoj.gov](#)).

Submission Step 1: Grants.gov Submission of SF-424

Access/Registration

If the applicant does not already have a Grants.gov account, they will need to register for this opportunity in Grants.gov. Applicants should follow the Grants.gov [Quick Start Guide for](#)

[Applicants](#) to register, create a workspace, assign roles, submit an application, and troubleshoot issues.

Submission of the SF-424

Applicants will begin the application process in Grants.gov with the submission of the SF-424, which collects the applicant's name, address, and UEI; the funding opportunity number; and proposed project title, among other information. The SF-424 must be signed by the Grants.gov Authorized Organizational Representative for the applicant.

See the [Application Resource Guide](#) for additional information on completing the SF-424.

Section 8F – Applicant Point of Contact: Please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (i.e., email address) to assign the application to this user in JustGrants.

Section 19 – Intergovernmental Review: This funding opportunity is not subject to [Executive Order \(E.O.\) 12372](#) (Intergovernmental Review). Applicants should answer section 19 by selecting, "Program is not covered by E.O. 12372."

An applicant should submit the SF-424 as early as possible and recommended not later than 48 hours before the Grants.gov deadline. If an applicant fails to submit the SF-424 in Grants.gov by the deadline, they will be unable to submit their application in JustGrants.

Once the first part of the application has been successfully submitted in Grants.gov, the Grants.gov Workspace status will change from "In Progress" to "Submitted." Applicants will also receive a series of four Grants.gov email notifications. Refer to the [DOJ Application Submission Checklist](#) for additional details.

If an applicant needs to update information in the SF-424 after it is submitted in Grants.gov, they can update the information as part of their JustGrants submission (see [Application Contents, Submission Requirements, and Deadlines: Standard Applicant Information](#)). They do not need to submit an update in Grants.gov.

Submission Step 2: JustGrants Submission of Full Application Access/Registration

For first-time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the email address listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after confirmation from Grants.gov of the SF-424 submission.

Creating and setting up a JustGrants account consists of three steps:

1. Follow the instructions in the email to first confirm who will be the Entity Administrator (the person who manages which staff can access JustGrants on behalf of the applicant).
2. Log in to JustGrants and confirm the information in the Entity Profile.
3. Invite other individuals who will serve as the Application Submitter and the Authorized Representative for the applicant to register for JustGrants.

These steps should be completed in JustGrants as early as possible and recommended not later than 48 hours before the JustGrants deadline. Once registered in JustGrants, the

Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Applicants can find additional information on JustGrants registration in the [DOJ Grant Application Submission Checklist](#).

Preparing for Submission

Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare, enter, and upload all the requirements of the application.

Applicants may save their application in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants. Once the application is submitted, no changes or additions can be made to the application. **OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline.**

For additional information, including file name and type requirements, see the “How To Apply” section in the [Application Resource Guide](#) and the [Application Attachment Tips](#) resource.

Standard Applicant Information

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and can make whatever edits are needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A proposal abstract (no more than 2,000 characters) summarizing the proposed project must be completed in the JustGrants web-based form. The text from abstracts will be made publicly available on the OJP.gov and USASpending.gov websites if the project is awarded, so this section of the application should not contain any personally identifiable information (e.g., the name of the project director).

The abstract should be in paragraph form without bullets or tables and written in the third person (e.g., they, the community, their, themselves, rather than I or we). The abstract should include the following information:

- The name of the applicant’s proposed project.
- The purpose of the proposed project (i.e., what the project will do and why it is necessary).
- Where the project will take place (i.e., the service area, if applicable).
- Who will be served by the project (i.e., who will be helped or have their needs addressed by the project).
- What activities will be carried out to complete the project.
- The subrecipient(s)/partner organizations or entities, if known.
- Deliverables and expected outcomes (i.e., what the project will achieve).

See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess what financial management and internal control systems the applicant has in place, whether these systems would be sufficient to maintain a funding award, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High-Risk Status\)](#) for additional guidance on how to complete the questionnaire.

Agency Funding Priorities Inventory

Applicants should complete the Agency Funding Priorities Inventory to indicate whether they are seeking priority consideration based on any of the items listed in the [Agency Funding Priorities](#) section, and if so, which priority(ies) their project will address.

Proposal Narrative

Proposals are expected to clearly identify the purpose area to which they are applying. If applicants are requesting funds from both categories, a separate application must be submitted for each category.

Format of the Proposal Narrative: The Proposal Narrative will be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; have numbered pages; and should not exceed 12 numbered pages. If the Proposal Narrative does not comply with these restrictions, OJP may consider such noncompliance in peer review and in final award decisions.

Sections of the Proposal Narrative: The Proposal Narrative must include the four sections listed below. If the applicant seeks priority consideration, the Proposal Narrative must state which priority goal(s) the applicant's project will advance and describe how (see section, Agency Funding Priorities under Program Description).

1. Description of the Need: What critical issue or problem is the applicant proposing to address with this project? Please include:

- A brief explanation of the need, gap, or issue to be addressed by the proposed project, including the challenges faced by the agency when performing ME/C services.
- Supporting information, data, or evidence to demonstrate the need's existence, size, and impact, including the scope of the current state of ME/C issues.
- How the need relates to the purpose of the NOFO, including the impact of the project's funding and staffing on the ME/C system and ME/C services in the United States.

2. Project Goals and Objectives: How will the proposed project address the need identified and address the purpose of the NOFO? Please include:

- Project goals (goals are broad, visionary statements on what the applicant hopes to accomplish).
- Project objectives (objectives are specific outcomes the applicant plans to achieve through project activities).
- How the applicant's goals and objectives relate to the goals and objectives of the NOFO.

3. Project Design and Implementation: How will the applicant implement project activities that meet the goals and objectives? Please include:

- The strategy to address the issues identified in the Description of the Need section, particularly any areas of specific concern and the relevance to the program's goals and objectives.
- The soundness in methods and approach to address the proposed project's stated objectives. The overall strategy should be well reasoned and appropriate to accomplish the project's goals.
- The feasibility of the proposed project, including the likelihood of completion within the proposed period of performance.
- Any potential pitfalls in the proposed project's design, as well as actions to minimize and/or mitigate them.
- A demonstration of the effectiveness of recruitment and/or advertising strategies used by the agency to fill fellowship positions.
- A demonstration of innovation and creativity (when appropriate).

4. Capabilities and Competencies: What administrative and technical capacity and expertise does the applicant bring to successfully complete this project? Please include:

- The qualifications and experience of the proposed project staff members, including all individuals and organizations identified in the application who will be significantly involved in the project.
- The applicant organization's ability to manage the effort.
- The relationship between the capabilities/competencies of the proposed project staff members (including the applicant organization) and the scope of the proposed project.
- The environment (e.g., institutional and jurisdictional support, equipment and other physical resources, or collaborative arrangements) in which the work will be done and its contribution to the probability of success. Address whether the program meets or exceeds the ACGME-accredited forensic pathology fellowship requirements if applicable.
- How the proposed approach is affordable and cost-effective.

Project Evaluations: An applicant that proposes to use award funds to conduct project evaluations must follow the guidance in the "[Note on Project Evaluations](#)" section in the [Application Resource Guide](#).

