



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, April 16, 2026

9:00 AM Work Session and Claims Meeting (action items)

Work Session Agenda:

BOARD OF AMBULANCE DISTRICT

- Shane Grow, City of Pocatello Fire Department, requesting approval of and signature on the GEMT statement of payment for FY23 that has been provided by PCG (requested 5 minutes) (action item)

BOARD OF COUNTY COMMISSIONERS

- Scott Crowther, Event Center/Wellness Complex, requesting approval of and signature on a rental agreement with Triple T Productions (requested 5 minutes) (action item)
- Tadd Green, Sheriff's Office, discussion pertaining to the Edward Byrne Memorial Justice Assistance Grant and seeking permission to apply for equipment through the online federal system (requested 5 minutes) (action item)
- ~~Anita Hymas, Assessor, requesting to update the Appraisal System Analyst job description (requested 5 minutes) (action item)~~
- Shanda Crystal, Procurement, regarding a request for potential signature on a contract with Retroscape, LLC (requested 5 minutes) (action item)
- Dan Kendall, Buildings and Grounds, providing a monthly update

- Emma Iannacone, Public Information Officer, providing a review of the nuclear interest survey results (requested 10 minutes) (action item)
- Approve of Juvenile Detention Inspection held on April 7, 2026 (action item)
- Discussion pertaining to a review of Rural Health Care Access Program Grant Application and potential signature on Letter of Support to apply for grant (requested 5 minutes) (potential action item)
- Memorialize signature on purchase documents for Kinport Radio Tower (action item)
- Signature on Resolution numbers: 2026-25 Adopting a Standardized Process for Press Releases and Digital Communications and 2026-26 Awarding Firearm to Retired Sheriff Deputy (action items)

Claims Agenda (action items):

- Board of Ambulance District: Invoices and Commissioner Report
- Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications
- Personnel Actions with potential Executive Session under Idaho Code §§ 74-206(1)(a),(b)&(d) for personnel actions or personnel records exempt from disclosure 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
- Minutes: Approval of and signature on certification for meeting minutes for April 2, 7, and 9, 2026

1:30 PM Discussion pertaining to water at the Wellness Complex (potential action item)

BANNOCK COUNTY COMMISSIONERS

621 E. Center, Pocatello, ID 83201
Phone: (208) 236-7210 • Fax: (208) 234-7363



ERNIE MOSER
Commissioner
1st District

JEFF HOUGH
Commissioner
2nd District

KEN BULLOCK
Commissioner
3rd District

WORK SESSION REQUEST FORM

Work Sessions are held on Thursdays at 9:15 a.m., unless otherwise noticed.

Email this completed form and any supporting documents to agendarequest@bannockcounty.us by noon on Monday prior to the scheduled meeting.

Name/Department:

Bannock County Ambulance District

Concern/issue/question:

The GEMT statement of payment for FY23 has been provided by PCG. It requires the signature of Commission

Suggested solution?

Signature

How much time will be needed for this issue?

5 minutes

What meeting date is requested?

4/16/26

List of attendees:

Shane Grow and Autumn Baker

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

Commissioner Office Only:

Date: 4/16/26 Time: _____

Staubley, Connor <cstaubley@pcgus.com>

Good afternoon,

I hope you have been doing well! I'm sure you have seen the email come through from Myers and Stauffer, but I wanted to let you know that the FY23 cost report has been review and final settlement packets have been released. I have attached above the documents contained in the settlement packet for you to view along with a breakdown of each item below:

1. Adjusted Cost Report – You will see in the first tab all adjustments made by M&S to the original submitted report
2. MMIS Claims Data – This is the report ran by DHW and should have the most up to date Medicaid transport data implemented into the report on schedules 9 and 10.
3. Final Settlement Support – Breaks down how the final settlement was calculated cell by cell on schedule 10
4. Cost Report Adjustments – This highlights any adjustments made by Myers and Stauffer to the originally submitted cost report
5. Final Settlement Support – This highlights the settlement amount due to your organization (Nothing needs to be signed here)
6. GEMT Management Representation Letter – signable report confirming representations related to the participation in the GEMT program
7. GEMT Transmittal Letter – Outlines all items contained in the final report packet and states the deadline of the Management Representation Letter

According to the final report packets, your estimated FY23 settlement is expected to be \$784,366.69

The last step that is needed to secure the GEMT settlement amount is for you to sign and return the PDF file titled "ID GEMT Mgmt Rep Letter". From there, I will upload and confirm M&S has received the signed letter. It does appear that Chief Grow signed the FY23 report, so if you can sign the report again Chief that would be great.

Please let me know if you have any questions on the above.

Thank you!



Solutions that Matter

Connor Staubley

Consultant



**MYERS AND
STAUFFER** LC
CERTIFIED PUBLIC ACCOUNTANTS

April 6, 2026

Kristi Klauser, Controller
Bannock County Ambulance District
408 East Whitman
Pocatello, Idaho 83201

Subject: Adjusted Ground Emergency Medical Transportation (GEMT) Medicaid Cost Reports and Related Schedules
Provider: Bannock County Ambulance District
NPI#: 1962485946
Period: January 1, 2023 through September 30, 2024

Dear Kristi:

A copy of the Adjusted Ground Emergency Medical Transportation (GEMT) Medicaid Cost Report, MMIS Claims Data, GEMT Supplemental Payment Letter, and Schedule of Adjustments for the period referenced above has been uploaded to your ID GEMT web portal.

Also enclosed is a Management Representation letter. Please review, sign, and return to Myers and Stauffer LC within ten (10) days.

Department of Health and Welfare Rules, archived IDAPA 16.05.03.300, specifies your right to request an administrative review of any or all items contained in your settlement calculation. The procedures outlined in the aforementioned rules must be followed in order to preserve your appeal rights. The first step in that process is to request review by the Administrator of the Division of Medicaid within thirty (30) days of the date of this notice. Such a request should be addressed as follows:

Idaho Department of Health and Welfare
Medicaid Appeals – Reimbursement Unit (6th Floor)
PO Box 83720
Boise, ID 83720-0009

If you have any questions regarding the GEMT supplemental payment calculation or this process, please contact me at alangford@mslc.com or 317-846-9521.

Sincerely,

Adam Langford, CPA, CFE
Myers and Stauffer LC
/clh

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 Phone: (208) 236-7210 • Fax: (208) 232-7363



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 2nd District

KEN BULLOCK
 Commissioner
 3rd District

April 16, 2026

Myers and Stauffer LC
 1144 S Silverstone Way, Ste. 210
 Meridian, ID 83642

To Whom It May Concern:

We are providing this letter in connection with your application of agreed-upon procedures to Bannock County Ambulance District State of Idaho Ground Emergency Medical Transportation Services Supplemental Payment Program Medicaid Cost Report (cost report) for the period ended September 30, 2023. We confirm, to the best of our knowledge and belief, as of the above date, the following representations related to your engagement to perform agreed-upon procedures.

- a) Our management is responsible for the cost report referenced above.
- b) We have provided you with all relevant information and access, as applicable, to records related to your application of agreed-upon procedures.
- c) All matters and communications with regulatory agencies that would impact the cost report referenced above have been communicated to you.
- d) All known matters contradicting the cost report referenced above have been communicated to you.
- e) We are not aware of any material misstatements in the cost report referenced above.
- f) Any known events subsequent to the completion of the cost report that would have a material effect on the cost report have been disclosed to you.

BANNOCK COUNTY BOARD OF AMBULANCE DISTRICT

 Jeff Hough, Chair

 Ernie Moser, Commissioner

 Ken Bullock, Commissioner

BANNOCK COUNTY COMMISSIONERS

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 Phone: (208) 236-7210 • Fax: (208) 232-7363



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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:

Teri Jones

Department:

Event Center

Requestor Email:

tjones@bannockcounty.us

Item(s) to be considered:

Contract approval for Triple T Productions 50/50

Date of meeting being requested:

04/16/2026

Time requested:

5 Minutes

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

Contract

Contract/Agreement Begin Date:

06/26/2026

Contract/Agreement End Date:

08/08/2026

List of additional attendees:

Scott Crowther, Chaney Nielson, Teri Jones, & Ben Tibbitts

Bannock County Event Center Rental Agreement

This Rental Agreement is made by and between Bannock County, a political subdivision of the State of Idaho (hereinafter referred to as "BANNOCK COUNTY"), and Triple T Productions. (hereinafter referred to as "Triple T Productions").

THE PARTIES AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

1. NAME OF EVENT: Triple T Productions
2. DATES OF EVENT(S): June 26 & 27, 2026 and August 7, & 8, 2026
3. FEES: Triple T Productions shall pay BANNOCK COUNTY a fee of \$1500.00 per two-day weekend for the use of the storage container, concession room, and two big west cattle pens for a total of \$3920.00. Additional fees will be charged and paid according to usage.
4. PAYMENT: The entire balance owing shall be paid to BANNOCK COUNTY at least seven (7) days prior to the scheduled Event.
5. FACILITIES: Triple T Productions shall have exclusive access and use of the following facilities at the Event Center: Indoor Arena, Livestock Pens, Stalls, and Building D Stalls. Nothing contained herein shall contemplate the use or control of areas and/or structures yet to be developed or erected.
 - a. HORSE STALLS: Triple T Productions shall be responsible for the collection of any rent/fee they deem proper for use of the Horse Stalls; this agreement shall be solely between Triple T Productions and the user. Triple T Productions will split the Horse Stall fee with BANNOCK COUNTY 50 /50, with Triple T Productions receiving 50%, and BANNOCK COUNTY receiving 50%. Triple T Productions shall be responsible for complying with applicable state, local, and federal laws or regulations. Triple T Productions shall be responsible for scheduling and cleaning the stalls Triple T Productions shall place the manure/shavings outside each stall so Bannock County can dispose of the same. BANNOCK COUNTY will ensure the stalls are functional and in good repair prior to the Event.
 - b. Shavings/Sawdust: Triple T Productions shall be responsible for the collection of any fee they deem proper for shavings, which agreement shall be solely between Triple T Productions and the user. Triple T Productions will split the shaving fee with BANNOCK COUNTY 50 /50, with Triple T Productions receiving 50%, and BANNOCK COUNTY receiving 50%. Triple T Productions shall be responsible for complying with applicable state, local, and federal laws or regulations.
6. SPONSORSHIPS: BANNOCK COUNTY recognizes the right of Triple T Productions to obtain and display Sponsorships for this Event. No discriminatory, vulgar or offensive advertising of any kind shall be permitted on Bannock County property. Additionally,

BANNOCK COUNTY has current and ongoing independent sponsorships displayed in certain areas at the Facilities to be used. Triple T Productions shall in no way obstruct or hinder from view any sponsorships BANNOCK COUNTY may currently have displayed at the time of the Event.

7. EQUIPMENT USE: BANNOCK COUNTY shall provide Triple T Productions with a County tractor, water truck, and operator to work the arenas prior to practices and events. No other BANNOCK COUNTY equipment shall be used by Triple T Productions, its agents, officers, employees, volunteers, or patrons without the express written permission of BANNOCK COUNTY, along with a signed waiver.

8. MISCELLANEOUS TERMS AND CONDITIONS:
 - a. Triple T Productions is responsible for and shall pay to repair all damage caused by its employees, volunteers, agents, participants or invitees to any fixtures, equipment, facilities, and /or grounds as a result of use.
 - b. Use of the Facilities shall be in accordance with applicable state, local, and federal laws and regulations.
 - c. Approval must be obtained for the erection of buildings, tents, enclosures, structures, signs, outdoor; no nails, paint, or anything on walls; no tape on concrete floors.
 - d. All temporary structures, forms, booths, etc., shall be removed within 24 hours of the event.
 - e. Security is the responsibility of Triple T Productions at its own expense, as deemed necessary for the protection of valuable displays and buildings during the Event, day and night.

9. INSURANCE: Triple T Productions shall provide a Certificate of Insurance with general liability or special event liability coverage of at least \$1,000,000 per occurrence and \$2,000,000 in aggregate, naming Bannock County and its agents as additional insureds on the policy. The entity shall also provide proof of coverage with at least statutory minimums for workers' compensation, employer's liability, and auto on behalf of any of its employees, drivers, or vehicles who will be participating at the event or used at the location, which shall be delivered to the Bannock County Event Center Office ten (10) days prior to the Event.

10. HAZARDOUS ACTIVITY: Triple T Productions recognizes that this Event has activities that carry inherent risk or injury, property destruction, or death. As such, Triple T Productions shall obtain waivers and/or releases of liability from any and all participants in the activities. Said waivers shall contain, at a minimum, language contained in Paragraph 10(a). Said waivers are subject to the approval of BANNOCK COUNTY prior to use of the Facilities. Copies of signed waivers shall be provided to BANNOCK COUNTY upon request. This requirement does not, in any way, abrogate the requirement

for indemnification contained herein, abrogate the invocation of sovereign immunity herein, eliminate the requirement by the County for proof of sufficient insurance, nor abrogate any defenses or immunities provided by law.

- a. Triple T Productions shall have participants sign a release and discharge of Bannock County, its elected and appointed officials, and employees and agents from all actions, causes of action, damages, claims, or demands for all known or unknown personal injuries, property damage, or death resulting from or arising out of any participation in the above-described activity or event.
11. WARRANTIES: There are no express or implied warranties provided by BANNOCK COUNTY. Triple T Productions, in executing this agreement, is relying upon its own judgment, information, and inspection of the property.
 12. ENTRY BY BANNOCK COUNTY: BANNOCK COUNTY shall have the right to enter the Facilities at any time to examine the same and determine proper use and compliance with this Agreement.
 13. ASSIGNMENT OR SUBLETTING PROHIBITED: Triple T Productions shall not assign this rental agreement nor sublet the whole or any part thereof without the written consent of BANNOCK COUNTY, except as authorized in this agreement in Paragraph 6(a), Horse Stalls.
 14. TERMINATION: This Agreement may be terminated at any time by either party if the other party materially breaches any of its representations, warranties, or obligations under this Agreement. In the event of such breach, and prior to termination, the party alleging the breach must notify the other party in writing and state the nature of the breach, giving the breaching party an opportunity to cure. The time period for the opportunity to cure shall be reasonable, given the nature and timing of the alleged breach. Except as may be otherwise provided in this Agreement, such breach by either party will result in the other party being responsible to reimburse the non-defaulting party for all costs incurred directly as a result of the breach of this Agreement, and shall be subject to such damages as may be allowed by law, including all attorneys' fees and costs of enforcing this Agreement.
 15. GOOD FAITH: BANNOCK COUNTY and Triple T Productions shall continue to engage in good-faith communication and negotiation during the term of this agreement to help keep costs low for use by Triple T Productions while also contemplating the actual costs to BANNOCK COUNTY.
 16. ENTIRE AGREEMENT: This is the entire agreement of the parties and can only be modified or amended in writing by the parties.
 17. ATTORNEY FEES: If action is brought to enforce the terms or provisions of this lease or to enforce forfeiture for default or to collect damages for breach, the prevailing party in

such action shall be entitled to recover from the losing party reasonable attorney fees together with costs authorized by law.

18. NOTICES: Any notice required under this Agreement may be served upon BANNOCK COUNTY by hand delivery or USPS First-Class Mail, to Bannock County Event Center Office at 10588 Fairgrounds Road, Pocatello, ID 83201, and any notice may be served upon Triple T Productions by hand delivery or USPS First-Class Mail to Ben Tibbitts, Triple T Productions, 314 E. Rich Lane Blackfoot ID. 83221. Service of a notice by US Mail shall be deemed complete upon the date of the postmark by US Mail. Either party may change the address for services of notice by written notice to the other party.

DATED this _____ day of _____, 2026.

BANNOCK COUNTY EVENT CENTER DIRECTOR

_____ Date _____
Scott Crowther

BANNOCK COUNTY BOARD OF COMMISSIONERS

_____ Date 4/16/26
Jeff Hough, Chairman

_____ Date 4/16/26
Ernie Moser, Commissioner

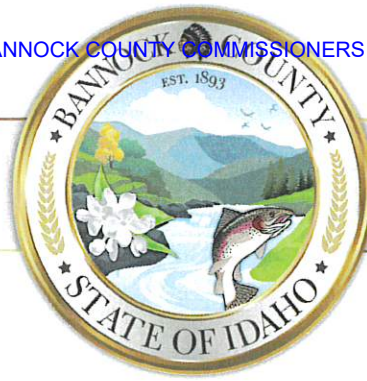
_____ Date 4/16/26
Ken Bullock, Commissioner

Triple T Productions

_____ Date _____
Ben Tibbitts

BANNOCK COUNTY COMMISSIONERS

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



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Business Meeting Agenda Request Form

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Requestor Name:

Tadd Green/Nancy Allen

Department:

Sheriff/Clerk

Requestor Email:

tgreen@bannockcounty.gov

Item(s) to be considered:

FY25 Edward Byrne Memorial Justice Assistance Grant - seeking permission to apply for equipment through the online federal system

Date of meeting being requested:

04/14/2026
 16 KD

Time requested:

5 Minutes

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

External Funding

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

BJA FY25 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Formula

Total Amount To Be Awarded Under This Funding Opportunity: \$96,384,585

Anticipated Award Ceiling: Up to \$4,098,693

Anticipated Period of Performance Duration: 48 months

Funding Opportunity Number: O-BJA-2025-172542

Deadline to submit SF-424 in Grants.gov: **April 21, 2026 by 11:59pm Eastern Time**
Deadline to submit application in JustGrants: **April 28, 2026 by 5:00pm Eastern Time**



BJA
Bureau of Justice Assistance
U.S. Department of Justice

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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 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Formula
Announcement Type	Initial
Funding Opportunity Number	O-BJA-2025-172542
Assistance Listing Number	16.738

Executive Summary

This NOFO will provide formula funding to eligible units of local government to, in general, support hiring additional personnel and/or purchase equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice or civil proceedings, including for any one or more of the following program areas:

1. Law enforcement programs.
 2. Prosecution and court programs.
 3. Prevention and education programs.
 4. Corrections and community corrections programs.
 5. Drug treatment and enforcement programs.
 6. Planning, evaluation, and technology improvement programs.
 7. Crime victim and witness programs (other than compensation).
 8. Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.
 9. Implementation of state crisis intervention court proceedings and related programs or initiatives, including but not limited to mental health courts, drug courts, veterans courts, and extreme risk protection order programs.
 10. Programs to purchase and operate unmanned aircraft systems (as defined in section 44801 of title 49, United States Code) to benefit public safety.
 11. Programs to purchase and operate counter-UAS systems (as defined in section 44801 of title 49, United States Code) included on the list of technologies established by subsection (d)(2)(A)(iii) section 210G of the Homeland Security Act of 2002 (6 U.S.C. 124n(d)(2)(A)(iii)) to exercise the authority granted under subsection (a)(2) of such section.
- **Category 1: Applicants with allocation amounts less than \$25,000**
Category 1 provides formula funding to eligible units of local government with FY25 JAG allocations less than \$25,000 as listed on the [JAG Allocations webpage](#). Applicants must use JAG funds consistent with the programmatic requirements outlined in this NOFO.
 - **Category 2: Applicants with allocation amounts \$25,000 or more**

Category 2 provides formula funding to eligible units of local government with FY25 JAG allocations of \$25,000 or more as listed on the [JAG Allocations webpage](#). Applicants must use JAG funds consistent with the programmatic requirements outlined in this NOFO.