Budget and Associated Documentation: Budget Detail Form

The applicant will complete the JustGrants budget detail form. The form collects the individual costs under each cost category needed to implement the proposed project. Applicants should ensure that the name/description of each cost is clear and provide the detailed calculation (e.g., cost per unit and number of units) for the total cost. Applicants should enter additional narrative,

as needed, to fully describe the cost calculations and connection to the project goals and objectives (including, if applicable, describing connections to OJP priority goals).

Budget proposals should include the funding needed to implement the proposed activities. In preparing their budget proposals, applicants should consider what types of costs are allowable, if awarded funding. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the project funded under the federal award and when they comply with the funding statute and agency requirements, including the conditions of the award and the cost principles set out in [2 C.F.R. Part 200, Subpart E](#) and the [DOJ Grants Financial Guide](#).

Permissible Expenses

Note (No-Cost Extensions)—If awarded, an award recipient can request a no-cost extension to lengthen their project period. This would allow them the capability to complete their fellowship program in relation to their state/local level timeframe, which may not correlate with the federal fiscal year or federal project duration.

Category 1: Forensic Pathology Fellowships

To help address the shortage of board-certified forensic pathologists in the United States, allowable uses of funds for Purpose Area 1 include:

- A salary/stipend for the fellow and related costs that may include fringe benefits (if applicable), at the applicant institution's discretion.
- Loan Repayments—To offset the financial burden associated with educational debt and assist with recruiting qualified candidates, an award recipient may use up to \$75,000 of the available \$150,000 award amount for fellowship loan repayments for each fellowship position. If they are applying for two fellowship positions, they may use up to \$150,000 of the available \$300,000 award amount to make the loan repayments.
- Recruitment Travel—As part of a marketing and recruitment strategy, applicants may use a portion of funding for mentee-type travel, so that fellowship candidates may gain more training and knowledge about the fellowships.
- Equipment and Supplies—The purchase of minor equipment and supply items (e.g., microscopes) for fellows are allowable costs; however, all purchases need to be justified and approved by BJA. The applicant will need to include information within their application stating that the purchase of the item(s) is needed for fellows to complete the program.
- Certification Fees—Certification fees are allowable as long as the applicant can justify that they are in support of the overall scope of the ME/C Program and purpose area. In addition, the applicant must ensure that these fees are accurately articulated in the budget.
- Training, including travel associated with the fellow(s) attending training activities.
- Medical license reimbursement.

Category 2: Medical Examiner-Coroner Office Accreditation

Accreditation provides an independent measure of quality assurance by assessing that an ME/C office maintains written policies and procedures, adequate staff, equipment, training, and suitable physical facilities to produce a forensically documented, accurate, and credible death investigation product. Under this program, allowable uses of funds for Purpose Area 2 include:

- Equipment and Supplies—Award funds may be used to purchase equipment and supplies as long as the applicant can justify that the items are necessary to achieve or

maintain accreditation. However, all purchases need to be justified and approved by BJA.

- Personnel—Funds may be used to pay personnel within the ME/C agencies that are seeking certification.
- Travel—Travel costs are allowable if they are incurred while supporting the ME/C office's accreditation.
- Certification Fees—Certification fees are allowable as long as the applicant can justify that they are in support of the overall scope of the ME/C Program and purpose area. In addition, the applicant must ensure that these fees are accurately articulated in the budget.
- Funds may be used to support new ME/C office accreditation.
- Funds may be used to maintain existing accreditation.

Expenses That Are Not Permitted

Category 1 and 2:

- Supplanting is unallowable. Funds may not be used to supplant state or local funds but must be used to increase the amounts of such funds that would, in the absence of federal funds, be made available.
- Construction costs. Recipient administrative expenses (direct or indirect) that exceed 10 percent of the total grant amount. The use of funds for the purchase and/or lease of vehicles such as crime scene vans.

Category 2:

- Stipends – The use of “stipends” for personnel within the applicant’s organization.

Additional information, including success stories and publications, is available at:

<https://bja.ojp.gov/program/strengthening-mec/overview>

Costs Associated With a Conference/Meeting/Training: An applicant that proposes to use award funds for activities related to a conference, meeting, training, or similar event should review the [Application Resource Guide](#) for information on prior approval, planning, and reporting costs for a conference/meeting/training.

Costs Associated With Language Assistance and Access (if applicable): If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable in specific grant programs. Costs to provide reasonable accommodation and facilitate language access for individuals who are deaf or hard of hearing may also be allowable in specific grant programs. See the [Application Resource Guide](#) for information on costs associated with language assistance.

For additional information about how to prepare a budget for federal funding, see the [Application Resource Guide](#) section on “[Budget Preparation and Submission Information](#)” and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

Budget and Associated Documentation: Budget/Financial Attachments

Indirect Cost Rate Agreement (if applicable): An applicant with a current, federally approved indirect cost rate agreement should upload it as an attachment in JustGrants.

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary for the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for operation and maintenance of offices or workspaces and salaries of administrative or support staff. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. See the [DOJ Grants Financial Guide](#) and the [OJP Grant Application Resource Guide](#) for additional information on indirect cost rate agreements.

Consultant Rate (if applicable): OJP has established maximum rates for consultants; see the “Listing of Costs Requiring Prior Approval” section of the [DOJ Grants Financial Guide](#) for more information. If an applicant proposes a rate for a consultant on their project that is higher than the established maximum rate and receives an award, then the award recipient must submit a document requesting approval for the rate and cannot incur costs at the higher rate without prior OJP approval. The award recipient must provide justification for why the proposed rate is higher than the established maximum rate, such as why the rate is reasonable and consistent with that paid for similar services in the marketplace.

Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable): If an applicant proposes to hire employees with federal award funds, for any award of more than \$250,000, the recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. Applicants may request a waiver from this requirement by submitting the appropriate form. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

Disclosure of Process Related to Executive Compensation (if applicable):

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the [Application Resource Guide](#) for information.

Additional Application Components

The applicant should attach the additional requested documentation listed below in JustGrants.

- **Accreditation Documentation – Category 1: Forensic Pathology Fellowships**
 - Acceptable types of documentation of current accreditation include: an electronic (scanned) copy of the current accreditation certificate(s), a digital photograph of

the current accreditation certificate(s), or a letter from the accrediting body that includes the certificate number.

- Additionally, if a certificate references another document that contains key information on the type or scope of the accreditation, provide a copy of that supplemental documentation. Independent accrediting or certifying organizations may include the Accreditation Council for Graduate Medical Education or other appropriate accrediting bodies.
- **Accreditation Documentation – Category 2: Medical Examiner-Coroner Office Accreditation**
 - Acceptable types of documentation of current accreditation include: an electronic (scanned) copy of the current accreditation certificate(s), a digital photograph of the current accreditation certificate(s), or a letter from the accrediting body that includes the certificate number.
 - Additionally, if a certificate references another document that contains key information on the type or scope of the accreditation, provide a copy of that supplemental documentation. Independent accrediting or certifying organizations may include the National Association of Medical Examiners, the International Association of Coroners and Medical Examiners, or other appropriate accrediting bodies.