Please see the [Eligible Applicants](#) section for the eligibility criteria.

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	March 13, 2026
SAM.gov Registration/Renewal	Recommend beginning process by March 13, 2026, and no later than March 27, 2026
Step 1: Grants.gov Application Deadline	11:59 p.m. Eastern Time on April 21, 2026
Step 2: JustGrants Application Deadline	5:00 p.m. Eastern Time on April 28, 2026

Funding Details

Total Amount To Be Awarded Under This Funding Opportunity: \$96,384,585

- **Competition ID, Category 1: Applicants with allocation amounts less than \$25,000**
 - **Anticipated Number of Awards:** 637
 - **Anticipated Award Ceiling:** \$24,975
 - **Anticipated Period of Performance Start Date:** October 1, 2024
 - **Anticipated Period of Performance Duration:** 24 months
- **Competition ID, Category 2: Applicants with allocation amounts \$25,000 or more**
 - **Anticipated Number of Awards:** 593
 - **Anticipated Award Ceiling:** \$4,098,693
 - **Anticipated Period of Performance Start Date:** October 1, 2024
 - **Anticipated Period of Performance Duration:** 48 months

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

Pub. L. No. 90-351, Title I, Part E, subpart 1 (codified at 34 U.S.C. 10151-10158); see also 28 U.S.C. 530C(a).

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

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

Hours of operation: 8:00 a.m. to 8:00 p.m. ET Monday–Friday, except on federal holidays

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**
 - Special district governments
 - City or township governments
 - County governments
 - Native American tribal governments (Federally recognized)

By law, for purposes of the JAG Program, the term “units of local government” includes a town, township, village, parish, city, county, borough, or other general-purpose political subdivision of a state, or it may be a federally recognized American Indian tribal government that performs law enforcement functions (as determined by the Secretary of the Interior). A unit of local government also may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes; for example, in Louisiana, a unit of local government means a district attorney or parish sheriff.

Prior to starting an application to this NOFO, all prospective unit of local government applicants should check the [JAG Allocation page](#) and the link to their relevant state to determine if they are eligible for a direct award from BJA.

- Eligible applicants with allocation amounts of less than \$25,000 must apply to Category 1.
- Eligible applicants with allocation amounts of \$25,000 or more must apply to Category 2.
- Only one eligible unit of local government that is a member of a disparate group may apply for funding as the fiscal agent for the other members of the group.
- Applications from ineligible units of local government (i.e., not listed in the allocation charts) will not be accepted for funding.

Cost Sharing/Match Requirement

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



PROGRAM DESCRIPTION

General Purpose of the Funding

This NOFO will provide formula funding to eligible units of local government to, in general, support hiring additional personnel and/or purchase equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice or civil proceedings, including for any one or more of the following program areas:

1. Law enforcement programs.
2. Prosecution and court programs.
3. Prevention and education programs.
4. Corrections and community corrections programs.
5. Drug treatment and enforcement programs.
6. Planning, evaluation, and technology improvement programs.
7. Crime victim and witness programs (other than compensation).
8. Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.
9. Implementation of state crisis intervention court proceedings and related programs or initiatives, including but not limited to mental health courts, drug courts, veterans courts, and extreme risk protection order programs.
10. Programs to purchase and operate unmanned aircraft systems (as defined in section 44801 of title 49, United States Code) to benefit public safety.
11. Programs to purchase and operate counter-UAS systems (as defined in section 44801 of title 49, United States Code) included on the list of technologies established by subsection (d)(2)(A)(iii) section 210G of the Homeland Security Act of 2002 (6 U.S.C. 124n(d)(2)(A)(iii)) to exercise the authority granted under subsection (a)(2) of such section.

This NOFO has two categories:

Category 1: Applicants with allocation amounts less than \$25,000

Category 1 provides formula funding to eligible units of local government with FY25 JAG allocations less than \$25,000 as listed on the [JAG Allocations webpage](#). Applicants must use JAG funds consistent with the programmatic requirements outlined in this NOFO.

Category 2: Applicants with allocation amounts \$25,000 or more

Category 2 provides formula funding to eligible units of local government with FY25 JAG allocations of \$25,000 or more as listed on the [JAG Allocations webpage](#). Applicants must use JAG funds consistent with the programmatic requirements outlined in this NOFO.

In connection with all of the above purposes, it should be noted that the JAG statute, at [34 U.S.C. § 10152](#), defines “criminal justice” as “activities pertaining to crime prevention, control, or reduction, or the enforcement of the criminal law, including but not limited to police efforts to prevent, control, or reduce crime or to apprehend criminals, including juveniles, activities of courts having criminal jurisdiction, and related agencies (including but not limited to prosecutorial and defender services, juvenile delinquency agencies and pretrial service or release agencies), activities of corrections, probation, or parole authorities and related agencies

assisting in the rehabilitation, supervision, and care of criminal offenders, and programs relating to the prevention, control, or reduction of narcotic addiction and juvenile delinquency.”

Additionally, JAG funds awarded under this NOFO may be used for any purpose indicated here: [Purposes for Which Funds Awarded Under the Edward Byrne Memorial Justice Assistance Grants \(JAG\) Program May Be Used](#).

Areas of Emphasis

BJA recognizes that many state and local criminal justice systems currently face challenging fiscal environments and that an important, cost-effective way to relieve those pressures is to share or leverage resources through cooperation among federal, state, local, tribal and territorial (SLTT) law enforcement. BJA encourages SLTT recipients of FY25 JAG funding to join federal law enforcement agencies in addressing the following challenges:

Combatting Violent Crime: JAG funds may be used to implement, enhance, or expand projects that combat violent crime. This should include directly supporting law enforcement operations. Specific activities could include addressing human trafficking of American citizens; dismantling criminal gangs, street crews, and drug networks, including drug manufacturing, dealing, and trafficking; and cracking down on the open use of illegal drugs. State and local agencies are encouraged to coordinate with their United States Attorneys and Project Safe Neighborhoods grantees in order to leverage JAG funding for violence reduction projects, to include the DOJ Operation Take Back America to eliminate cartels and transnational criminal organizations; and to coordinate their law enforcement activities with those of federal law enforcement agencies such as the Federal Bureau of Investigation (FBI), the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), the Drug Enforcement Administration, the United States Marshals Service, and the Department of Homeland Security.

Further, state and local agencies may use JAG funds to protect the public, critical infrastructure, mass gathering events, and public facilities from threats posed by the careless or unlawful use of unmanned aircraft systems (UAS) as well as to interrupt drug cartels use of UAS for smuggling and surveilling law enforcement, to include purchase of UAS (see BJA's [UAS page](#) for prior approval requirements before using JAG funds for UAS or counter-UAS) or equipment or services for the detection, tracking, or identification of drones and drone signals.

Immigration Enforcement: State and local agencies may use JAG funds to partner with federal law enforcement on immigration enforcement operations (e.g., information sharing, 287(g) partnerships, task forces, and honoring detainees), protecting critical infrastructures, and information/intelligence problems.

Safe Communities: State and local agencies may use JAG funds to support services to American citizens and American victims of crime to create safe communities. JAG funds can be used to collaborate with federal law enforcement and task forces to address endemic vagrancy and encampments that create safe havens for drugs, crime, and human trafficking. Additionally, state and local agencies may use JAG funds to focus on improving public order and quality of life through enforcement and prosecution of nuisance abatement and blight including, among other things, petty larceny and criminal damage to property, as well as utilization of maximally flexible civil commitment,

institutional treatment, and step-down treatment standards to address untreated mental health and substance use disorders. JAG funds may also be used to support American victims of trafficking and sexual assault.

Safe Houses of Worship: State and local agencies may use JAG funds to respond to and deter threats to houses of worship and other religious institutions, including religious schools. Religious institutions have recently been targeted for acts of violence and desecration. These organizations typically lack sufficient security resources to respond to heightened threats. State and local law enforcement support to houses of worship, religious schools, and other religious institutions is an effective way to combat such threats.

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

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. As specified in the DOJ Grants Financial Guide, in Chapter 3.13 “Unallowable Costs” (“Legal Services for Aliens”), 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.

Formula Allocations

The FY25 Local JAG Allocations are listed on the [JAG Allocations webpage](#), with separate lists for each state. **As explained in [Eligibility](#), only listed eligible units of local government may apply to receive direct JAG funding from BJA.**

According to the JAG Program statute, a “disparity” may exist between the funding eligibility of a county and its associated municipalities. See 34 U.S.C. § 10156(d)(4). **Units of local government identified by BJA as disparate must select a fiscal agent that will submit an application for the total allocation that includes all disparate jurisdictions.** A memorandum

of understanding (MOU) that identifies which jurisdiction will serve as the applicant or fiscal agent for joint funds must be completed and signed by each participating jurisdiction's authorized representative. Once an award is made, the fiscal agent will be responsible for distributing award funds to the other jurisdictions in the disparate group through subawards that include all appropriate award conditions. **Notes on identifying disparity in the allocation lists:**

- Disparate units of local government are listed in shaded groups, in alphabetic order by county. Units of local government identified as disparate must select one unit of local government to submit an application on behalf of the disparate group.
- Counties that have an asterisk (*) under the "Direct Allocation" column did not submit the level of violent crime data to qualify for a direct award from BJA but are in the disparate grouping indicated by the shaded area. The JAG legislation requires these counties to remain a partner with the local jurisdictions receiving funds and be a signatory on the required MOU.
- Direct allocations are listed alphabetically below the shaded disparate groupings.

Please note that disparate jurisdictions do not need to abide by the listed individual allocations. Jurisdictions in a funding disparity are responsible for determining individual amounts within the Eligible Joint Allocation and documenting individual allocations in the MOU. See the [JAG FAQs](#) for more information. A [sample MOU](#) is also available.

The JAG statutory formula is fully described within the [JAG Technical Report](#).

Other JAG Statutory Requirements

Certification and Assurances: The JAG statute, at [34 U.S.C. § 10153 \(A\)\(1-5\)](#), details requirements related to governing body review and public comment of a JAG application, prohibition on supplanting, as well as other requirements for which JAG recipients must submit to BJA certification and assurances. See [Additional Application Components](#) section for more details.

Prohibited Items: The JAG statute, at [34 U.S.C. § 10152](#), prohibits the use of JAG funds for certain items, and prohibits the use of JAG funds for other items unless BJA grants a waiver. The [JAG Prohibited Expenditures Guidance](#) provides lists, details, definitions, and procedures for prohibited expenditures under the BJA JAG Program. See [Application Contents, Submission Requirements, and Deadlines: Budget Worksheet and Budget Narrative](#) and [Additional Application Components](#) for more details.

Administrative Costs: The JAG statute, at [34 U.S.C. § 10152](#), requires that not more than 10 percent of a JAG grant may be used for costs incurred to administer such grant. See [Application Contents, Submission Requirements, and Deadlines: Budget Worksheet and Budget Narrative](#) for more details.

Trust Fund: The JAG statute, at [34 U.S.C. § 10158](#), requires that a State or unit of local government that elects to draw down JAG funds in advance must establish a trust fund in which to deposit amounts. The trust fund must be in an interest-bearing account, unless one of the exceptions in [2 C.F.R. § 200.305\(b\)\(11\)](#) apply. See the [JAG FAQs](#) for more details.

Program Goals and Objectives

Goal: Improve the administration of the criminal justice system.

Objective 1: Provide states with additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems.

Objective 2: Assist units of local government with their criminal justice needs.

How Awards Will Contribute to Program Goals/Objectives

BJA anticipates that unit of local government recipients of JAG funding will use the funding to improve the administration of the criminal justice system.

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 identified above. 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

Recipients under this funding opportunity will not submit any deliverables beyond the standard [Post-Award Requirements and Administration](#).

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/jag-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 Identifiers (UEIs) 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 subject to [Executive Order \(E.O.\) 12372](#) (Intergovernmental Review). States that participate in the Intergovernmental Review process have an opportunity to review the applicant's submission. An applicant may find the names and addresses of state Single Points of Contact (SPOCs) for Intergovernmental Review at <https://www.ojp.gov/IntergovernmentalReviewSPOCList.pdf>. If the applicant's state appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the state's process under E.O. 12372. On the SF-424, an applicant whose state appears on the SPOC list must make the appropriate selection in response to question 19 once the applicant has complied with its state E.O. 12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting, "Program is subject to E.O. 12372 but has not been selected by the state for review."

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. After the application deadline, 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](#).

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—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. Examples of brief Proposal Abstracts are included below.

JAG Abstract Examples

- The city of [\[insert\]](#) will use JAG funds for overtime for increased patrols to bolster the security of at-risk religious institutions, such as houses of worship and religious schools.
- The county of [\[insert\]](#) will use JAG funds to purchase police cruisers and officer personal protected equipment for increased law enforcement operations.

Disparate JAG Abstract Example

The disparate jurisdictions of [\[insert\]](#) and [\[insert\]](#) will use JAG funds for technology improvements and law enforcement equipment. Specifically, the county of [\[insert\]](#) will

use JAG funds to replace its records management system, and the city of [insert] will use JAG funds to purchase ruggedized laptops for officers.

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.

JAG Survey

Applicants will be required to respond to JAG specific survey questions as part of the JustGrants application. Please refer to the steps below to help guide you through initiating, completing, modifying, and obtaining the status of the survey in the JustGrants system:

- To initiate the survey, please click on the survey title to open.
- When you have completed the survey, please click the “Finish” button in the lower right corner of the screen. The system will direct you to a review screen displaying your survey responses.
- To go back to the main application screen, go to the “Actions” menu in the top right corner of the screen and select “Close” to exit the survey review screen.
- The survey you just completed will still display an “Open” status. To confirm the completed status of your survey, go back to the “Actions” menu and select “Refresh.” The status of your completed survey will change to “Resolved—Completed.”
- If you would like to verify the responses to a completed survey, you may click the survey title to reopen it and view your saved responses.
- If you would like to change and/or update the responses to a completed survey, you may click the “Reopen” option to update your saved responses.

Proposal Narrative

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 10 pages.

Sections of the Proposal Narrative: The Proposal Narrative should include the three sections listed below.

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

- Identify the issues the unit(s) of local government intend(s) to address with JAG funds, to include gaps in the jurisdiction's needed resources for criminal justice purposes.
 - Include discussion of any issues that arose in administering previous fiscal years' JAG awards, if applicable, and how its strategy and funding priorities will address the issues.
- 2. Project Design and Implementation:** How will the proposed project address the need identified and address the purpose of the NOFO? Please include:
- Describe the unit(s) of local government process, if any, for engaging stakeholders from across the justice continuum and how that input informs priorities and decisions on the statutory JAG program areas under which it will use funding.
 - Describe how JAG funds will be coordinated with state and related justice funds.
 - Provide description of the programs to be funded over the 4-year grant period, to include any subawards.
- 3. Capabilities and Competencies:** What administrative and technical capacity and expertise does the applicant bring to successfully complete this project? Please include:
- Describe the applicant's capacity to deliver the proposed project and meet the requirements of the award, including collecting and reporting the required performance measure data. Who will be responsible for this task, and how will the applicant collect the data? Refer to [Program Description: Performance Measures](#) for additional details on performance measures for this funding opportunity.
 - Describe the fiscal agent's capacity for administering the JAG award and subawards during the four-year project period, to include required subrecipient monitoring.
 - Describe any additional strategic planning and coordination efforts in which the unit of local government participates with other criminal justice agencies.
 - Please provide an overview of any evidence-informed programs that have been implemented successfully and how those programs might inform implementation of strategic plan priorities.

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 Worksheet and Budget Narrative (Attachment)

The applicant will complete the budget worksheet attachment and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

In addition to those instructions, Local JAG applicants must include in the budget worksheet the following:

- If using funds for administering the grant, provide clear designation for any cost line items that are JAG administrative costs within each budget category and project year. For example, in the line item description or explained in the narrative section.
- For applications for disparate groups, the preference is for the applicant to include a single budget worksheet and narrative that lists each jurisdiction's proposed costs by category, labeled to distinguish the use between partner agencies. Alternatively,

separate budget attachments for each partner of unit of local government are acceptable.

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

Funding Restrictions

See “[Unallowable Use of Funds](#).”