Note: If the office is not currently accredited, the applicant may provide documentation that demonstrates they are seeking accreditation.

- **List of Individuals in the Application**

- Organizational Chart—Of the applicant agency and all proposed collaborators involved in the project. Include project-related staffing plans and narratives for each organizational chart, proposed new hires, and any anticipated staffing changes related to the Strengthening the Medical Examiner-Coroner System Program funding if received.
 - Position Descriptions and Résumés—Curriculum vitae, resumes, or biographical sketches for key personnel. Attach this as a separate PDF file titled “Curriculum Vitae or Resumes.”
- List (to the extent known) of All Proposed Project Staff Members—The list should include those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list should include for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project. Attach this as a separate PDF file titled “Proposed Project Staff.”
- **Curriculum Vitae or Resumes:** Provide resumes of key personnel who will work on the proposed project or a description of the experience and skills of key personnel necessary to implement the project.
- **Tribal Authorizing Resolution (if applicable):** An application in response to this NOFO may require inclusion of Tribal authorizing documentation as an attachment. If

applicable, the applicant will upload the Tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on Tribal authorizing resolutions.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities: JustGrants will prompt each applicant to indicate if it is required to complete and submit a lobbying disclosure under 31 U.S.C. § 1352.

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. part 69. Note: Most applicants do not engage in activities that trigger this disclosure requirement.

An applicant that is not required by law (31 U.S.C. 1352) to complete and submit a lobbying disclosure, should enter "No." By doing so, the applicant is affirmatively asserting (under applicable penalties) that it has nothing to disclose under 31 U.S.C. § 1352 with regard to the application for the award at issue.

Disclosure of Duplication in Cost Items: To ensure funding coordination across grantmaking agencies, and to avoid unnecessary or inappropriate duplication of grant funding, the applicant must disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds, for the same project and the same budget items included in this proposal. Complete the JustGrants Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances: Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

DOJ Certifications: Review the DOJ document [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies](#). An applicant must review and sign the certification document in JustGrants. See the [Application Resource Guide](#) for more information.

Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable): If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ high-risk recipient is an award recipient that has received a DOJ high-risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Submission Dates & Times

Refer to [Basic Information: Key Dates and Times](#) for the submission dates and times.

Applicants should submit their applications as early as possible and recommended not later than 48 hours before the deadlines. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. Applicants will use the Certify and Submit feature in JustGrants to confirm that all required application components have been entered, which includes identifying the Authorized Representative for the applicant. Once the application is submitted, the Application Submitter, Authorized Representative, and Entity Administrator receive a confirmation email.

An applicant will receive emails after successfully submitting application components in Grants.gov and JustGrants and should retain all emails and other confirmations received from the SAM.gov, Grants.gov, and JustGrants systems.

Experiencing Technical Issues Preventing Submission of an Application (Technical Waivers)

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. OJP will only consider requests to submit an application via alternative methods or after the deadline when the applicant can document that there is a technical issue with a government system that was beyond their control and that prevents submission of the application via the standard process prior to the deadlines. Issues resulting from circumstances within the applicant's control, such as failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time, will not be considered.

Requests and documentation must be sent to the OJP Response Center at OJP.ResponseCenter@usdoj.gov. Applicants should follow these steps if they experience a technical issue:

- 1. Contact the relevant help desk to report the issue and receive a tracking number.**

See [Basic Information: Contact Information](#) for the phone numbers, email addresses, and operating hours of the SAM.gov, Grants.gov, and JustGrants help desks. Reports of technical issues to the help desk must occur **before** the application deadline.

If an applicant calls the help desk and experiences a long wait time, they can also email the help desk to obtain a tracking number. Tracking numbers are generated automatically when an applicant emails the applicable service desk, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

2. If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at OJP.ResponseCenter@usdoj.gov within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. The applicant's request will need to include:

- A description of the technical difficulties experienced (provide screenshots if applicable).
- A timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit and date and time support representatives responded).
- An attachment of the complete grant application and all the required documentation and materials (this serves as a "manual" submission of the application).
- The applicant's unique entity identifier (UEI).
- Any SAM.gov, Grants.gov, and JustGrants Service Desk tracking/ticket numbers documenting the technical issue.

3. If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at OJP.ResponseCenter@usdoj.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline. See step 2 for the list of information the applicant must provide as part of its request.

As a reminder: the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information previously listed), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the "Experiencing Technical Issues" section in the [Application Resource Guide](#).



APPLICATION REVIEW

Responsiveness (Basic Minimum Requirements) Review

OJP screens applications to ensure they meet the basic minimum requirements (BMR) prior to conducting the merit review. Following are the basic minimum requirements for this funding opportunity. If OJP determines that an application does not include these elements, it will not proceed to merit review and will not receive any further consideration.

- The application is submitted by an eligible applicant.
- The requested award amount does not exceed the award ceiling.
- The application is responsive to the scope of the NOFO.
- The following application elements are included:
 - SF-424 (Grants.gov)
 - Proposal Abstract (in JustGrants)
 - Proposal Narrative (in JustGrants)
 - Budget Detail form, which includes the budget items, their calculations, and explanation (in JustGrants)

Applicants whose application fails to meet the BMR are provided notice (including appeal instructions) within a few weeks after the submission due date.

Merit Review Criteria

Peer Review Criteria

Applications that meet the basic minimum requirements will be evaluated for technical merit by peer reviewers based on how the proposed project/program addresses the following criteria:

- **Statement of the Problem/Description of the Issue (15%):** What critical issue or problem the applicant is proposing to address with this project.
- **Project Goals and Objectives (15%):** How the proposed project will address the identified need and the purpose of the funding opportunity.
- **Project Design and Implementation (15%):** The strength of how the applicant will implement activities, including the soundness of the project design and how the activities align to the stated goals and objectives.
- **Capabilities and Competencies (15%):** The applicant's administrative and technical capacity to successfully complete this project.
- **Plan for Collecting the Data Required for This NOFO's Performance Metrics (10%):** The applicants understanding of the performance data reporting requirements and the plan for collecting the required data.
- **Budget (10%):** Completeness and cost effectiveness.
- **Other Expected Outcomes/Potential Impact (20%):** How the proposed project will meet the stated goals and objectives and ultimately improve the ME/C system.

Programmatic and Financial Review Criteria

After the peer review, applications undergo additional programmatic and financial reviews. OJP staff may reach out to applicants during the programmatic or financial review if a submitted form is incomplete or needs to be updated. Note that OJP staff are not authorized to provide

information on peer review scores or comment on programmatic, risk, or budget/financial reviews while the merit review is in progress.

In addition to BMR and peer review criteria, other important considerations for OJP include geographic coverage, strategic priorities (including, but not limited to, the priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the budget detail form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. If cost sharing/match is not required for this opportunity, applicants will not receive higher consideration by proposing a voluntary match contribution in their budget.

Risk Review

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to applicant risk. OJP assesses whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, including by (among other things) checking whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

Depending on the severity and nature of the risk factors, the risk assessment may result in the removal of an applicant from consideration or selection for award, or it may result in additional post-award conditions and oversight for an awarded applicant.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important Note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

Selection Process

All final award decisions will be made by the Assistant Attorney General, unless a statute explicitly authorizes award decisions by another official or there is written delegation of authority to another official. This official may consider not only peer review ratings and program office recommendations, but also other factors as indicated in the “Application Review” section to make final award decisions. For additional information on the application review process, see the [Application Resource Guide](#).



AWARD NOTICES

Federal Award Notices

For successful applicants, JustGrants will send a system-generated email to the Application Submitter, Authorized Representative, and Entity Administrator with information on accessing their official award package in JustGrants. The award package will include key information (such as funding amount and period of performance) as well as award conditions that must be followed. The Authorized Representative for the entity should accept or decline the award within 45 days of the notification. See the [Application Resource Guide](#) for information on award notifications and instructions.

Applicants not selected for an award will receive notification after all award recipients have been notified. OJP also provides unsuccessful applicants with a summary of peer reviewer comments.

Future Funding Opportunities

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. When making continuation award decisions, OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the progress of the work funded under the award.

Applications submitted under this FY 2025 funding opportunity may be funded in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.



POST-AWARD REQUIREMENTS AND ADMINISTRATION

Reporting

All award recipients under this funding opportunity will be required to submit the following reports and data:

- Quarterly financial reports.
- Semi-annual performance reports.
- Final financial and performance reports.
- If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data and the method for submitting reports in OJP's online systems. Future awards and fund drawdowns may be withheld if reports are delinquent, and in appropriate cases, OJP may require additional reports.

Performance Measure Reporting

Award recipients are required to submit performance measure data and performance reports in JustGrants on a semi-annual basis. Applicants selected for an award will receive further guidance on post-award reporting processes.

Program- and Award-Specific Award Conditions

OJP includes various conditions on its awards. These may include program-specific conditions, which typically apply to all recipients of a funding opportunity, and award-specific conditions, which are included to address recipient-specific issues (e.g., programmatic or financial risk). Recipients may view all conditions, and actions required to satisfy those conditions, in the award package in JustGrants.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit the award recipient from discriminating on the basis of race, color, national origin, sex, religion, or disability in how it delivers its program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include, but are not limited to, Title VI of the Civil Rights Act of 1964, the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail on OJP's [Legal Overview—FY 2025 Awards](#) webpage under the

“Civil Rights Requirements” section. Additional resources are available from the [OJP Office for Civil Rights](#).

Compliance with Federal civil rights and nondiscrimination laws is material to the government’s decision to make any award and payment under this program, including for purposes of the False Claims Act, and each recipient will be required to certify (in its acceptance of the conditions of the award) that it does not operate any programs (including any such programs having components relating to diversity, equity, and inclusion) that violate any applicable Federal civil rights or nondiscrimination laws.

See OJP’s [Partnerships with Faith-Based and Other Neighborhood Organizations webpage](#) for specific information for faith-based organizations applying under this NOFO.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

An application in response to this NOFO may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

Other Reporting Requirements

Applicants and recipients are required to notify OJP if you know that you or any of your organization’s principals for the award transaction are presently excluded or disqualified (*i.e.*, debarred or suspended) or otherwise meet any of the criteria in 2 C.F.R. 180.335. Recipients must comply with requirements in 2 C.F.R. Part 180, as implemented by DOJ in 2 C.F.R. Part 2867, which, among other things, require recipients to check certain information sources and, in some cases, notify the federal awarding agency prior to the agency awarding federal funds via contracts or subawards.

If a recipient’s award includes a federal share of more than \$500,000 over the period of performance of the award, then the award (per 2 C.F.R. 200.113) will include a condition that may require the recipient to report and maintain certain information (relating to certain criminal, civil, and administrative proceedings) in SAM.gov. See the [Reporting Requirements page](#) for more information.



OTHER INFORMATION

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this NOFO. For additional information on what should be included in the application, see the [Application Resource Guide](#) section “Information Regarding Potential Evaluation of Programs and Activities.”

Freedom of Information and Privacy Act

See the [Application Resource Guide](#) for important information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

Applicants are advised not to include any unnecessary personally identifiable information, sensitive law enforcement information, or confidential financial information with the application.

Provide Feedback to OJP

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.



APPLICATION CHECKLIST

BJA FY25 Strengthening the Medical Examiner-Coroner System Program

This application checklist has been created as an aid in developing an application. For more information, reference the “[OJP Application Submission Steps](#)” in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

SAM.gov Registration/Renewal

- Confirm that your entity’s registration in the System for Award Management (SAM.gov) is active through the NOFO period. Submit a new or renewal registration in SAM.gov, if needed (see [Application Resource Guide](#)).

Grants.gov Registration

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#)).

Grants.gov Opportunity Search

- Search for the funding opportunity in Grants.gov using the opportunity number (O-BJA-2025-172448), assistance listing number, or keyword(s).
- Select the correct Competition ID: O-BJA-2025-172448
- Access the funding opportunity and application package (see Step 7 under “[OJP Application Submission Steps](#)” in the [Application Resource Guide](#)).
- Sign up for Grants.gov email notifications (optional) (see [Application Resource Guide](#)).

Funding Opportunity Review and Project Planning

- Review all sections of the NOFO.
- Confirm your entity is eligible to receive funding (see [Eligibility: Eligible Applicants](#)).
- Confirm your proposed budget is within the allowable limits (see [Basic Information: Funding Details](#)), includes only allowable costs (see [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#)), and includes cost sharing if applicable (see [Eligibility: Cost Sharing/Match Requirements](#)).
- Review the performance measures for this funding opportunity and confirm you will be prepared to collect and report on this data (see [Program Description: Performance Measures](#)).
- Review the “[Legal Overview—FY 2025 Awards](#)” in the [OJP Funding Resource Center](#) and confirm you are prepared to follow the requirements.
- Read OJP policy and guidance on conference approval, planning, and reporting under “Listing of Costs Requiring Prior Approval” in the [DOJ Grants Financial Guide](#) or see the [Application Resource Guide](#).

Submission Step 1: Grants.gov

After registering with SAM.gov, submit the SF-424 in Grants.gov.

- Complete and submit the SF-424 by the deadline.

- Confirm Section 8F of the SF-424 lists the name and contact information of the individual **who will complete the application in JustGrants**.
- Confirm that, within 48 hours of your submission in Grants.gov, you receive four (4) Grants.gov email notifications:
 - A submission receipt
 - A validation receipt
 - A grantor agency retrieval receipt
 - An agency tracking number assignment
- If no Grants.gov receipt and validation email is received, or if error notifications are received, contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or support@grants.gov regarding technical difficulties (see the [Application Resource Guide](#) section on “[Experiencing Unforeseen Technical Issues](#)”).
- Confirm that, within 24 hours after receipt of confirmation emails from Grants.gov, the individual listed in Section 8F of the SF-424 receives an email from JustGrants with login instructions.