Limitation on administrative costs: Funds may not be used for administrative costs that exceed 10 percent of the total award amount. This includes direct and any indirect costs.

Prohibition of supplanting: 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.

Prohibited items: The JAG statute, at [34 U.S.C. § 10152](#), prohibits the use of JAG funds for certain items, and prohibits the use of JAG funds for other items unless BJA grants a waiver. The [JAG Prohibited Expenditures Guidance](#) provides lists, details, definitions, and procedures for prohibited expenditures under the BJA JAG Program.

Unmanned Aircraft Systems (UAS) and Counter-UAS (C-UAS): The purchase of UAS (also referred to as unmanned aerial vehicles or drones, including their accessories) is allowable under JAG only with express prior approval from BJA. To request such approval, the recipient (or subrecipient, at any tier) must submit a written certification that only those UAS verified by the Defense Contract Monitoring Agency's “Blue UAS Cleared List” or any successor list (available at <https://bluelist.appsplatformportals.us/>) as not manufactured by a “covered foreign entity” may be purchased or operated under the federal award. The certification also states that no modifications or additional accessories may be introduced to the UAS funded by the award, and that the purchased UAS will not be used to process, store, or transmit federal information.

The purchase of C-UAS is also allowable under JAG only with express prior approval from BJA. To request such approval, the recipient (or subrecipient, at any tier) must submit a written certification that C-UAS will only be procured and operated in compliance with all applicable federal, state, and local laws and regulations (including criminal, surveillance, aviation, and communications laws), that only federally-approved C-UAS purchases will be purchased, and that the recipient has consulted qualified legal counsel to review the proposed purchase and operation of the C-UAS. The certification also requires the recipient to complete federal training requirements and obtain all required approvals, certifications, licenses, and authorizations prior to deployment. The certification also states that no modifications or additional accessories may be introduced to the C-UAS funded by the award.

The recipient or subrecipient also must assure BJA that the entity has sufficient policies and procedures regarding privacy, civil liberties, and information technology cybersecurity related to operation of the UAS or C-UAS. Finally, the recipient or subrecipient may be required to provide additional documentation to verify purchase and the related policies for the UAS or C-UAS. Additional information may be found on the [BJA UAS website](#).

Body Armor: A JAG award recipient that proposes to purchase body armor with JAG funding must provide to OJP a certification(s) that it has a written “mandatory wear” policy in effect (see [34 U.S.C. § 10202\(c\)](#)). The certification form related to mandatory wear can be found at: [JAG Body Armor Mandatory Wear Policy Certification](#). Further, before making any subawards for body armor purchases, the direct JAG award recipient must collect a completed body armor certification from the proposed subrecipient. Any such certifications must be maintained by the direct JAG award recipient and made available to OJP upon request. For more information, please refer to the [JAG FAQs](#).

Body-worn Cameras (BWCs): A JAG award recipient that proposes to purchase BWC equipment or implement or enhance BWC programs with JAG funding must provide to OJP a certification(s) that it has policies and procedures in place related to BWC equipment usage, data storage and access, privacy considerations, and training. The certification form related to BWC policies and procedures can be found at: [JAG BWC Policy Certification](#). Further, before making any subawards for BWC-related expenses, the direct JAG award recipient must collect a completed BWC certification from the proposed subrecipient. Any such certifications must be maintained by the direct JAG award recipient and made available to OJP upon request. For more information, please refer to the [JAG FAQs](#).

Extreme Risk Protection Order Programs: An extreme risk protection order (ERPO) empowers law enforcement, and in some states, family members, health care providers, and others to petition a court for a civil order that temporarily prevents a person from accessing firearms if they are found to be a danger to themselves. If states use their JAG funds to support ERPO programs, ERPO programs must include, at a minimum:

1. Pre-deprivation and post-deprivation due process rights that prevent any violation or infringement of the Constitution of the United States, including, but not limited to, the Bill of Rights and the substantive or procedural due process rights guaranteed under the 5th and 14th amendments to the Constitution of the United States, as applied to the States and as interpreted by State courts and United States courts (including the Supreme Court of the United States). Such programs must include, at the appropriate phase to prevent any violation of constitutional rights, at minimum, notice, the right to an in-person hearing, an unbiased adjudicator, the right to know opposing evidence, the right to present evidence, and the right to confront adverse witnesses.
2. The right to be represented by counsel at no expense to the government.
3. Pre-deprivation and post-deprivation heightened evidentiary standards and proof that mean not less than the protections afforded to a similarly situated litigant in federal court or promulgated by the state’s evidentiary body, and sufficient to ensure the full protections of the Constitution of the United States, including but not limited to the Bill of Rights and the substantive and procedural due process rights guaranteed under the 5th and 14th amendments to the Constitution of the United States, as applied to the States and as interpreted by State courts and United States courts (including the Supreme Court of the United States). The heightened evidentiary standards and proof under such programs must, at all appropriate phases to prevent any violation of any constitutional right, at minimum, prevent reliance upon evidence that is unsworn or unaffirmed, irrelevant, based on inadmissible hearsay, unreliable, vague, speculative, and lacking a foundation.
4. Penalties for abuse of the program.

Prior to the expenditure of FY25 JAG funds for an ERPO program, a [Certification of Compliance with Pub. L. No. 90-351, Title I, Sec. 501\(a\)\(1\)\(I\)\(iv\)](#) must be signed by a principal legal officer and submitted to BJA. See the [JAG FAQs](#) for additional information.

DNA Testing of Evidentiary Materials and Uploading DNA Profiles to a Database: If JAG Program funds are to be used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), the national DNA database operated by the FBI, by a government DNA lab with access to CODIS. JAG funds may not be used for Rapid DNA testing of evidentiary material (e.g., crime scene samples, sexual assault kits) because the FBI has not authorized results of this testing for upload to CODIS. No DNA profiles generated with JAG funding may be entered into any other nongovernmental DNA database without prior written approval from BJA. Additionally, award recipients utilizing JAG funds for forensic genealogy testing must adhere to the [DOJ Interim Policy Forensic Genealogical DNA Analysis and Searching](#). For more information about DNA testing as it pertains to JAG, please refer to the [JAG FAQs](#).

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 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): This notice of funding opportunity expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Limitation on Use of Award Funds for Employee Compensation; Waiver” provisions in the “Financial Information” section of the OJP [Grant Application Resource Guide](#).

Disclosure of Process Related to Executive Compensation (if applicable): This notice of funding opportunity expressly modifies the Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this funding opportunity are not required to provide this disclosure.

Additional Application Components

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

- **Certifications and Assurances by the Chief Executive of the Applicant Government:** A JAG application is not complete, and a direct award recipient may not access award funds, unless the chief executive of the applicant government (e.g., the mayor, city manager, or presiding Board member) properly executes, and submits, the “Certifications and Assurances by the Chief Executive of the Applicant Government” found at: [FY25 JAG – Certifications and Assurances by the Chief Executive of the Applicant Government](#). This certification contains assurances that the governing body notification and public comment requirements, which are required under the JAG statute (at [34 U.S.C. § 10153\(a\)\(2\)](#)), have been satisfied. OJP will not deny an application for a JAG award for failure to submit these “Certifications and Assurances by the Chief Executive of the Applicant Government” by the application deadline, but an award recipient will not be able to access award funds (and its award will include a condition that withholds funds) until it submits these certifications and assurances properly executed by its respective Chief Executive. **Memorandum of Understanding (if applicable):** Only required for disparate jurisdictions, as detailed in [Formula Allocations](#). At a minimum, the MOU must 1) identify which jurisdiction will serve as the applicant or fiscal agent for the disparate group; and 2) identify the agreed upon funding amounts for each locality. The MOU must be completed and signed by an official who has authority to enter into a memorandum of understanding on behalf of each jurisdiction. Generally, BJA would expect this to be the chief executive of the jurisdiction. Additional documentation may be requested by BJA to determine signing authority. A [sample MOU](#) is available. If the MOU is missing or incomplete, BJA will issue an award agreement, but funds will be withheld until a properly executed MOU is submitted.
- **BWC Policy Certification (if applicable):** Only required if the direct recipient will be using JAG funds for a BWC project. See [Budget Worksheet and Budget Narrative](#) for more information and link to the form. If the direct recipient is proposing to use funds for

BWC but the certification is missing or insufficient, BJA will issue an award agreement, but funds will be withheld until a certification is submitted.

- **Body Armor Mandatory Wear Certification (if applicable):** Only required if the direct recipient will be using JAG funds for body armor. See [Budget Worksheet and Budget Narrative](#) for more information and link to the form. If the direct recipient is proposing to use funds for body armor but the certification is missing or insufficient, BJA will issue an award agreement, but funds will be withheld until a certification is submitted.
- **Extreme Risk Protection Order (ERPO) Certification (if applicable):** Only required if JAG funds will be used for an ERPO program. See [Budget Worksheet and Budget Narrative](#) for more information and link to the form. If the application is proposing to use funds for ERPO but the certification is missing or insufficient, BJA will issue an award agreement, but funds will be withheld until a certification is submitted.
- **Prohibited Expenditure Waiver Request (if applicable):** Only required if a JAG applicant would like to request a pre-award waiver to purchase a specific prohibited expenditure request, as detailed in the [JAG Prohibited Expenditure Guidance](#). A JAG applicant may submit a waiver request with its application, by attaching the letter described in the Guidance document in the “Procedures,” #2. If the application is proposing to use funds for a JAG prohibited expenditure but the waiver request is missing or insufficient, BJA will issue an award agreement, but funds will be withheld until a waiver request is submitted and approved via grant award modification (GAM).
- **Unmanned Aircraft System (UAS) Certification (if applicable):** Only required if a JAG application will include costs for UAS in the budget. See [Budget Worksheet and Budget Narrative](#) for more information and link to the UAS certification. If the application is proposing to use funds for UAS but the certification is missing or insufficient (or if the requested budget information is not sufficient), BJA will issue an award agreement but funds will be withheld until a UAS certification is submitted and approved via grant award modification (GAM).
- **Counter-UAS Certification (if applicable):** Only required if a JAG application will include costs for C-UAS in the budget. See [Budget Worksheet and Budget Narrative](#) for more information and link to the C-UAS certification. If the application is proposing to use funds for C-UAS but the certification is missing or insufficient (or if the requested budget information is not sufficient), BJA will issue an award agreement but funds will be withheld until a C-UAS certification is submitted and approved via grant award modification (GAM).

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

Review Process and Criteria

OJP will review applications to ensure the applicant is eligible to receive JAG formula funding per the [JAG Allocations](#); and that information presented is reasonable, understandable, measurable, achievable, and consistent with the goals of the funding opportunity. See the [OJP Grant Application Resource Guide](#) for information on the application review process for formula grants.

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 additional post-award conditions and oversight for any 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 program office recommendations but also other factors as indicated in the “Application Review” section. 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. An 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.



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 (Category 2) or annual (Category 1) 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.
- Quarterly DCRA reports.

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 (in appropriate cases, OJP may require additional reports).

Performance Measure Reporting

Award recipients are required to submit quarterly performance measure data in the Performance Measurement Tool (PMT) and separately submit semi-annual or annual performance reports in JustGrants depending on the category. 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 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Formula

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, assistance listing number, or keyword(s).
- Select the correct Competition ID.
- 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 Worksheet and Budget Narrative](#)), and includes cost sharing if applicable (see [Eligibility: Cost Sharing/Match Requirement](#)).
- 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.**
- Submit documents for Intergovernmental Review.
- 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 the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or support@grants.gov and the OJP Response Center at 800-851-3420 or OJP.ResponseCenter@usdoj.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](#))
 - JAG Survey
- Upload the Proposal Narrative.
- Upload the Budget Worksheet and Budget Narrative attachment.
- Upload the other budget/financial attachments, as applicable.
- Upload additional application components, as applicable.
- Complete the required 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.

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.

GRANT TEAM RISK ASSESSMENT FOR GRANTS

Department:	<u>Sheriffs</u>	Apply for award	X
Project name:	<u>Edward Bryne Memorial Grant</u>	Do not apply	
Assistance Listing #	<u>16.738</u>	Federal Procurement	
<i>(formerly CFDA #)</i>			
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 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 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 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:			100 Score
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		
Auditing/Grant Team: <i>LuAnn Losee</i>	Date:	04/07/26	
Override of Recommendation not to apply: Justification:	Date:		
Commissioner:	<i>Jeff Hough</i>	Date:	<i>4/16/26</i>

<h2>Grant Team Assessment:</h2> <p>(To be completed by the Grant Team)</p>	
Does the project align with the grant criteria?	yes
Is the project feasible?	yes
Can we meet the matching requirement?	yes
Is the initiating department able to adequately manage the grant?	yes
Are there other consideration? If so, please describe:	None
Other departments to involve:	None
Summary of Department comments/ recommendation:	
Project/Grant Program Manager Contact Information: Tadd Green	
Auditing Department: Recommend Application	Do Not Recommend Application
Signatures: <i>[Signature]</i> Comments:	
Legal: Recommend Application	Do Not Recommend Application
Signatures: Comments:	
BOCC: Recommend Application	Do Not Recommend Application
Comments:	

Chairman Signature Jeff Hough Date 4-16-26

**Edward Byrne Memorial Justice Assistance Grant
Program O-BJA-2025-172542**

Memorandum of Understanding

This Memorandum of Understanding (MOU) is intended to Provide Technical upgrades for the Disparate Agencies in Bannock County.

This AGREEMENT is made and entered into by and between:

The **Bannock County Sheriff's Office** and The **Pocatello Police Department** hereinafter referred to as "Contractor" and the Justice Assistance Grant Program, hereinafter referred to as "JAG". Total funding available is **\$35,968.00**

IT IS THE PURPOSE OF THIS AGREEMENT to provide funding to provide Technical upgrades for the local law enforcement agencies.

IT IS, THEREFORE, MUTUALLY AGREED THAT:

1. All agencies involved must be in compliance with all Federal guidelines as spelled out in the grant application
2. The **Bannock County Sheriff's Office** will manage this grant and all reports will be filed with them annually until the final report is submitted.
3. Contractor: The **Pocatello Police Department** will receive **\$21,580.80** in funding and that the funds will be used as outlined in their Program and Budget Narratives.
4. Contractor: The **Bannock County Sheriff's Office** will receive **\$14,387.20** in funding and that the funds will be used as outlined in their Program and Budget Narratives.

Program O-BJA-2025-172542

IN WITNESS WHEREOF, PARTIES HAVE EXECUTED THIS AGREEMENT.

Hough, Jeff Bannock County Commissioner April 16, 2026
Date

Dahlquist, Mark Mayor Pocatello City Date

Cpl. Green, Tadd Grant Manager Date

Effective Date:

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Edward Byrne Memorial Justice Assistance Grant Program FY 2025 Local Solicitation

Certifications and Assurances by the Chief Executive of the Applicant Government

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2025 Edward Byrne Memorial Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (e.g., city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.
7. If the applicant named below is not the unit of local government itself, I certify that it is an instrumentality of the unit of local government and is approved to serve as the applicant and recipient of FY 2025 JAG funding on behalf of the unit of local government.

Signature of Chief Executive of the Applicant Unit of Local Government

Jeff Hough

Printed Name of Chief Executive

Bannock County

Name of Applicant Unit of Local Government

4/16/26

Date of Certification

Commission Chairman

Title of Chief Executive



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

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](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/Procurement

Item to be considered/background:

A request for a potential signature on a contract with Retroscape, LLC.

How much time will be needed? Meeting date requested:

5 minutes

4/16/26

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:

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

Commissioner Office Only:
Date: 4/16/26 Time: _____

LAVA RANCHES FUELS REDUCTION PHASE 2

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CONTRACT FOR BRUSH REMOVAL PROJECTS

This contract is entered into this 16th Day of April, 2026 by and between Bannock County, herein referred to as "County" and Retroscape, LLC, herein referred to as "Contractor".

ARTICLE 1 - THE WORK

1.01 Work

- A. Work includes all labor, materials, equipment, services, and documentation necessary to complete the specifications described in the Contract Documents.
- B. The Contractor shall complete all Work as specified or indicated in the Contract Documents.

ARTICLE 2 - CONTRACT DOCUMENTS

2.01 Intent of Contract Documents

- A. It is the intent of the Contract Documents to describe a functionally complete project. The Contract Documents do not indicate or describe all of the Work required to complete the Project. This Contract supersedes prior negotiations, representations, and agreements, whether written or oral. The Contract Documents are complementary; what is required by one part of the Contract Documents is as binding as if required by other parts of the Contract Documents.
- B. During the performance of the Work and until final payment, Contractor, Project Field Specialist and Project Administrator shall submit all matters in question concerning the requirements of the Contract Documents or relating to the acceptability of the Work under the Contract Documents to the County. County will be the initial interpreter of the requirements of the Contract Documents, and judge of the acceptability of the Work thereunder.
- C. County will render a written clarification, interpretation, or decision on the issue submitted, or initiate a modification to the Contract Documents.
- D. Contractor, and its subcontractors and suppliers, shall not have or acquire any title to or ownership rights to any of the Drawings, Specifications, or other documents prepared by County or its consultants.

2.02 Contract Documents Defined

- A. The Contract Documents consist of the following documents:
 - 1. This Contract.
 - 2. Performance bond.
 - 3. Request for Services
 - 4. Pre-bid Documents
 - a. Bidding Sheet
 - b. Project Map
 - 5. Addenda.

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6. The following which may be delivered or issued on or after the Effective Date of the Contract:
 - a. Change Orders
 - b. Addenda

ARTICLE 3 - PROJECT MANAGEMENT

3.01 Project Management

- A. This Project will include an Administrator and On-site Field Specialist, designated by County.

ARTICLE 4 - CONTRACT TIMES

4.01 Contract Times

- A. The Work will be completed and ready for final payment on or before the completion deadline set in the project documents.