Submission Step 2: JustGrants

- Complete the following information:
 - Entity and User Verification (first-time applicants)
 - Standard Applicant Information
 - Proposal Abstract*
 - Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
 - Agency Funding Priorities Inventory
- Upload the Proposal Narrative.*
- Complete the budget detail form.*
- Upload other budget/financial attachments, as applicable.
- Upload additional application components, as applicable.
 - Accreditation Documentation – For Purpose Area 1: Forensic Pathology Fellowships (if applicable)
 - Accreditation Documentation – For Purpose Area 2: Medical Examiner-Coroner Office Accreditation (if applicable)
 - Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
 - <https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide> Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
 - Position descriptions and resumes
 - List of all proposed project staff members
 - List of procurement contracts (if applicable)
 - Organizational chart
 - Potential Environmental Impact Coversheet and Checklist – National Environmental Policy Act (NEPA) Complete the required disclosures and assurances.
- Disclosures and Assurances
 - Disclosure of Lobbying Activities and submission of SF-LLL, if prompted by the system
 - Disclosure of Duplication in Cost Items
 - DOJ Certified Standard Assurances

- Applicant Disclosure and Justification – DOJ High-Risk Grantees
- Complete the required DOJ Certification on Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.

****Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review nor receive further consideration.***

JustGrants Review, Certification, and Application Submission

- Address any validation errors displayed on screen after attempted submission, then return to the “Certify and Submit” screen to submit the application.
- Note the confirmation message at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.
- If you do not receive an application submission confirmation email or validation from JustGrants, or if you receive an error notification, please contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. See the [Application Resource Guide](#) for additional information.



BANNOCK COUNTY COMMISSIONERS
624 E. Center, Pocatello, ID 83201
Phone: (208) 236-7210 • Fax: (208) 236-7363

ERNIE MOSER JEFF HOUGH KEN BULLOCK
Commissioner Commissioner Commissioner
1st District 2nd District 3rd District

AGENDA REQUEST FORM

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:00 AM** in the Commissioners' Chambers in the Bannock County Courthouse, 624 E. Center, Room 212, Pocatello, Idaho, or as noticed **48 hours** prior to the meeting at <https://www.bannockcounty.us/commissioners/>. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special meetings should contact the Commissioner's Office at [208-236-7210](tel:208-236-7210), three to five working days before the meeting.

E-mail this completed form and any supporting documents to agendarequest@bannockcounty.us by NOON on the Thursday prior to the scheduled meeting.

Name/Department:

Shanda Crystal/Chief Procurement Officer

Item to be considered/background:

Request to discuss (1) a potential signature on a change order with Headwaters Construction and (2) a procurement update.

How much time will be needed? Meeeting date requested:

5 minutes 9/25/25

Does this item involve a contract, agreement, external funding application or award acceptance?

YES NO

Have all supporting documents been included with this form?

YES NO

List of attendees:

Daniel Kendall

Please include any supporting documents with your Agenda Session Request Form.

Commissioner Office Only:

Date: 9/25/25 Time: _____



PCO #011

Headwaters Construction Company
900 Jet Stream Dr
Rexburg, Idaho 83440
Phone: (866) 496-9868
Fax: (866) 496-0209

Project: 224105 - YDC/EVENT CENTER OFFICE
10588 Fairground Dr
Pocatello, Idaho 83202

Prime Contract Potential Change Order #011: CE #022 - Site Work Extra's

TO:	Bannock County	FROM:	Headwaters Construction Company 900 Jet Stream Drive Rexburg, Idaho 83440
PCO NUMBER/REVISION:	011 / 0	CONTRACT:	1 - YDC/EVENT CENTER OFFICES
REQUEST RECEIVED FROM:		CREATED BY:	Jack Packer (Headwaters Construction Company)
STATUS:	Approved	CREATED DATE:	9/19/2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No	ACCOUNTING METHOD:	Amount Based
LOCATION:		PAID IN FULL:	No
SCHEDULE IMPACT:	0 days	SIGNED CHANGE ORDER RECEIVED DATE:	
EXECUTED:	No	TOTAL AMOUNT:	\$0.00

POTENTIAL CHANGE ORDER TITLE: CE #022 - Site Work Extra's

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #022 - Site Work Extra's

Removal of old fuel tank and capping existing water line.

ATTACHMENTS:

[YDC-Event Center RFC Heating Fuel Tank.pdf](#)

#	Budget Code	Description	Amount
1	31-310000.S.O EARTHWORK-SUB		\$2,070.00
2	00-008000.M.O PROFIT & OVERHEAD-MISC		\$113.85
3	00-007317.M.O GENERAL LIABILITY INSURANCE-MISC		\$10.14
4	00-007200.M.O OWNER CONTINGENCY-MISC.Other		\$(2,193.99)
			Grand Total: \$0.00

Ted Booth (BOOTH ARCHITECTURE, PLLC)

340 East Clark Street, Ste A
Pocatello, Idaho 83201

Bannock County

Headwaters Construction Company

900 Jet Stream Drive
Rexburg, Idaho 83440

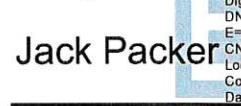
Digitally signed by Jack Packer
DN: C=US,
E=jpacker@headwaterscc.com,
CN=Jack Packer
Location: Headwaters CC
Contact Info: Project Manager
Date: 2025.09.19 11:46:25-06'00'


SIGNATURE

9/20/25
DATE


SIGNATURE

9/25/25
DATE


SIGNATURE

DATE

Bids in progress		Active Bids	Closed Bids	Projects in progress	Projects Completed
9/18/2025		2	18	2	16
Active	Department	Description	Budget Allocated	Status Update	Procurement Metrics
In Progress	Event Center	Master Planning Service	\$	9/25 draft to dept for review	
In Progress	Planning & Development	Plat Review	10,000	9/23 draft to dept for review	
Yes	Road & Bridge	Roof Replacement	500,000	9/18 Issue addendum; 9/15 questions are due; 9/5 & 8/29 published in ISJ	
No*	Road & Bridge	Road Salt	\$	9/18 Bid opening; 9/17 bids due	
No*	Landfill	Scale House Project	3,981,861	9/18 bids under review; 9/3 ITBs due; 8/22 issued addendum #1; 8/18 questions due	
No	Facilities	Janitorial Services	FY26/27	9/9 BOCC awarded contract to Boatman & Sons Cleaning, LLC	
No	Event Center	Tractor	\$	7/14 approved Sowcewell contract with Titan Machinery	
No	Ambulance	(3) Power Load Devices	201,691	5/13 approved Sowcewell contract with Stryker Sales, LLC	
No	Road & Bridge	Chip Seal Aggregate	200,000	5/13 BOCC awarded contract to Depatco	
No	Road & Bridge	Road Striping & Paint	320,000	4/25 BOCC awarded contract to Idaho Traffic Safety	
No	Road & Bridge	Road Oil	713,255	4/14 approved piggyback PCHD contract with Idaho Asphalt Supply	

* Project in progress



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ERNIE MOSER JEFF HOUGH KEN BULLOCK
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E-mail this completed form and any supporting documents to agendarequest@bannockcounty.us by NOON on the Thursday prior to the scheduled meeting.