4.02 Liquidated Damages

- A. Contractor and County recognize that time is of the essence in the performance of the Contract, and that County will incur damages if Contractor does not complete the Work according to the requirements of Paragraph 4.01. Because such damages for delay would be difficult and costly to determine, County and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay Owner \$100 for each day that expires after the Contract Time for final completion.

4.03 Delays in Contractor's Progress

- A. If County, Project Field Specialist, Project Administrator, or anyone for whom County is responsible, delays, disrupts, or interferes with the performance or progress of the Work, then Contractor shall be entitled to an equitable adjustment in the Contract Times. Contractor's entitlement to an adjustment of the Contract Times is conditioned on such adjustment being essential to Contractor's ability to complete the Work within the Contract Times.
- B. Contractor shall not be entitled to an adjustment in Contract Price or Contract Times for delay, disruption, or interference caused by or within the control of Contractor or their subcontractors or suppliers.
- C. If Contractor's performance or progress is delayed, disrupted, or interfered with by unanticipated causes not the fault of and beyond the control of County, Contractor, and those for which they are responsible, then Contractor shall be entitled to an equitable adjustment in Contract Times.
- D. Contractor shall not be entitled to an adjustment in Contract Price or Contract Times for any delay, disruption, or interference if such delay is concurrent with a delay, disruption, or interference caused by or within the control of Contractor or Contractor's subcontractors or suppliers.

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ARTICLE 5 - CONTRACT PRICE

5.01 Payment

- A. Owner shall pay Contractor in accordance with the Contract Documents, in an amount not to exceed that which is described in the project documents for all Work. Payments shall not be made until work is completed to standards set forth in the Contract Documents.

ARTICLE 6 - BONDS AND INSURANCE

6.01 Bonds

- A. Before starting Work, Contractor shall furnish a performance bond from surety companies that are duly licensed or authorized to issue bonds in the required amounts in the jurisdiction in which the Project is located. Each bond shall be in an amount equal to the Contract Price, as security for the faithful performance and payment of all of Contractor's obligations under the Contract. These bonds shall remain in effect until the completion of the correction period specified in Paragraph 7.12

6.02 Insurance

- A. Before starting Work, Contractor shall furnish evidence of insurance from companies that are duly licensed or authorized in the jurisdiction in which the Project is located. Contractor shall provide insurance in accordance with the following:
 - 1. Contractor shall provide coverage for not less than the following amounts, or greater where required by Laws and Regulations:
 - a. \$1,000,000 Per Occurrence
 - b. \$2,000,000 Policy Aggregate
 - c. \$1,000,000 Products Liability/Completed Operations
 - d. \$1,000,000 Personal and Advertising Injury
 - e. \$ 50,000 Fire legal
 - f. \$ 5,000 Medical Payments
- B. All insurance policies required to be purchased and maintained will contain a provision or endorsement that the coverage afforded will not be canceled or materially changed or renewal refused until at least 10 days prior written notice has been given to the insured and additional insured.
- C. Automobile liability insurance provided by Contractor shall provide coverage against claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance, or use of any motor vehicle. The automobile liability policy shall be written on an occurrence basis.
- D. Contractor's commercial general liability policy shall be written on a 1996 or later ISO commercial general liability occurrence form and include the following coverages and endorsements:
 - 1. Blanket contractual liability coverage to the extent permitted by law;
 - 2. Broad form property damage coverage; and

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3. Severability of interest; underground, explosion, and collapse coverage; personal injury coverage.
- E. The Contractor's commercial general liability and automobile liability, umbrella or excess, and pollution liability policies shall include and list County as additional insureds; and the insurance afforded to these additional insureds shall provide primary coverage for all claims covered thereby (including as applicable those arising from both ongoing and completed operations) on a non-contributory basis.
- F. Umbrella or excess liability insurance shall be written over the underlying employer's liability, commercial general liability, and automobile liability insurance. Subject to industry-standard exclusions, the coverage afforded shall be procured on a "follow the form" basis as to each of the underlying policies. Contractor may demonstrate to County that Contractor has met the combined limits of insurance (underlying policy plus applicable umbrella) specified for employer's liability, commercial general liability, and automobile liability through the primary policies alone, or through combinations of the primary insurance policies and an umbrella or excess liability policy.
- G. The Contractor shall provide property insurance covering physical loss or damage during work to any property that may be located on, or adjacent to the project site.
- H. If Contractor has failed to obtain and maintain required insurance, County may exclude the Contractor from the Site, impose an appropriate set-off against payment, and exercise Owner's termination rights under Article 15.

ARTICLE 7 - CONTRACTOR'S RESPONSIBILITIES**7.01 Supervision and Superintendence**

- A. Contractor shall supervise and direct the Work competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the Work in accordance with the Contract Documents. Contractor shall be solely responsible for the means, methods, techniques, sequences, safety, and procedures of the work.
- B. Contractor shall assign a competent resident superintendent who is to be present at all times during the execution of the Work. This resident superintendent shall not be replaced without written notice to and approval by the County except under extraordinary circumstances.
- C. Contractor shall at all times maintain good discipline and order at the Site.
- D. Except as otherwise required for the safety or protection of persons or the Work or property at the Site or adjacent thereto, and except as otherwise stated in the Contract Documents, all Work at the Site shall be performed during regular working hours, Monday through Friday.

7.02 Other Work at the Site

- A. In addition to and apart from the Work of the Contractor, other work may occur at or adjacent to the Site. Contractor shall take reasonable and customary measures to avoid damaging, delaying, disrupting, or interfering with the work of County, any other contractor, or any utility owner performing other work at or adjacent to the Site.

7.03 Services, Materials, and Equipment

- A. Unless otherwise specified in the Contract Documents, Contractor shall provide and assume full responsibility for all services, materials, equipment, labor, transportation, construction

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equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water, sanitary facilities, temporary facilities, and all other facilities and incidentals necessary for the performance, testing, start up, and completion of the Work, whether or not such items are specifically called for in the Contract Documents.

7.04 Quality Management

- A. Contractor is fully responsible for the managing quality to ensure Work is completed in accordance with the Contract Documents.

7.05 Licenses, Fees and Permits

- A. Contractor shall pay all license fees and royalties and assume all costs incident to performing the Work or the incorporation in the Work of any invention, design, process, product, or device which is the subject of patent rights or copyrights held by others.
- B. Contractor shall obtain and pay for all construction permits and licenses unless otherwise provided in the Contract Documents.

7.06 Laws and Regulations; Taxes

- A. Contractor shall give all notices required by and shall comply with all local, state, and federal Laws and Regulations applicable to the performance of the Work. Except where otherwise expressly required by applicable Laws and Regulations, neither Owner nor Project Manager shall be responsible for monitoring Contractor's compliance with any Laws or Regulations.
- B. Contractor shall bear all resulting costs and losses, and shall indemnify and hold harmless Owner and Project Manager, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them from and against all claims, costs, losses, and damages if Contractor performs any Work or takes any other action knowing or having reason to know that it is contrary to Laws or Regulations.
- C. Contractor shall pay all applicable sales, consumer, use, and other similar taxes Contractor is required to pay in accordance with Laws and Regulations.

7.07 Safety and Protection

- A. Contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work.
- B. Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury, or loss to:
 - 1. All persons on the Site or who may be affected by the Work;
 - 2. All the Work and materials and equipment to be incorporated therein, whether in storage on or off the Site; and
 - 3. Other property at the Site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, other work in progress, utilities, and underground facilities not designated for removal, relocation, or replacement in the course of construction.
- C. All damage, injury, or loss to any property caused, directly or indirectly, in whole or in part, by Contractor, or anyone for whose acts the Contractor may be liable, shall be remedied by Contractor at its expense (except damage or loss attributable to the fault of Contract

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Documents or to the acts or omissions of Owner or Project Manager and not attributable, directly or indirectly, in whole or in part, to the fault or negligence of Contractor).

- D. Contractor shall be responsible for coordinating any exchange of material safety data sheets or other hazard communication information required to be made available to or exchanged between or among employers at the Site in accordance with Laws or Regulations.
- E. In emergencies affecting the safety or protection of persons or the Work or property at the Site or adjacent thereto, Contractor shall act to prevent threatened damage, injury, or loss. Contractor shall give Project Manager prompt written notice if Contractor believes that any significant changes in the Work or variations from the Contract Documents have been caused thereby or are required as a result thereof. If Project Manager determines that a change in the Contract Documents is required because of the action taken by Contractor in response to such an emergency, a Work Change Directive or Change Order will be issued.

7.08 Indemnification

- A. To the fullest extent permitted by Laws and Regulations, and in addition to any other obligations of Contractor under the Contract or otherwise, Contractor shall indemnify and hold harmless County and Project Manager, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of Project Managers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to the performance of the Work, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of Contractor, any subcontractor, any supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the Work or anyone for whose acts they may be liable.

ARTICLE 8 - COUNTY'S RESPONSIBILITIES

8.01 County's Responsibilities

- A. Except as otherwise provided in the Contract Documents, Owner shall issue all communications to Contractor through Project Manager.
- B. County shall make payments to Contractor as provided in this Contract.
- C. County shall obtain permission to perform the work.
- D. If County intends to contract with others for the performance of other work at or adjacent to the Site, unless stated elsewhere in the Contract Documents, Owner shall have sole authority and responsibility for such coordination.
- E. The County shall not supervise, direct, or have control or authority over, nor be responsible for, Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work. County will not be responsible for Contractor's failure to perform the Work in accordance with the Contract Documents.

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- F. While at the Site, County's employees and representatives shall comply with the specific applicable requirements of Contractor's safety programs of which County has been informed.
- G. County shall furnish copies of any applicable County safety programs to Contractor.

ARTICLE 9 - PROJECT MANAGER'S STATUS DURING CONSTRUCTION

9.01 Project Manager's Status

- A. Project Manager will be County's representative during work. The duties and responsibilities and the limitations of authority of Project Manager as County's representative during construction are set forth in this Contract.
- B. Neither Project Manager's authority or responsibility under this Article 9 or under any other provision of the Contract, nor any decision made by Project Manager in good faith either to exercise or not exercise such authority or responsibility or the undertaking, exercise, or performance of any authority or responsibility by Project Manager, shall create, impose, or give rise to any duty in contract, tort, or otherwise owed by Project Manager to Contractor, any subcontractor, any supplier, any other individual or entity, or to any surety for or employee or agent of any of them.
- C. Project Manager will make visits to the Site at intervals appropriate to the nature of the work. Project Manager will not be required to make exhaustive or continuous inspections on the Site to check the quality or quantity of the Work.
- D. Project Manager has the authority to reject Work if Contractor fails to perform Work in accordance with the Contract Documents.
- E. Project Manager will render decisions regarding the requirements of the Contract Documents, and judge the acceptability of the Work.
- F. Project Manager will not supervise, direct, control, or have authority over or be responsible for Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work. Project Manager will not be responsible for Contractor's failure to perform the Work in accordance with the Contract Documents.

ARTICLE 10 - CHANGES IN THE WORK

10.01 Authority to Change the Work

- A. Without invalidating the Contract and without notice to any surety, County may, at any time or from time to time, order additions, deletions, or revisions in the Work.

10.02 Change Orders

- A. County and Contractor shall execute appropriate Change Orders covering:
 - 1. Changes in the Contract Price or Contract Times which are agreed to by the parties, including any undisputed sum or amount of time for Work actually performed in accordance with a Work Change;
 - 2. Changes in the Work which are: (a) ordered by County or (b) agreed to by the parties or (c) resulting from the Project Manager's decision, subject to the need for Project

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- Manager's recommendation if the change in the Work involves the specifications, (as set forth in the Contract Documents), or other Project Management or technical matters; and
3. Changes in the Contract Price or Contract Times or other changes which embody the substance of any final binding results under Article 12.
- B. If the provisions of any bond require notice to be given to a surety of any change affecting the general scope of the Work or the provisions of the Contract Documents (including, but not limited to, Contract Price or Contract Times), the giving of any such notice will be Contractor's responsibility. The amount of each applicable bond will be adjusted to reflect the effect of any such change.

ARTICLE 11 - DIFFERING SUBSURFACE OR PHYSICAL CONDITIONS**11.01 Differing Conditions Process**

- A. If Contractor believes that any subsurface or physical condition including but not limited to utilities or other underground facilities that are uncovered or revealed at the Site either differs materially from that shown or indicated in the Contract Documents or is of an unusual nature, and differs materially from conditions ordinarily encountered and generally recognized as inherent in Work of the character provided for in the Contract Documents then Contractor shall, promptly after becoming aware thereof and before further disturbing the subsurface or physical conditions or performing any Work in connection therewith (except in an emergency), notify Owner and Project Manager in writing about such condition. Contractor shall not further disturb such condition or perform any Work in connection therewith (except with respect to an emergency) until receipt of a written statement permitting Contractor to do so.
- B. After receipt of written notice, Project Manager will promptly:
 1. Review the subsurface or physical condition in question;
 2. Determine necessity for County obtaining additional exploration or tests with respect to the condition;
 3. Determine whether the condition falls within the differing site condition as stated herein;
 4. Prepare recommendations to County regarding the Contractor's resumption of Work in connection with the subsurface or physical condition in question and the need for any change in the Specifications; and
 5. Advise County in writing of Project Manager's findings, conclusions, and recommendations.
- C. After receipt of Project Manager's written findings, conclusions, and recommendations, County shall issue a written statement to Contractor regarding the subsurface or physical condition in question, addressing the resumption of Work in connection with such condition, indicating whether any change in the Drawings or Specifications will be made, and adopting or rejecting Project Manager's written findings, conclusions, and recommendations, in whole or in part.

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ARTICLE 12 - CLAIMS AND DISPUTE RESOLUTION

12.01 Claims Process

- A. The party submitting a claim shall deliver it directly to the other party to the Contract and the Project Manager promptly (but in no event later than 10 days) after the start of the event giving rise thereto.
- B. The party receiving a claim shall review it thoroughly, giving full consideration to its merits. The two parties shall seek to resolve the claim through the exchange of information and direct negotiations. All actions taken on a claim shall be stated in writing and submitted to the other party.
- C. If efforts to resolve a claim are not successful, the party receiving the claim may deny it by giving written notice of denial to the other party. If the receiving party does not take action on the claim within 45 days, the claim is deemed denied.
- D. If the dispute is not resolved to the satisfaction of the parties, County or Contractor shall give written notice to the other party of the intent to submit the dispute to a court of competent jurisdiction unless the County and Contractor both agree to an alternative dispute resolution process.

ARTICLE 13 - INSPECTIONS; CORRECTION OF DEFECTIVE WORK

13.01 Inspections

- A. County and Project Manager will have access to the Site and the Work at reasonable times for their observation, inspection, and testing. Contractor shall provide them proper and safe conditions for such access.
- B. Contractor shall give Project Manager timely notice of readiness of the Work for all required inspections and tests, and shall cooperate with inspection and testing personnel to facilitate required inspections and tests.
- C. If any Work that is to be inspected, tested, or approved is covered by Contractor without written concurrence of Project Manager, Contractor shall, if requested by Project Manager, uncover such Work for observation. Such uncovering shall be at Contractor's expense.

13.02 Defective Work

- A. Contractor shall ensure that the Work is not defective.
- B. Project Manager has the authority to determine whether Work is defective, and to reject defective Work.
- C. Prompt notice of all defective Work of which Owner or Project Manager has actual knowledge will be given to Contractor.
- D. The Contractor shall promptly correct all such defective Work.
- E. When correcting defective Work, Contractor shall take no action that would void or otherwise impair Owner's special warranty and guarantee, if any, on said Work.
- F. If the Work is defective or Contractor fails to supply sufficient skilled workers or suitable materials or equipment, or fails to perform the Work in such a way that the completed Work will conform to the Contract Documents, then County may order Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated.

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ARTICLE 14 - PAYMENTS TO CONTRACTOR

14.01 Applications for Payments:

- A. Contractor shall submit an payment
- B. Payment
- C. to the Project Manager, no more than twice during the project period, to Project Manager. Applications for payment will be prepared and signed by Contractor. Contractor shall provide supporting documentation required by the Contract Documents. Payment will be paid for Work completed as of the date of the application for payment.

14.02 Review of Applications

- A. Within 10 days after receipt of each application for payment, the Project Manager will either indicate in writing a recommendation for payment and present the invoice for payment to County or return the invoice to Contractor indicating in writing Project Manager's reasons for refusing to recommend payment. The Contractor will make the necessary corrections and resubmit the invoice for payment.
- B. Project Manager will recommend reductions in payment (set-offs) which, in the opinion of the Project Manager, are necessary to protect County from loss because the Work does not meet the specifications set forth in the Contract Documents.
- C. The County is entitled to impose set-offs against payment based on any claims that have been made against County on account of Contractor's conduct in the performance of the Work, incurred costs, losses, or damages on account of Contractor's conduct in the performance of the Work, or liquidated damages that have accrued as a result of Contractor's failure to complete the Work.

14.03 Contractor's Warranty of Title

- A. Contractor warrants and guarantees that title to all Work, materials, and equipment furnished under the Contract will pass to Owner free and clear of (1) all liens and other title defects, and (2) all patent, licensing, copyright, or royalty obligations, no later than seven days after the time of payment by Owner.

14.04 Completion & Final Inspection

- A. Upon written notice from Contractor that the entire Work is complete, Project Manager will promptly make a final inspection with County and Contractor and will notify Contractor in writing of all particulars in which this inspection reveals that the Work, or agreed portion thereof, is incomplete or defective. Contractor shall immediately take such measures as are necessary to complete such Work or remedy such deficiencies.

14.05 Final Payment

- A. Contractor may invoice for final payment after Contractor has satisfactorily completed all Work defined in the Contract.
- B. The final application for payment shall be accompanied (except as previously delivered) by:
 - 1. All documentation called for in the Contract Documents;
 - 2. Consent of the surety to final payment;

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3. Satisfactory evidence that all title issues have been resolved such that title to all Work, materials, and equipment has passed to County free and clear of any liens or other title defects, or will so pass upon final payment;
 4. A list of all disputes that Contractor believes are unsettled; and
 5. Complete and legally effective releases or waivers (satisfactory to Owner) of all lien rights arising out of the Work, and of liens filed in connection with the Work.
- C. The Work is complete (subject to surviving obligations) when it is ready for final payment as established by the Project Manager's written recommendation of final payment.

14.06 Waiver of Claims

- A. The making of final payment will not constitute a waiver by County of claims or rights against Contractor.
- B. The acceptance of final payment by Contractor will constitute a waiver by Contractor of all claims and rights against County other than those pending matters that have been duly submitted.

ARTICLE 15 - SEVERABILITY

15.01 Severability

- A. If any part of this Agreement is held unenforceable, the remaining portions will nevertheless remain in full force and effect.

ARTICLE 16 - SUSPENSION OF WORK AND TERMINATION

16.01 County May Suspend Work

- A. At any time and without cause, County may suspend the Work or any portion thereof for a period of not more than 60 consecutive days by written notice to Contractor and Project Manager. Such notice will fix the date on which Work will be resumed. Contractor shall resume the Work on the date so fixed. Contractor shall be entitled to an adjustment in the Contract Price or an extension of the Contract Times, or both, directly attributable to any such suspension.

16.02 County May Terminate for Cause

- A. Contractor's failure to perform the Work in accordance with the Contract Documents or other failure to comply with a material term of the Contract Documents will constitute a default by Contractor and justify termination for cause.
- B. If Contractor defaults in its obligations, then after giving Contractor and any surety ten days written notice that County is considering a declaration that Contractor is in default and termination of the Contract, County may proceed to:
 1. Declare Contractor to be in default, and give Contractor and any surety notice that the Contract is terminated; and
 2. Enforce the rights available to County under any applicable performance bond.
- C. County may not proceed with termination of the Contract under Paragraph 15.02.B if Contractor within seven days of receipt of notice of intent to terminate begins to correct its failure to perform and proceeds diligently to cure such failure.

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- D. Subject to the terms and operation of any applicable performance bond, if County has terminated the Contract for cause, County may exclude Contractor from the Site, take possession of the Work, incorporate in the Work all materials and equipment stored at the Site or for which County has paid Contractor but which are stored elsewhere, and complete the Work as County may deem expedient.
- E. In the case of a termination for cause, if the cost to complete the Work, including related claims, costs, losses, and damages, exceeds the unpaid contract balance, Contractor shall pay the difference to County.

16.03 County May Terminate for Convenience

- A. Upon seven days written notice to Contractor, County may, without cause and without prejudice to any other right or remedy of County, terminate the Contract. In such case, Contractor shall be paid for, without duplication of any items:
 - 1. Completed and acceptable Work executed in accordance with the Contract Documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit on such Work;
 - 2. Expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials, or equipment as required by the Contract Documents in connection with uncompleted Work, plus fair and reasonable sums for overhead and profit on such expenses; and
 - 3. Other reasonable expenses directly attributable to termination, including costs incurred to prepare a termination for convenience cost proposal.
- B. Contractor shall not be paid on account of loss of anticipated overhead, profits, or revenue, or other economic loss arising out of or resulting from such termination.

16.04 Contractor May Stop Work or Terminate

- A. If, through no act or fault of Contractor, (1) the Work is suspended for more than 90 consecutive days by County or under an order of court or other public authority, or (2) County fails for 60 days to pay Contractor any sum finally determined to be due, then Contractor may, upon seven days written notice to Owner, and provided Owner does not remedy such suspension or failure within that time, either stop the Work until payment is received, or terminate the Contract and recover payment from the Owner.

ARTICLE 17 - CONTRACTOR'S REPRESENTATIONS

17.01 Contractor Representations

- A. Contractor makes the following representations when entering into this Contract:
 - 1. Contractor has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents.
 - 2. Contractor has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 - 3. Contractor is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

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4. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on:
 - a. The cost, progress, and performance of the Work;
 - b. The means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and
 - c. Contractor's safety precautions and programs.
5. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
6. Contractor is aware of the general nature of work to be performed by County and others at the Site that relates to the Work as indicated in the Contract Documents.
7. Contractor has given Project Manager written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Project Manager is acceptable to Contractor.
8. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
9. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that, without exception, all prices in the Contract are premised upon performing and furnishing the Work required by the Contract Documents.

ARTICLE 18 - MISCELLANEOUS**18.01 Cumulative Remedies**

- A. The duties and obligations imposed by this Contract and the rights and remedies available hereunder to the parties hereto are in addition to, and are not to be construed in any way as a limitation of, any rights and remedies available to any or all of them which are otherwise imposed or available by Laws or Regulations, by special warranty or guarantee, or by other provisions of the Contract. The provisions of this paragraph will be as effective as if repeated specifically in the Contract Documents in connection with each particular duty, obligation, right, and remedy to which they apply.

18.02 Limitation of Damages

- A. Neither County, Project Manager, nor any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors, shall be liable to Contractor for any claims, costs, losses, or damages sustained by Contractor on or in connection with any other project or anticipated project.

18.03 No Waiver

- A. A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Contract.

LAVA RANCHES FUELS REDUCTION PHASE 2

2025

18.04 Survival of Obligations

- A. All representations, indemnifications, warranties, and guarantees made in, required by, or given in accordance with the Contract, as well as all continuing obligations indicated in the Contract, will survive final payment, completion, and acceptance of the Work or termination or completion of the Contract or termination of the services of Contractor.

18.05 Contractor's Certifications

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract.

18.06 Controlling Law

- A. This Contract is to be governed by the law of the state in which the Project is located.

18.07 Dispute Resolution and Attorneys' Fees

- A. For any matter subject to final resolution under this Article, the prevailing party shall be entitled to an award of its attorneys' fees incurred in the final resolution proceedings, in an equitable amount to be determined in the discretion of the court, arbitrator, arbitration panel, or other arbiter of the matter subject to final resolution, taking into account the parties' initial demand or defense positions in comparison with the final result.

18.08 Designated Representatives

ADMINISTRATOR/PROJECT MANAGER

Charity Staggs
 Southeast Idaho Council of
 Governments
 214 E. Center St., Suite 10
 Pocatello, ID 83201
 208-233-4535 x 1015 office
 208-847-8892
charity.staggs@sicog.org

COUNTY

Karen Trumbull
 Office of Emergency Management
 Bannock County
 214 East Center Street, Suite 20
 Pocatello, ID 83201
 208-236-7167
ktrumbull@bannockcounty.gov

CONTRACTOR

Amy Parker – Owner
 Retroscape, LLC
 13335 South Robin Road
 Arimo, Idaho 83214
 (435) 213-0295
amyparker4@hotmail.com

LAVA RANCHES FUELS REDUCTION PHASE 2

2025

IN WITNESS WHEREOF, County and Contractor have signed this Contract.

This Contract will be effective on 4/16/26 .

DATED this 16th day of April, 2026.

COUNTY:

CONTRACTOR:

BANNOCK COUNTY COMMISSIONERS

Retroscape, LLC

Jeff Hough, Chairman

By _____
(Amy Parker)

Ernie Moser, Commissioner

Its Owner
(Title or Office)

Ken Bullock, Commissioner

WITNESS:

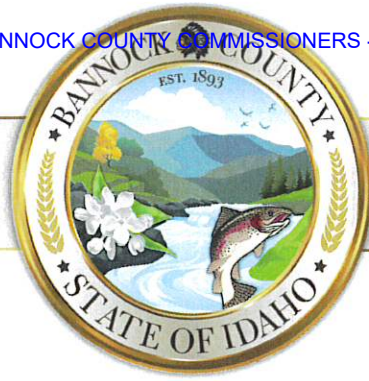
ATTEST:

(Signature of Witness or Notary Public)

Clerk of Bannock County

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

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Requestor Name:

Dan Kendall

Department:

Facilities

Requestor Email:

danielk@bannockcounty.gov

Item(s) to be considered:

Providing a monthly facilities update

Date of meeting being requested:

04/16/2026

Time requested:

5 Minutes

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

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

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

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Requestor Name:

Emma Iannacone

Department:

Public Information Officer

Requestor Email:

emmai@bannockcounty.gov

Item(s) to be considered:

Review of nuclear interest survey results

Date of meeting being requested:

04/16/2026

Time requested:

10 Minutes

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

No

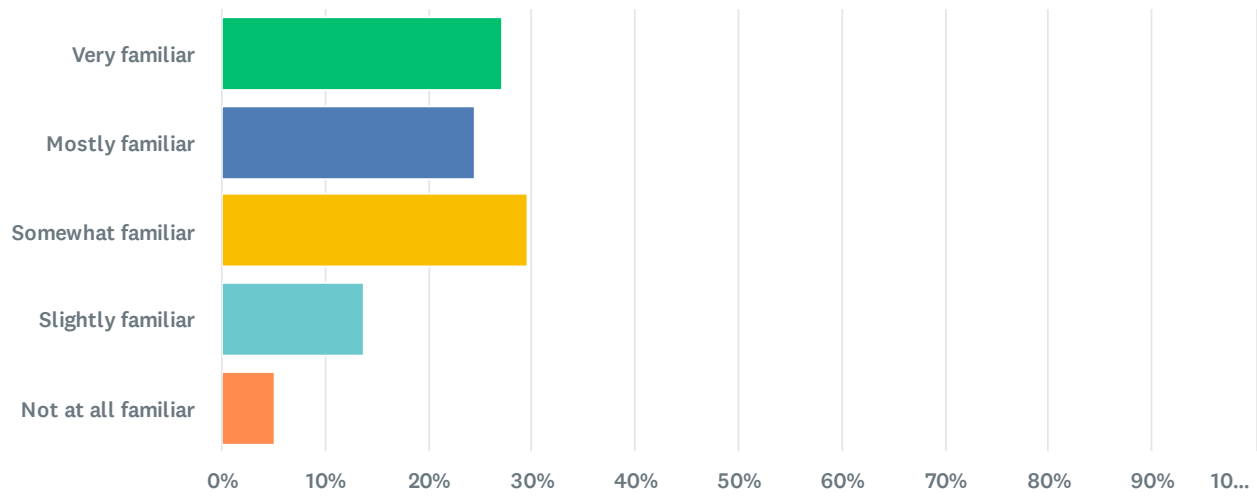
Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Q1 How familiar are you with nuclear power generation and how it works?

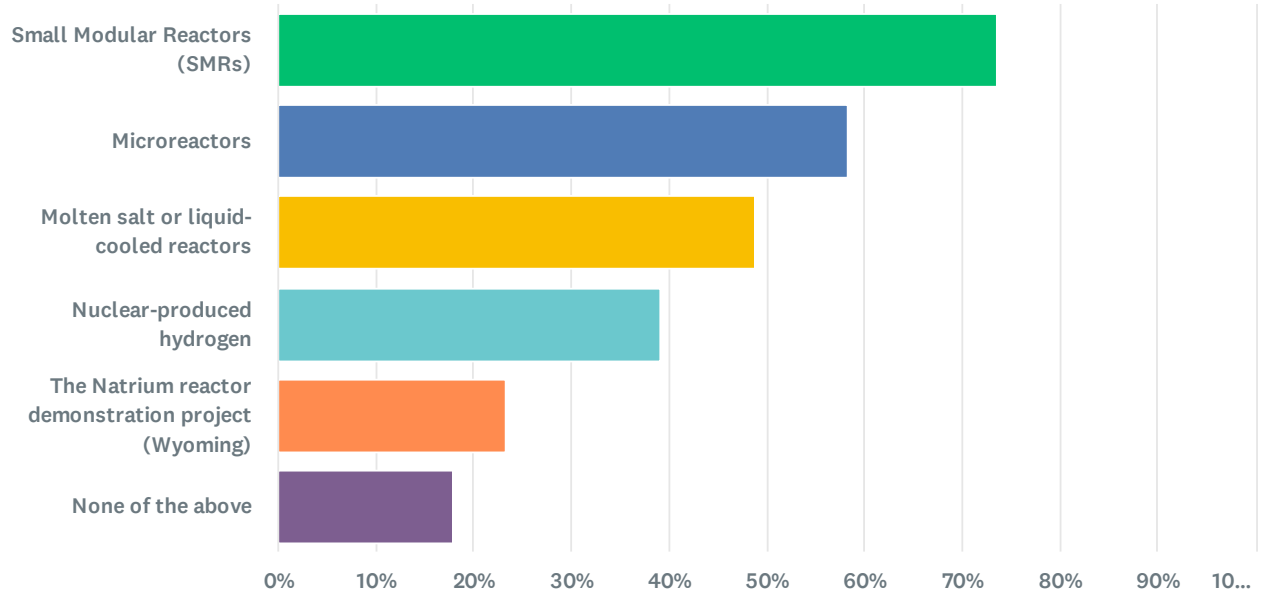
Answered: 907 Skipped: 2



Answer Choices	Percentage	Responses
● Very familiar	27.12%	246
● Mostly familiar	24.48%	222
● Somewhat familiar	29.66%	269
● Slightly familiar	13.67%	124
● Not at all familiar	5.07%	46
Total		907

Q2 Have you heard of any of the following advanced nuclear technologies? (Select all that apply)

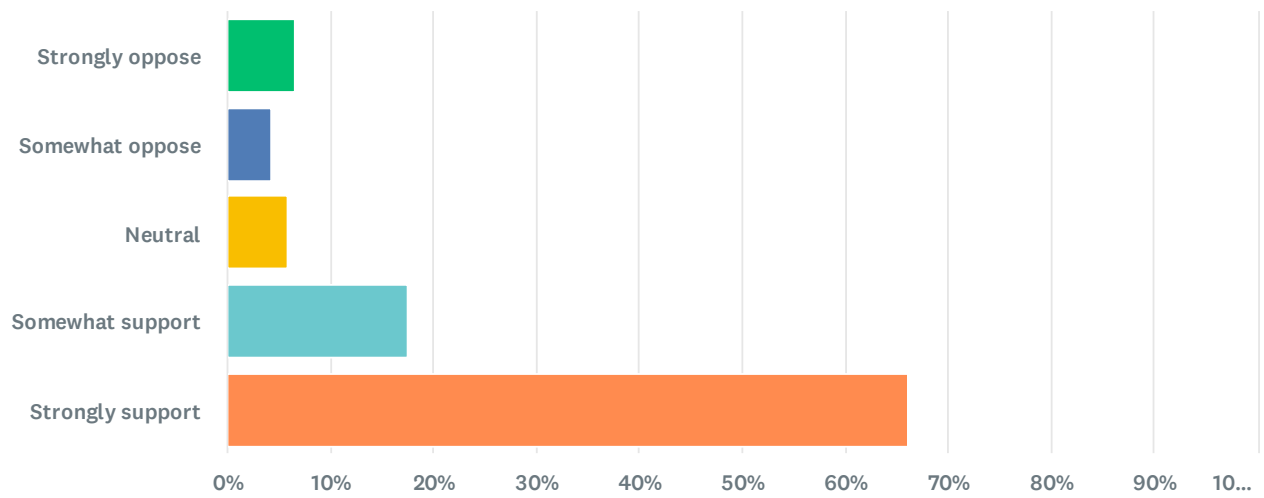
Answered: 907 Skipped: 2



Answer Choices	Percentage	Responses
● Small Modular Reactors (SMRs)	73.54%	667
● Microreactors	58.21%	528
● Molten salt or liquid-cooled reactors	48.73%	442
● Nuclear-produced hydrogen	39.14%	355
● The Natrium reactor demonstration project (Wyoming)	23.26%	211
● None of the above	17.86%	162
Total		2365

Q3 Overall, how do you feel about nuclear power as an energy source?