Name/Department:

Matthew K. Phillips / Human Resources & Risk Management

Item to be considered/background:

Work session presentation on the Ideal Idaho 529 Education Savings program managed by Ascensus as potential voluntary employee education assistance benefit

How much time will be needed? Meeeting date requested:

10-15 minutes 9/25/25

Does this item involve a contract, agreement, external funding application or award acceptance?

YES NO

Have all supporting documents been included with this form?

YES NO

List of attendees:

Nick Thieros, CPA, Ascensus Government Savings

Please include any supporting documents with your Agenda Session Request Form.

Commissioner Office Only:

Date: 9/25/25 Time: _____

10 IDEAL BENEFITS OF 529 SAVING



529s are easy.

The IDEAL - Idaho 529 College Savings Program, like all 529s, lets you save on *your* schedule. You decide when and how much to contribute.



529s are flexible.

Savings can be used nationwide at eligible colleges, universities and vocational schools, as well as for registered apprenticeships and tuition at K-12 schools.¹



529 savings grow tax-deferred.

That means your balance can potentially grow free of state and federal taxes.²



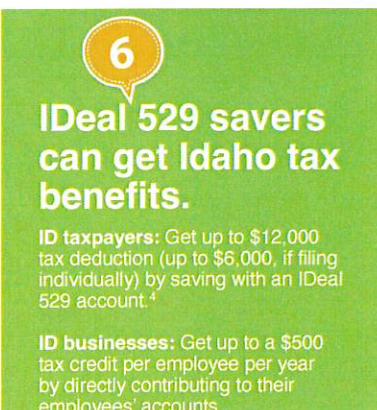
529s are good for more than tuition.

In addition to tuition, you can use a 529 to pay for qualified expenses like room and board, books, computers and required supplies. K-12 schools can only receive tuition funds.



IDEAL 529s can be used to repay student loans.

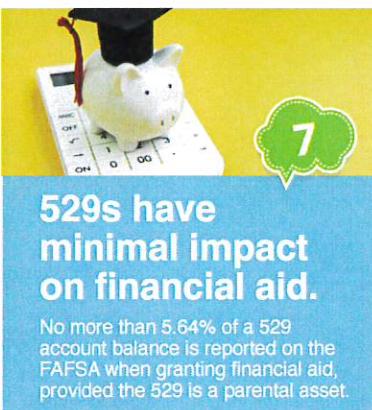
Up to \$10,000 lifetime student loan repayments can be made.³



IDEAL 529 savers can get Idaho tax benefits.

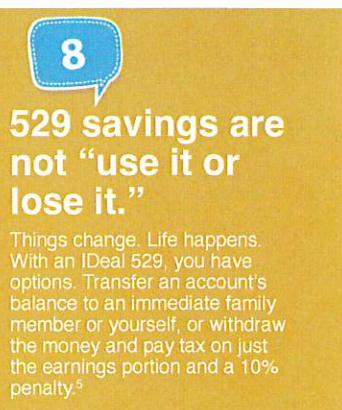
ID taxpayers: Get up to \$12,000 tax deduction (up to \$6,000, if filing individually) by saving with an IDEAL 529 account.⁴

ID businesses: Get up to a \$500 tax credit per employee per year by directly contributing to their employees' accounts.



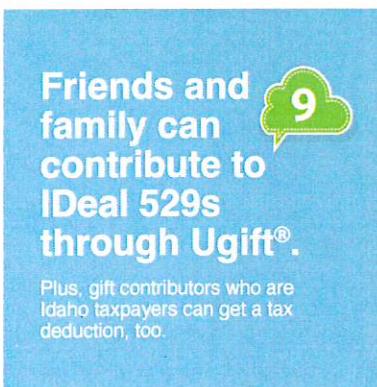
529s have minimal impact on financial aid.

No more than 5.64% of a 529 account balance is reported on the FAFSA when granting financial aid, provided the 529 is a parental asset.



529 savings are not "use it or lose it."

Things change. Life happens. With an IDEAL 529, you have options. Transfer an account's balance to an immediate family member or yourself, or withdraw the money and pay tax on just the earnings portion and a 10% penalty.⁵



Friends and family can contribute to IDEAL 529s through Ugift®.

Plus, gift contributors who are Idaho taxpayers can get a tax deduction, too.



It only takes \$25 and a few minutes to start.

Don't let education dreams slip away. Make today count.

Visit www.idaho529.org for more information or contact your local IDEAL Field Representative, Nick Thiros at nickolas.thiros@idaho529.org or by phone at 208.488.9879.

Mr. Thiros is a registered representative of Ascensus Broker Dealer Services LLC, 877-529-2980, 95 Wells Ave, Suite 160, Newton MA 02459 (member FINRA/SIPC) and is not employed by the State of Idaho.

¹529 funds can be used to pay for tuition only at any K-12 public, private or religious school. Limited to \$10,000 per student annually.

²Earnings on non-qualified withdrawals are subject to federal income tax and may be subject to a 10% federal penalty tax, as well as state and local income taxes. The availability of tax or other benefits may be contingent on meeting other requirements.

³Student loan repayments: Principal or Interest on any qualified education loan of the Beneficiary or a sibling of the Beneficiary, up to \$10,000 lifetime, per individual. If you make an education loan repayment from your Account, you may not also take a federal income tax deduction for any Interest included in that education loan repayment.

⁴Contributions to the IDeal - Idaho College Savings Program are deductible from Idaho state income tax, subject to recapture in certain circumstances, such as a non-qualified withdrawal or a rollover to another state's qualified tuition program in the year of the rollover and the prior tax year.

⁵Section 529 defines a family member as: a son, daughter, stepson or stepdaughter, or a descendant of any such person; a brother, sister, stepbrother, or stepsister; the father or mother, or an ancestor of either; a stepfather or stepmother; a son or daughter of a brother or sister; a brother or sister of the father or mother; a son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, or sister-in-law; the spouse of the beneficiary or the spouse of any individual described above; or a first cousin of the beneficiary. Gift or generation-skipping transfer taxes may apply. Please consult with your tax advisor for further information.

For more information about the Idaho College Savings Program ("IDeal"), call 1.866.433.2533 or visit www.idsaves.org to obtain a Disclosure Statement. The Disclosure Statement discusses investment objectives, risks, charges, expenses, and other important information. Because investing in IDeal is an important decision for you and your family, you should read and consider the Disclosure Statement carefully before investing.

Before you invest, consider whether your or the beneficiary's home state offers any state tax or other state benefits such as financial aid, scholarship funds, and protection from creditors that are only available for investments in that state's qualified tuition program.

IDeal is administered by the State College Savings Program Board (Board). Ascensus Broker Dealer Services, LLC ("ABD"), the program manager, and its affiliates, have overall responsibility for the day-to-day operations, including investment advisory and recordkeeping and administrative services. The Vanguard Group, Inc. (Vanguard) serves as Investment Manager for IDeal. Sallie Mae Bank serves as the Savings Portfolio Manager for IDeal. IDeal's Portfolios invest in either: (i) mutual funds and a separate account offered or managed by Vanguard; or (ii) an FDIC-insured omnibus savings account held in trust by the Board at Sallie Mae Bank. Except for the Savings Portfolio, investments in IDeal are not insured by the FDIC. Units of the Portfolios are municipal securities and the value of units will vary with market conditions.