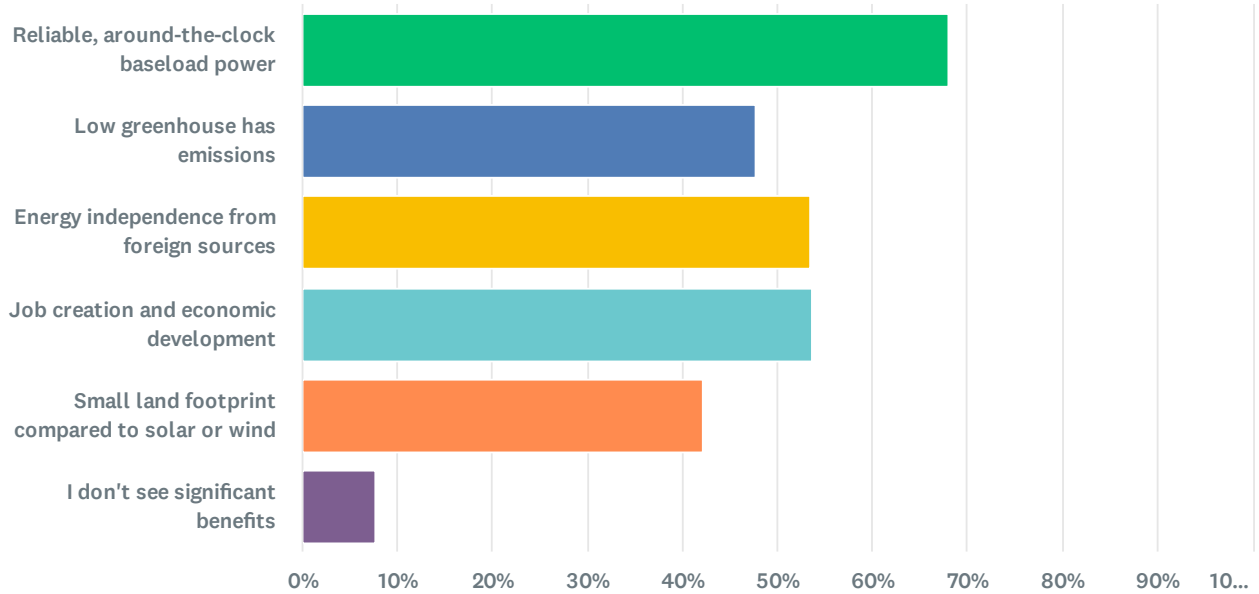
Answered: 883 Skipped: 26



Answer Choices	Percentage	Responses
● Strongly oppose	6.46%	57
● Somewhat oppose	4.19%	37
● Neutral	5.89%	52
● Somewhat support	17.44%	154
● Strongly support	66.02%	583
Total		883

Q4 What do you see as the greatest benefits of nuclear energy? (Select up to 2)

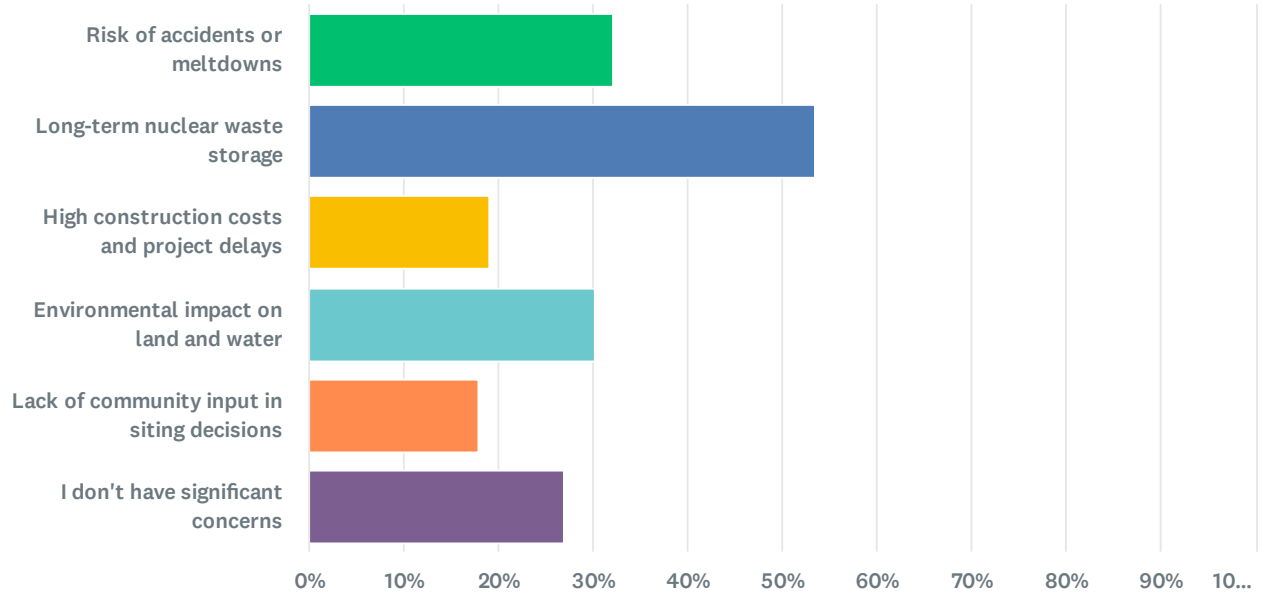
Answered: 884 Skipped: 25



Answer Choices	Percentage	Responses
● Reliable, around-the-clock baseload power	67.99%	601
● Low greenhouse gas emissions	47.62%	421
● Energy independence from foreign sources	53.39%	472
● Job creation and economic development	53.62%	474
● Small land footprint compared to solar or wind	42.19%	373
● I don't see significant benefits	7.69%	68
Total		2409

Q5 What are your greatest concerns about nuclear energy? (Select up to 2)

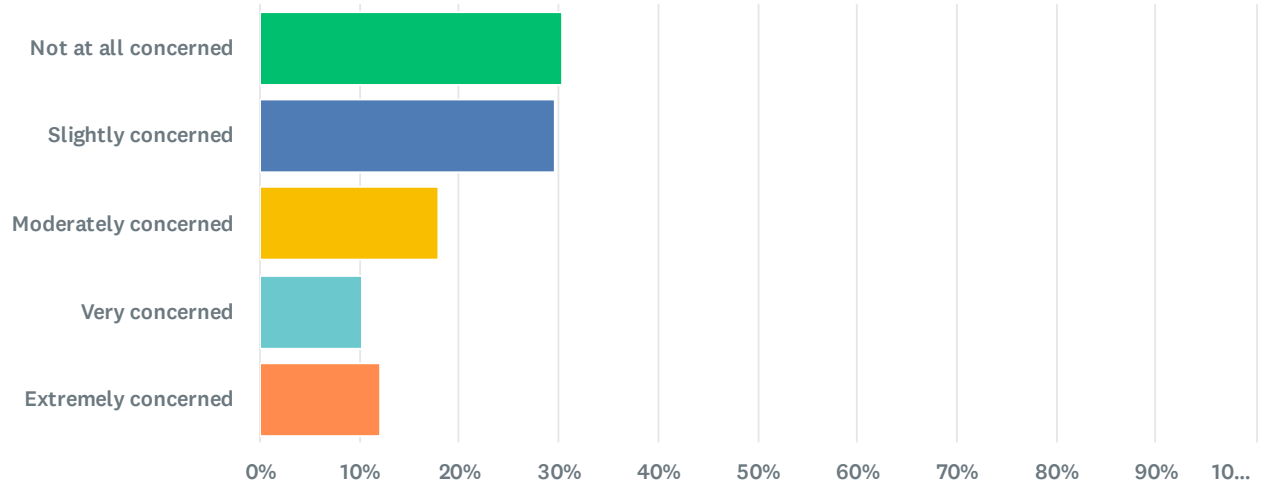
Answered: 886 Skipped: 23



Answer Choices	Percentage	Responses
● Risk of accidents or meltdowns	32.05%	284
● Long-term nuclear waste storage	53.39%	473
● High construction costs and project delays	19.07%	169
● Environmental impact on land and water	30.14%	267
● Lack of community input in siting decisions	17.83%	158
● I don't have significant concerns	26.98%	239
Total		1590

Q6 How concerned are you about the potential environmental impacts of nuclear facilities on local land, air, and water?

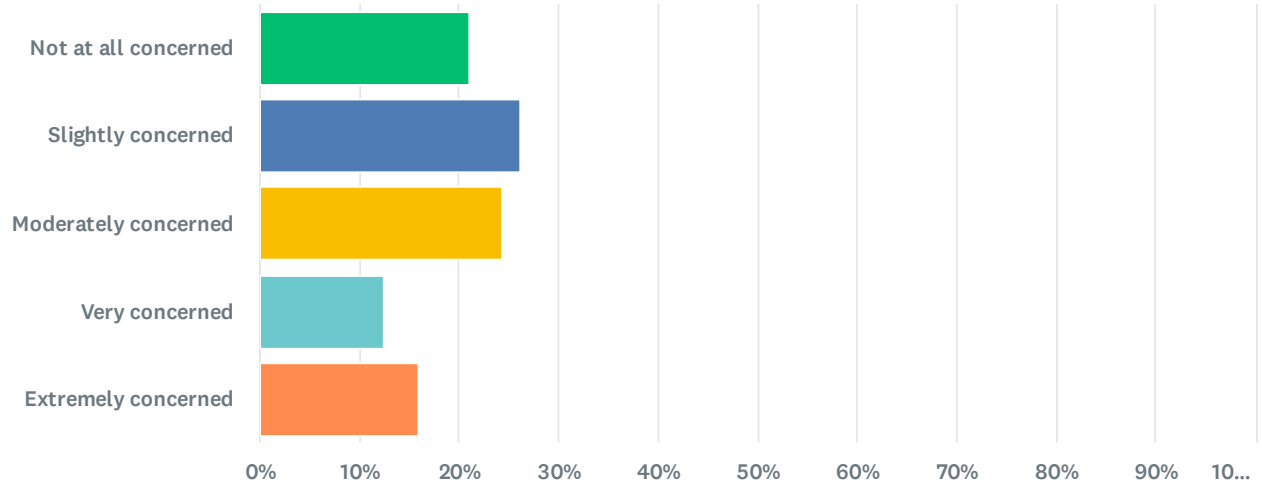
Answered: 887 Skipped: 22



Answer Choices	Percentage	Responses
● Not at all concerned	30.33%	269
● Slightly concerned	29.54%	262
● Moderately concerned	17.93%	159
● Very concerned	10.15%	90
● Extremely concerned	12.06%	107
Total		887

Q7 How concerned are you about the long-term storage of spent nuclear fuel in your region?

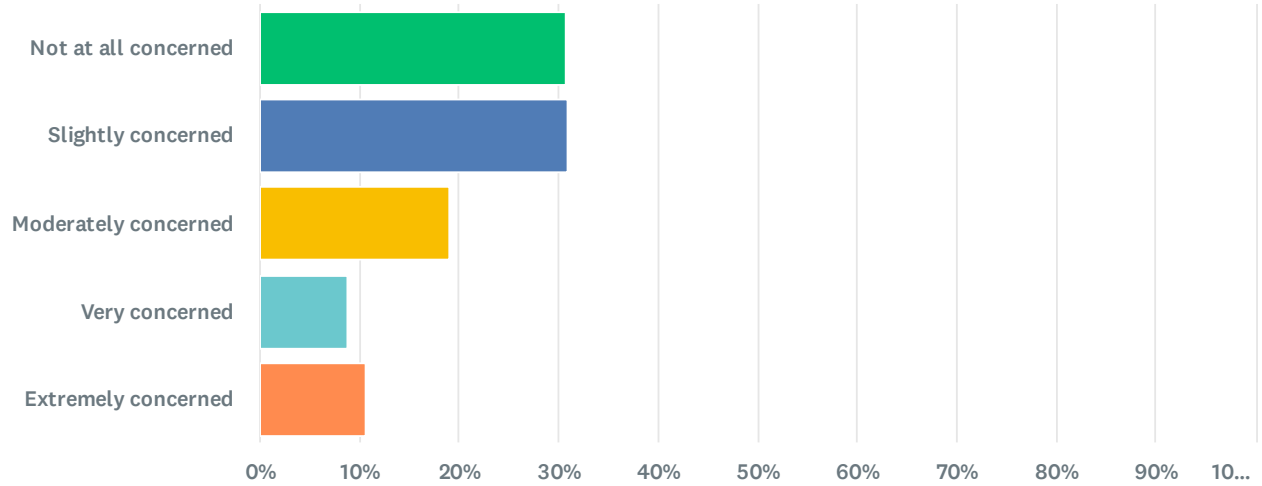
Answered: 882 Skipped: 27



Answer Choices	Percentage	Responses
● Not at all concerned	21.09%	186
● Slightly concerned	26.08%	230
● Moderately concerned	24.38%	215
● Very concerned	12.47%	110
● Extremely concerned	15.99%	141
Total		882

Q8 Having read the above paragraph, how concerned are you NOW about the long-term storage of spent nuclear fuel in your region?

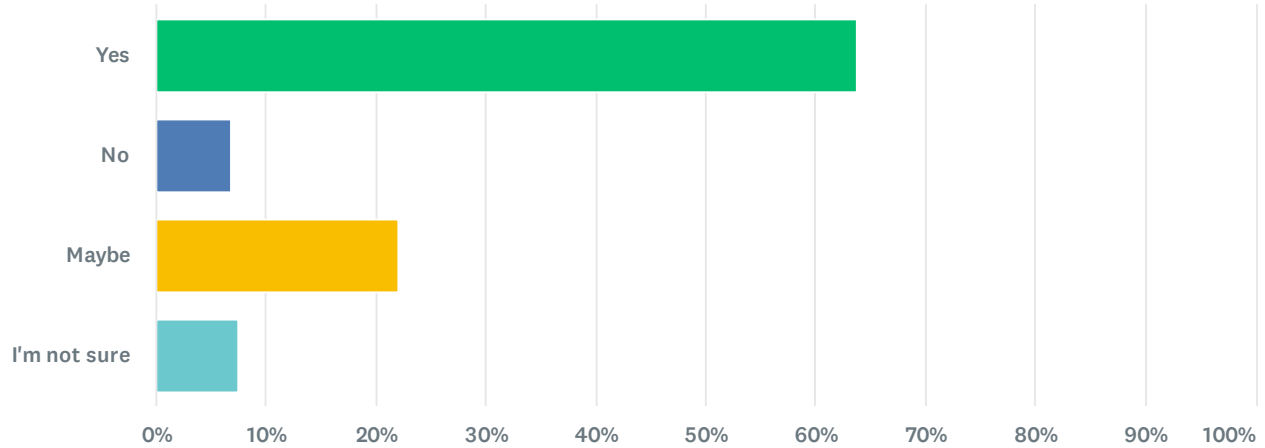
Answered: 874 Skipped: 35



Answer Choices	Percentage	Responses
● Not at all concerned	30.78%	269
● Slightly concerned	30.89%	270
● Moderately concerned	18.99%	166
● Very concerned	8.81%	77
● Extremely concerned	10.53%	92
Total		874

Q9 Should new advanced nuclear deployment in Idaho come with legally binding commitments about spent fuel storage and removal timeliness?

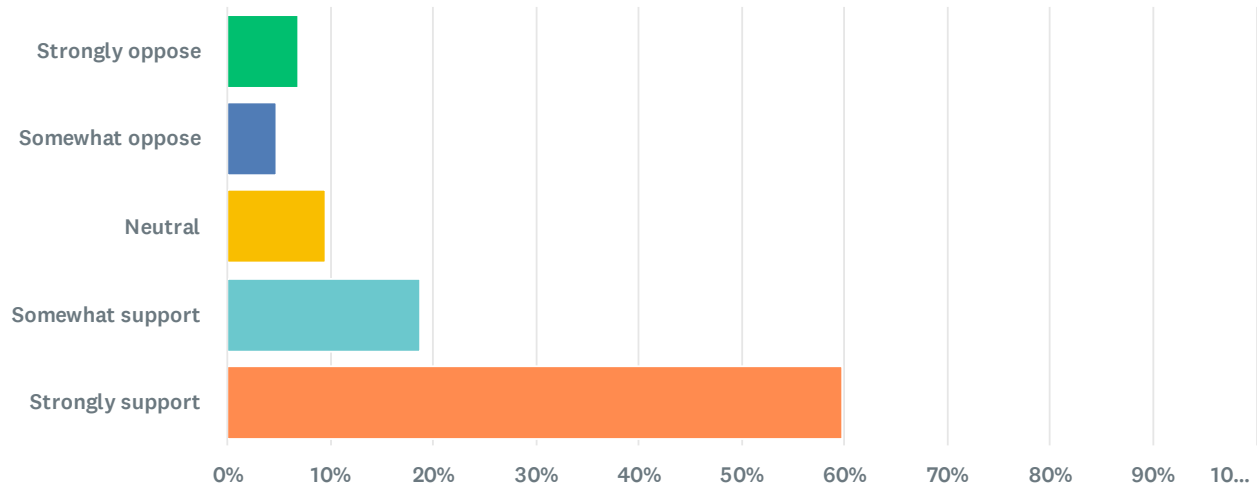
Answered: 873 Skipped: 36



Answer Choices	Percentage	Responses
● Yes	63.69%	556
● No	6.87%	60
● Maybe	21.99%	192
● I'm not sure	7.45%	65
Total		873

Q10 How do you feel about deploying advanced nuclear technologies such as Small Modular Reactors (SMRs) or microreactors in the U.S. over the next 10–20 years?

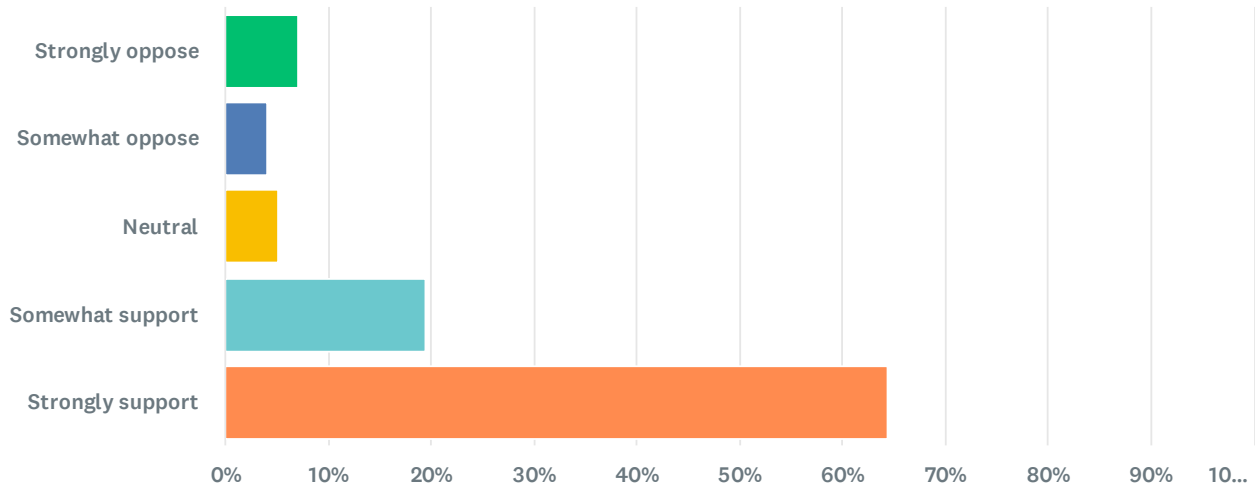
Answered: 861 Skipped: 48



Answer Choices	Percentage	Responses
● Strongly oppose	6.97%	60
● Somewhat oppose	4.76%	41
● Neutral	9.64%	83
● Somewhat support	18.82%	162
● Strongly support	59.81%	515
Total		861

Q11 Having read the above paragraph, how do you NOW feel about deploying advanced nuclear technologies in the U.S. over the next 10–20 years?

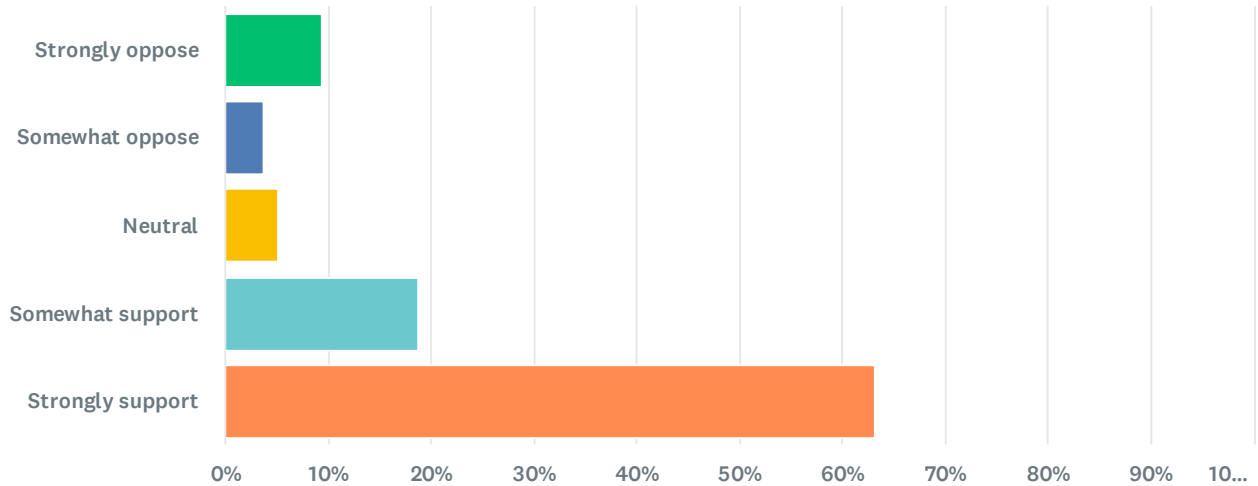
Answered: 851 Skipped: 58



Answer Choices	Percentage	Responses
● Strongly oppose	7.05%	60
● Somewhat oppose	4.11%	35
● Neutral	5.05%	43
● Somewhat support	19.39%	165
● Strongly support	64.39%	548
Total		851

Q12 Would you support the construction of an advanced nuclear facility, such as an SMR, within your region?

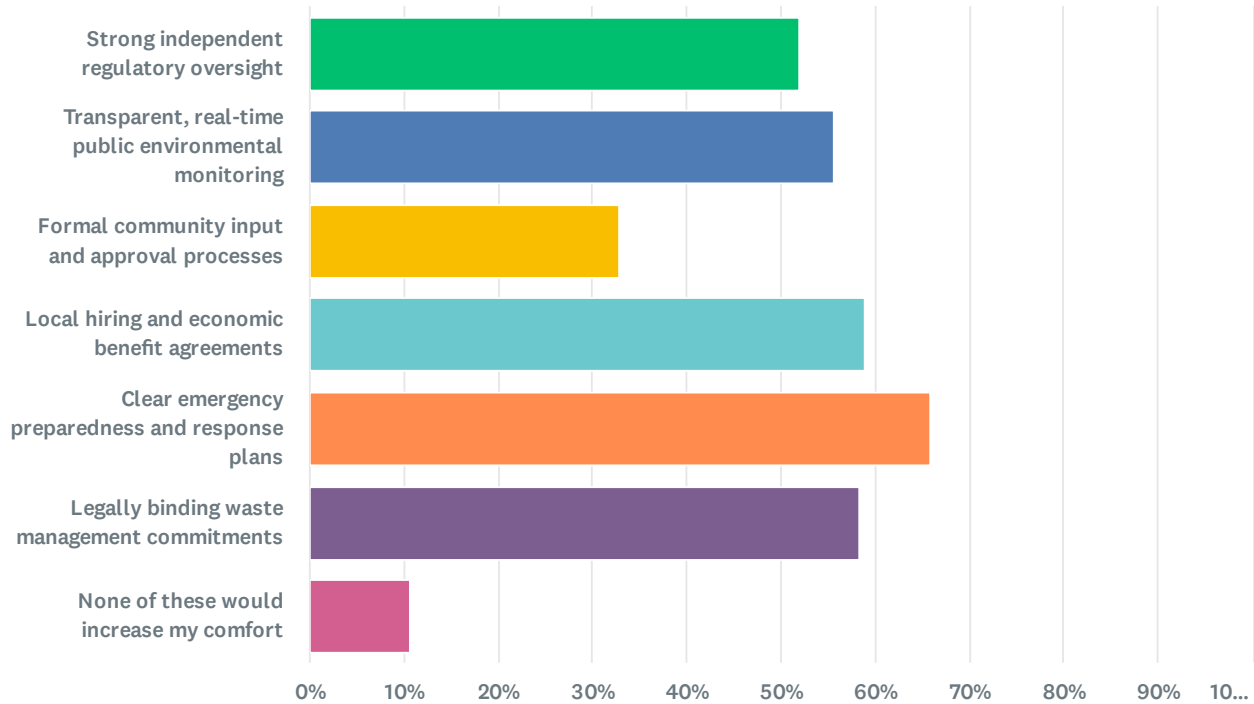
Answered: 852 Skipped: 57



Answer Choices	Percentage	Responses
● Strongly oppose	9.39%	80
● Somewhat oppose	3.64%	31
● Neutral	5.05%	43
● Somewhat support	18.78%	160
● Strongly support	63.15%	538
Total		852

Q13 What factors would most increase your comfort with an advanced nuclear facility in your region? (Select all that apply)

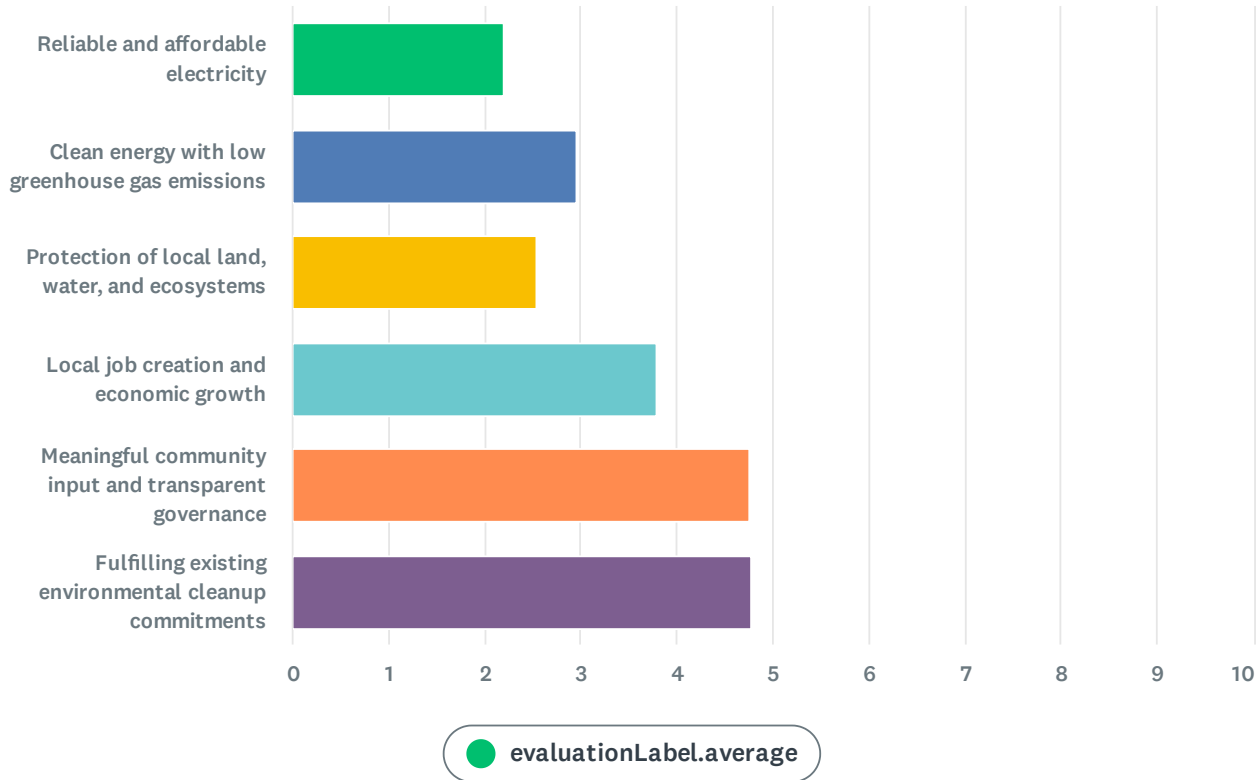
Answered: 853 Skipped: 56



Answer Choices	Percentage	Responses
● Strong independent regulatory oversight	51.93%	443
● Transparent, real-time public environmental monitoring	55.57%	474
● Formal community input and approval processes	32.83%	280
● Local hiring and economic benefit agreements	58.97%	503
● Clear emergency preparedness and response plans	65.89%	562
● Legally binding waste management commitments	58.26%	497
● None of these would increase my comfort	10.55%	90
Total		2849







Q14 How do you prioritize the following goals for your region's energy future? (Top = most important to bottom = least important)

Answered: 817 Skipped: 92



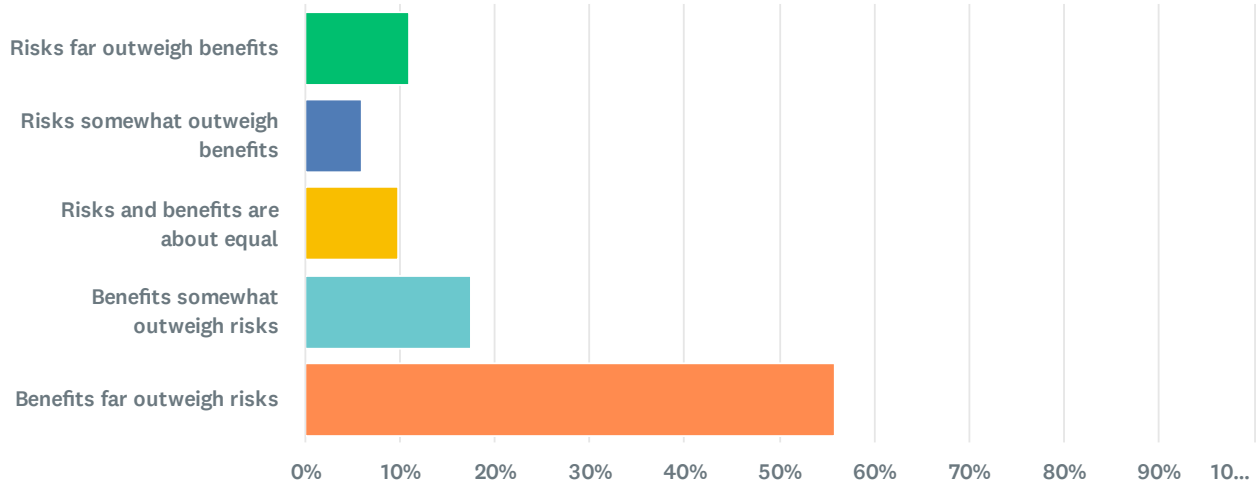
● evaluationLabel.average

	● 1	● 2	● 3	● 4	● 5	● 6	Total	Weighted ...
Reliable and affordable electricity	48.84% 399	17.75% 145	12.24% 100	9.91% 81	7.96% 65	3.30% 27	817	2.20
Clean energy with low greenhouse gas emissions	17.87% 146	25.83% 211	23.99% 196	15.54% 127	9.06% 74	7.71% 63	817	2.95
Protection of local land, water, and ecosystems	22.77% 186	28.03% 229	27.17% 222	17.87% 146	3.79% 31	0.37% 3	817	2.53
							4902	3.50

	 1	 2	 3	 4	 5	 6	Total	Weighted ...
Local job creation and economic growth	4.77% 39	17.50% 143	19.09% 156	27.17% 222	15.91% 130	15.54% 127	817	3.79
Meaningful community input and transparent governance	1.96% 16	3.06% 25	7.83% 64	19.22% 157	39.78% 325	28.15% 230	817	4.76
Fulfilling existing environmental cleanup commitments	3.79% 31	7.83% 64	9.67% 79	10.28% 84	23.50% 192	44.92% 367	817	4.77
							4902	3.50

Q15 How do you weigh the potential benefits of advanced nuclear energy against its risks for your community's future?

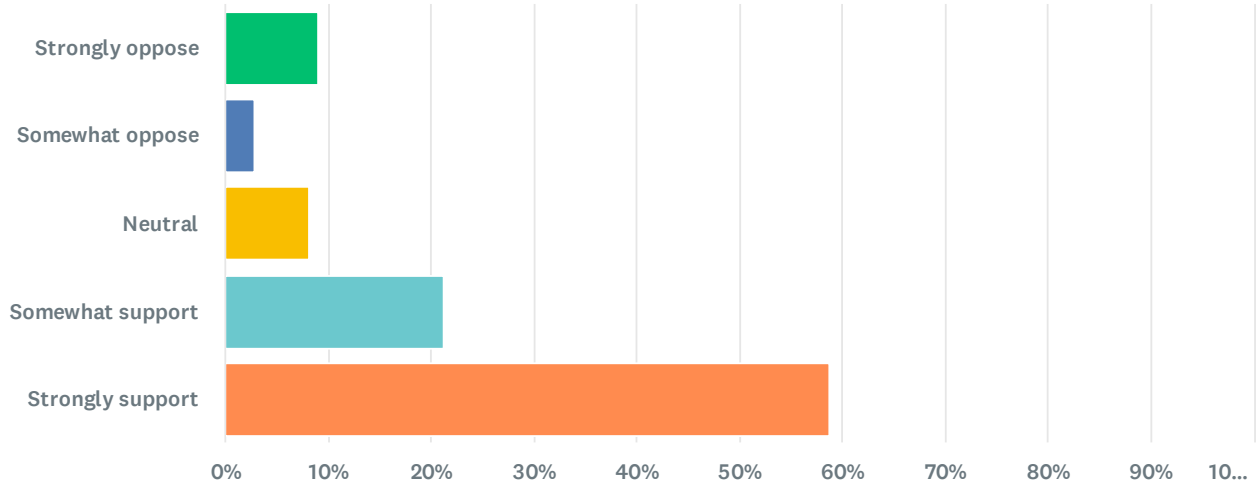
Answered: 840 Skipped: 69



Answer Choices	Percentage	Responses
● Risks far outweigh benefits	10.95%	92
● Risks somewhat outweigh benefits	5.95%	50
● Risks and benefits are about equal	9.76%	82
● Benefits somewhat outweigh risks	17.38%	146
● Benefits far outweigh risks	55.95%	470
Total		840

Q16 Would you support efforts to attract nuclear supply chain businesses, like manufacturing or fuel fabrication, to your region?

Answered: 840 Skipped: 69



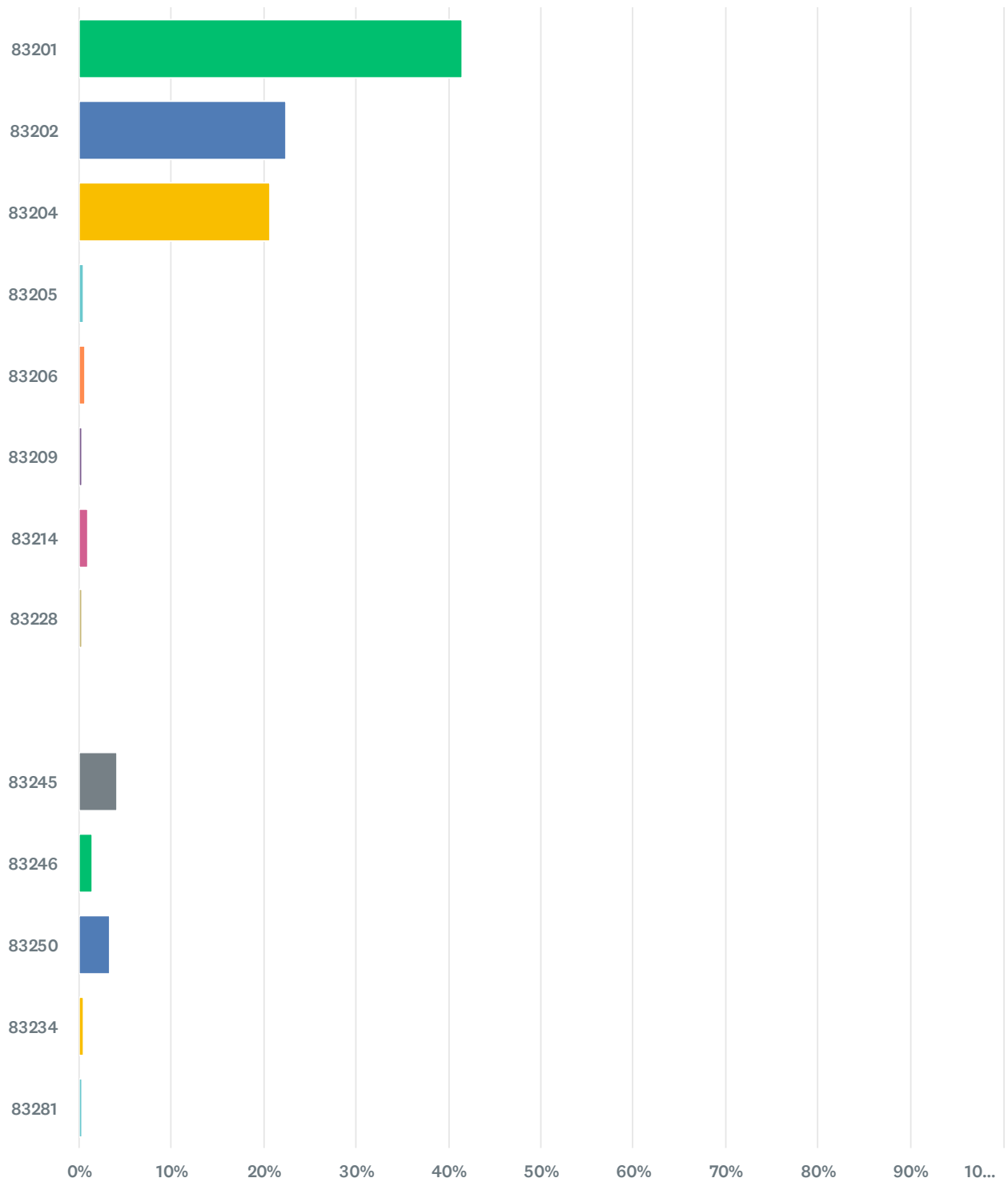
Answer Choices	Percentage	Responses
● Strongly oppose	9.05%	76
● Somewhat oppose	2.86%	24
● Neutral	8.21%	69
● Somewhat support	21.19%	178
● Strongly support	58.69%	493
Total		840

Q17 In your view, what would responsible advanced nuclear development look like in eastern Idaho over the next 20 years? (Optional)















Answered: 364 Skipped: 545

Q18 What zip code do you live in?