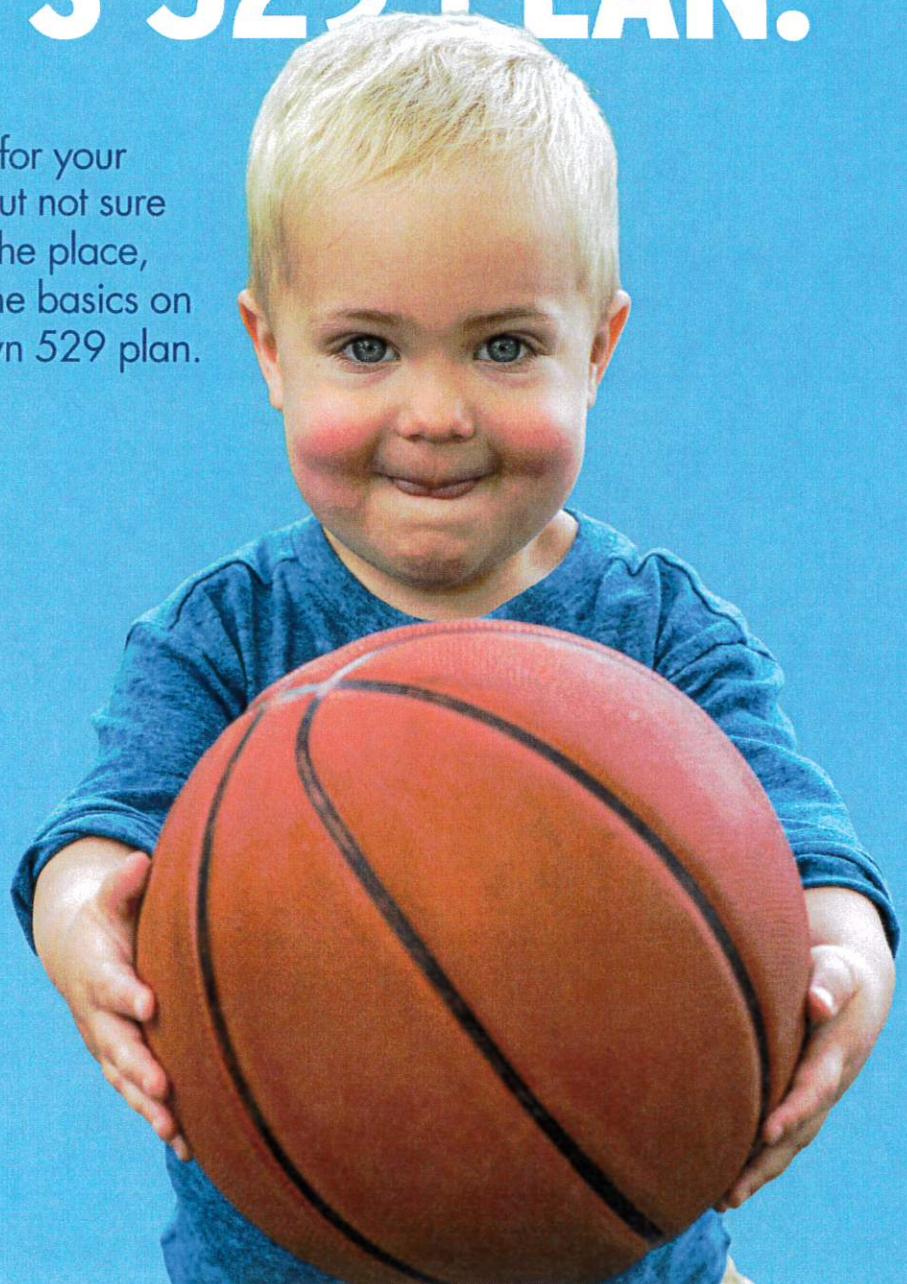
Investment returns will vary depending upon the performance of the Portfolios you choose. Except to the extent of FDIC insurance available for the Savings Portfolio, you could lose all or a portion of your money by investing in IDeal, depending on market conditions. Account Owners assume all investment risks as well as responsibility for any federal and state tax consequences.

Ugift® is a registered service mark. All other marks are the exclusive property of their respective owners.

Not FDIC-Insured (except for the Savings Portfolio). No Bank, State or Federal Guarantee. May Lose Value.

GET TO KNOW IDAHO'S 529 PLAN.

Thinking about saving for your children's education, but not sure where to start? This is the place, where you can learn the basics on saving with Idaho's own 529 plan.



ideal
IDAHO COLLEGE
SAVINGS PROGRAM

idsaves.org

WHAT IS A 529?

Plans like the IDeal – Idaho’s 529 College Savings Program are how more families are investing for their loved ones education. With IDeal, Idaho taxpayers enjoy special incentives to help them save for education in a tax-advantaged way.

Fun fact: The name refers to Section 529 in the Internal Revenue Service Code that granted 529s their special tax status.

SPECIAL TAX BENEFITS FOR IDEAL 529 SAVERS



ID tax deduction:

Deduct up to \$6,000 of your IDeal contributions; up to \$12,000, if married filing jointly.¹

Tax-deferred growth:

You pay no tax while you save, and your money can grow free of state and federal taxes.



Tax-free withdrawals:

Pay no tax when you make withdrawals, as long as they’re for qualified expenses.²

¹Idaho taxpayers receive a maximum \$6,000 state income tax deduction per individual taxpayer (up to \$12,000 if married, filing jointly) from their State adjusted gross income annually for contributions to IDeal. Contributions to the IDeal - Idaho College Savings Program are deductible from Idaho state income tax, subject to recapture in certain circumstances, such as a non-qualified withdrawal or a rollover to another state's qualified tuition program in the year of the rollover and the prior tax year.

²Earnings on non-qualified withdrawals are subject to federal income tax and may be subject to a 10% federal penalty tax, as well as state and local income taxes. The availability of tax or other benefits may be contingent on meeting other requirements.

WHAT CAN IDEAL SAVINGS BE USED FOR?

K-12 PUBLIC, PRIVATE AND RELIGIOUS SCHOOLS

Tuition, up to \$10,000 per year per beneficiary



2-AND 4-YEAR COLLEGES, UNIVERSITIES AND CAREER AND TECHNICAL SCHOOLS NATIONWIDE³

- Tuition and fees
- Room & required supplies
- Books and supplies
- Computers and Internet costs



APPRENTICESHIP PROGRAMS⁴

- Tuition and fees
- Books and supplies
- Required equipment



STUDENT LOAN REPAYMENT⁵

Repayment of qualified student loans up to \$10,000 per individual per lifetime.



³Eligible institutions include all post-secondary institutions that participate in federal student financial aid programs.

⁴The apprenticeship program must be registered and certified with the Secretary of Labor under the National Apprenticeship Act.

⁵Beginning in 2019, qualified education expenses can include up to \$10,000 of repayments (including principal and interest) on any qualified education loan of either a beneficiary or a sibling of the beneficiary.

529 TRUE OR FALSE

"Money in a 529 account is 'use it or lose it.'"

True False

Savings in an IDeal account stays your money, no matter what. If your beneficiary doesn't attend school or gets a free ride, you can:

- Transfer the account to an immediate, extended or stepfamily member or spouse; an in-law; even yourself.
- Withdraw the money and pay tax and a 10% penalty on just the earnings portion.

This 10% penalty may be waived if the beneficiary attends a U.S. Military Academy, or becomes disabled or deceased. If the beneficiary receives a scholarship, the amount of the scholarship may also be withdrawn from a 529 account without penalty.

"Having a 529 can negatively affect financial aid eligibility."

True False

In most cases, having a 529 account will have minimal effect on your ability to get financial aid, provided that a parent – not the student – is the account holder. That's because only 5.64% of 529 funds held in a parent's name are considered in financial aid decisions, vs. 50% of 529 funds in a student's account.

"There's no maximum age for having a 529 plan."

True False

Considering career training or an advanced degree? Open an IDeal account for yourself.

"Anyone can contribute to a 529, not just a parent."

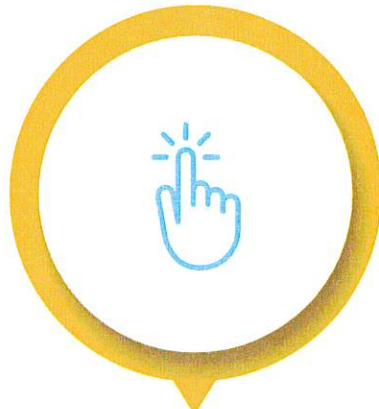
True False

Grandparents, aunts, uncles, siblings, friends – anyone can make a contribution to an IDeal 529 account. Ugift® makes it so easy, and it's a great way to celebrate birthdays, holidays, any special day with the gift of education.

Idaho employers:

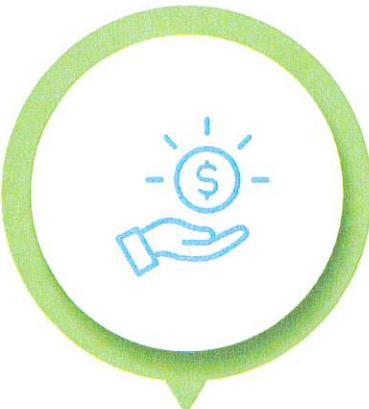
- Add IDeal to your benefits package with no extra work or cost
- Opt to contribute to employee accounts as a company and get a 20% tax credit, up to \$500 per employee

GETTING STARTED: THREE SIMPLE STEPS



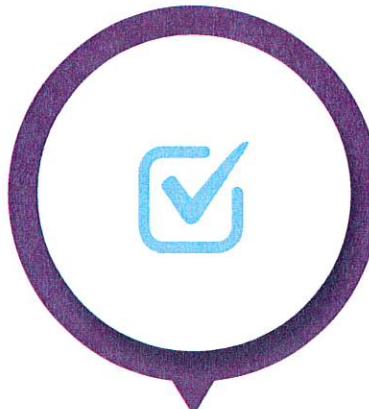
CLICK.

Go to idsaves.org and click "Enroll Now"



CONTRIBUTE.

Start with just \$25, or opt to contribute automatically from your bank account or paycheck



CHOOSE.

IDeal has investment options from DIY portfolios to one that adjusts as your child ages

Contact Nick Thiros at **Nickolas.thiros@idaho529.org** or call **208-488-9879** or use the code below to schedule a visit or speaking engagement.



Mr. Thiros is a registered representative of Ascensus Broker Dealer Services LLC, 877-529-2980, 95 Wells Ave, Newton MA (member FINRA/SIPC) and is not employed by the State of Idaho.

 **ideal**
IDAHO COLLEGE
SAVINGS PROGRAM
idsaves.org

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Before you invest, consider whether your or the beneficiary's home state offers any state tax or other state benefits such as financial aid, scholarship funds, and protection from creditors that are only available for investments in that state's qualified tuition program.

IDeal is administered by the Idaho College Savings Program Board (Board). Ascensus Broker Dealer Services, LLC ("ABD"), the program manager, and its affiliates, have overall responsibility for the day-to-day operations, including investment advisory and record keeping and administrative services. The Vanguard Group, Inc. (Vanguard) serves as Investment Manager for IDeal. Sallie Mae Bank serves as the Savings Portfolio Manager for IDeal. IDeal's Portfolios invest in either: (i) mutual funds and a separate account offered or managed by Vanguard; or (ii) an FDIC-insured omnibus savings account held in trust by the Board at Sallie Mae Bank. Except for the Savings Portfolio, investments in IDeal are not insured by the FDIC. Units of the Portfolios are municipal securities and the value of units will vary with market conditions.

Investment returns will vary depending upon the performance of the Portfolios you choose. Except to the extent of FDIC insurance available for the Savings Portfolio, you could lose all or a portion of your money by investing in IDeal, depending on market conditions. Account Owners assume all investment risks as well as responsibility for any federal and state tax consequences.

Not FDIC-Insured (except for the Savings Portfolio). No Bank, State or Federal Guarantee. May Lose Value.



BANNOCK COUNTY COMMISSIONERS

624 E. Center, Pocatello, ID 83201
Phone: (208) 236-7210 • Fax: (208) 232-7163

ERNIE MOSER
Commissioner
1st District

JEFF HOUGH
Commissioner
2nd District

KEN BULLOCK
Commissioner
3rd District

AGENDA REQUEST FORM

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:00 AM** in the Commissioners' Chambers in the Bannock County Courthouse, 624 E. Center, Room 212, Pocatello, Idaho, or as noticed 48 hours prior to the meeting at <https://www.bannockcounty.us/commissioners/>. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special meetings should contact the Commissioner's Office at 208-236-7210, three to five working days before the meeting.

E-mail this completed form and any supporting documents to agendarequest@bannockcounty.us by NOON on the Thursday prior to the scheduled meeting.

Name/Department:

Matthew K. Phillips / Human Resources & Risk Management

Item to be considered/background:

PERSI Choice 401(k) administered by Empower will be required to add Roth contributions and part-time eligibility by 1/1/26, with optional catch-up contributions

How much time will be needed? Meeting date requested:

5 minutes 9/25/25

Does this item involve a contract, agreement, external funding application or award acceptance?

YES NO

Have all supporting documents been included with this form?

YES NO

List of attendees:

Kristi Klauser, Comptroller

Please include any supporting documents with your Agenda Session Request Form.

Commissioner Office Only:

Date: 9/25/25 Time:

Roth contributions coming to PERSI's Choice 401(k) Plan

- Participants will be able to make after-tax (Roth) contributions to their Choice Plan.
- Effective September 20, 2025
- **Must** implement by January 1, 2026

Part-time eligibility

- All part-time employees are now eligible to participate in the PERSI Choice 401(k) Plan
- Effective immediately, but no later than 1/1/2026
- Any employee of a PERSI employer who receives W2 wages can participate

Catch-up contributions (continued)

- Enhanced Catch-Up Contributions (optional)
 - Allows individuals to contribute more to their 401(k) plan in the years they turn ages 60, 61, 62, 63
 - Available January 1, 2026