Answered: 825 Skipped: 84

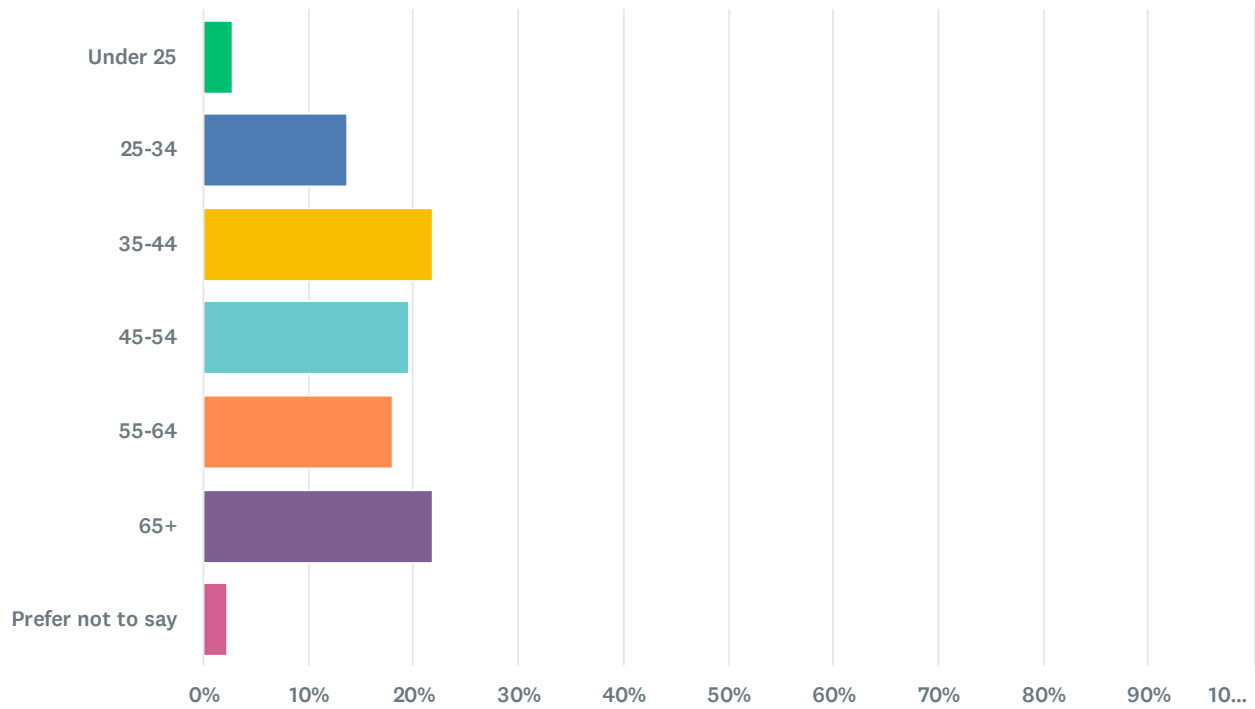


Answer Choices	Percentage	Responses
----------------	------------	-----------

Answer Choices	Percentage	Responses
 83201	41.45%	342
 83202	22.42%	185
 83204	20.61%	170
 83205	0.48%	4
 83206	0.61%	5
 83209	0.24%	2
 83214	0.97%	8
 83228	0.24%	2
	0%	0
 83245	4.12%	34
 83246	1.45%	12
 83250	3.27%	27
 83234	0.48%	4
 83281	0.36%	3
Total		798

Q19 What is your age range?

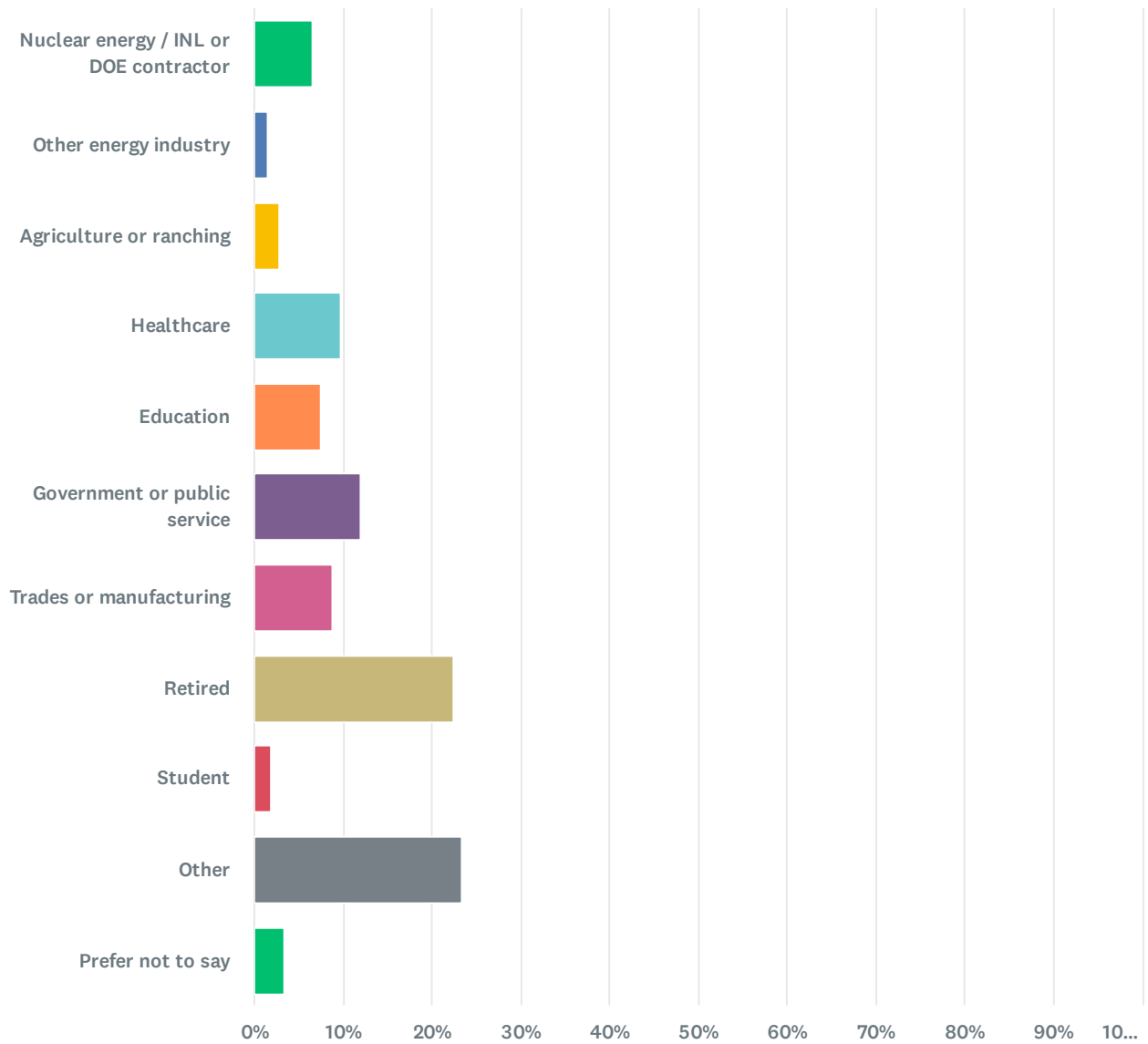
Answered: 835 Skipped: 74










Answer Choices	Percentage	Responses
● Under 25	2.75%	23
● 25-34	13.65%	114
● 35-44	21.80%	182
● 45-54	19.52%	163
● 55-64	18.08%	151
● 65+	21.92%	183
● Prefer not to say	2.28%	19
Total		835

Q20 What do you do for work?

Answered: 836 Skipped: 73



Answer Choices	Percentage	Responses
● Nuclear energy / INL or DOE contractor	6.58%	55
● Other energy industry	1.56%	13
● Agriculture or ranching	2.87%	24
● Healthcare	9.81%	82
Total		836

Answer Choices	Percentage	Responses
 Education	7.54%	63
 Government or public service	11.96%	100
 Trades or manufacturing	8.73%	73
 Retired	22.37%	187
 Student	1.79%	15
 Other	23.44%	196
 Prefer not to say	3.35%	28
Total		836

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



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Requestor Name:

Commission

Department:

Commission

Requestor Email:

commission@bannockcounty.gov

Item(s) to be considered:

Approval of Juvenile Detention inspection performed on 4/7/2026.

Date of meeting being requested:

04/16/2026

Time requested:

5 Minutes

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

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

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



ERNIE MOSER
Commissioner
1st District

JEFF HOUGH
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Requestor Name:

Commission

Department:

Commission

Requestor Email:

commission@bannockcounty.gov

Item(s) to be considered:

Review of Rural Health Care Access Program Grant Application and potential signature on Letter of Support to apply for grant

Date of meeting being requested:

04/16/2026

Time requested:

5 Minutes

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

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

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

April 16, 2026

Idaho Department of Health and Welfare
 Rural Health Care Access Program (RHCAP)
 P.O. Box 83720
 Boise, Idaho 83720-0036

RE: Letter of Support for Marsh Valley Mobile Medical – RHCAP Grant Application

Dear Review Committee,

On behalf of the Bannock County Board of Commissioners, I am pleased to offer our strong support for Marsh Valley Mobile Medical's application to the Rural Health Care Access Program (RHCAP).

Residents of rural communities within Bannock County face significant barriers to accessing timely and consistent healthcare services. Geographic isolation, limited transportation options, and workforce shortages all contribute to gaps in preventive care, chronic disease management, and routine medical services. These challenges are particularly evident in communities such as Bancroft, Swan Lake, and surrounding areas.

Marsh Valley Mobile Medical is uniquely positioned to address these needs by delivering high-quality, patient-centered care directly to residents in their homes and communities. Their focus on chronic disease management, preventive care, and services for seniors and home-bound individuals aligns closely with identified community health priorities.

Importantly, this project includes the integration of telehealth services into a rural mobile care model, expanding access beyond in-person visits. This approach will allow patients to receive timely follow-up care, medication management, and ongoing support without the burden of travel, further reducing barriers and improving continuity of care in underserved areas.

We are especially supportive of this project's emphasis on:

- Improving access to care in underserved rural areas
- Expanding telehealth services to complement mobile, in-person care
- Reducing preventable hospitalizations and emergency visits
- Supporting aging-in-place for seniors

- Providing education and outreach to increase preventive care utilization

The proposed expansion through RHCAP funding will strengthen the local healthcare infrastructure and improve health outcomes for some of our most vulnerable residents.

Marsh Valley Mobile Medical is uniquely designed to address the critical healthcare gap in **South Bannock County**, a region currently designated as a high-need **Geographic Health Professional Shortage Area (HPSA)** with a primary care score of 17. While urban centers like Pocatello have robust medical infrastructures, our rural southern residents in communities such as **Bancroft, Swan Lake, and Downey** face a provider-to-patient ratio that far exceeds the federal shortage threshold of **3,500 to 1**. These isolated populations include a high percentage of seniors and individuals living with disabilities—**12.4%** of whom face significant transportation barriers to reaching traditional clinics. By deploying this mobile unit, we anticipate serving approximately **500 to 1,000 unique patients** annually, providing life-saving chronic disease management and telehealth integration directly to the doorsteps of those currently living without reliable access to care.

Bannock County recognizes the value of innovative, community-based healthcare solutions, and we fully support Marsh Valley Mobile Medical's efforts to expand access to care across our region.

Please feel free to contact our office if additional information is needed.

Sincerely,

BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Commissioner

Ken Bullock, Commissioner

Email: commission@bannockcounty.gov

Rural Health Care Access Program Grant Guidance

SFY 2026 GRANT YEAR: JULY 1, 2025 – JUNE 30, 2026

PROJECT PERIOD: ~NOVEMBER 1, 2025 – JUNE 5, 2026

Idaho Bureau of Healthcare Access



Application Deadline:

Applications must be received electronically via Key Survey before:

Saturday, August 30, 2025, 5:00 p.m. Mountain Time.

Applications received after this date and time will not be considered. Emailed, faxed, and mailed/delivered applications will not be accepted or reviewed. Applicants will receive verification of receipt of the application within one week and notified of application status by October 30, 2025, via the email listed on the application.

I. Purpose of the Grant Program

The Rural Health Care Access Program (RHCAP) exists to assist Idaho communities designated as Health Professional Shortage Areas (HPSA), Medically Underserved Areas (MUA), or Medically Underserved Populations (MUP) in improving access to primary medical and dental healthcare. RHCAP awards are limited to a **maximum of \$35,000 for a one-year funding cycle**. For the FY 2026 cycle, projects must be initiated and completed between ~November 1, 2025 and June 5, 2026. Proposed projects are required to address needs in areas designated as Health Professional Shortage Areas (HPSA), Medically Underserved Areas (MUA), or Medically Underserved Populations (MUP). Applicants may submit grant proposals that improve access to primary care and/or dental health services in any of the three assistance categories (Idaho Code [39-5906](#)):

- Telehealth projects (must improve access to primary care and/or dental health services)
- Community development projects
- Other (may include clinician loan repayment, recruitment, and retention incentives, etc.)

No funds awarded under a grant may be used for purchase, construction, renovation, or improvement of real property or for projects which are solely or predominantly designed for the purchase of equipment. Funds may not be used to purchase vouchers or gift cards. Funds may not be used to provide items or services that have already been paid or can reasonably be expected to be paid by third party payers, including Medicaid, Medicare, other state or local entitlement programs, prepaid health plans or private insurance. Use of funds for the purchase of equipment may be allowed when such equipment is an essential component of a program. However, the purchase of equipment may not represent more than forty percent (40%) of the total annual share of a proposal. Indirect costs shall not exceed fifteen percent (15%) of all the direct costs related to the project. No project may be funded for more than a total of three years.

RHCAP seeks to improve access to primary medical and dental care by strengthening healthcare systems, removing barriers that prevent people from obtaining healthcare, and developing partnerships to better serve communities. Barriers may be socioeconomic, cultural, geographic, or reflect the inadequate availability of clinicians. Although access barriers to mental health services may exist, the RHCAP statute limits projects exclusively to primary care medical and dental health services (Idaho Code [39-5902](#)). Applications requesting funds to improve access to mental health or psychiatric services will not be reviewed.

Grant program specifics are in Idaho Code, [Chapter 59, Title 39](#).

II. Eligibility

Applicants must be non-profit entities registered with the Idaho Secretary of State or be a government organization. Individuals may not apply for RHCAP funds (Idaho Code [39-5907](#)). Primary medical care projects must serve an area designated as an Idaho Primary Care Health Professional Shortage Area (HPSA) or Medically Underserved Area (MUA). Dental health projects must serve an area designated as an Idaho Dental HPSA. Maps indicating areas of the state that are eligible to apply are found on the Bureau's website - [Loan Repayment and Grants | Idaho Department of Health and Welfare](#).

A non-profit or government organization may apply for loan repayment for an eligible clinician, and that same clinician (if eligible) may apply for the Rural Physician Incentive Program (RPIP). However, only one application may be funded. A clinician cannot receive funding from both

programs simultaneously. Please specify in the RHCAP application if the physician is also applying for RPIP funding. Additionally, clinicians currently receiving loan repayment through the State Loan Repayment Program (SLRP), Rural Nursing Loan Repayment Program (RNLRP), the National Health Service Corps (NHSC), or any other federal loan repayment program cannot receive RHCAP funding.

III. Application Format Requirements (strictly enforced)

- Make sure to round all project budget totals to the nearest whole dollar.
- All pages must be in portrait orientation. Pages with landscape orientation, including those pages with charts or tables, will not be accepted.
- All attachments must be easily readable (no blurred text, no small print, etc.).
 - If any part of an application, including attachments, is illegible it will not be reviewed.
- Please note – If applicant is a nonprofit, proof of registration with the Idaho Secretary of State must be submitted with application. Please see [Section 39-5907 – Idaho State Legislature](#).

The Bureau of Healthcare Access (BHA) can provide general technical assistance and aid in the application process. Contact the BHA at (208) 334-0669 or RuralHealth@dhw.idaho.gov for questions and assistance.

IV. Specific Application Instructions

If your organization is funded, a Unique Entity Identifier (UEI) is required. Please make sure the UEI number is publicly available. If your organization does not have a UEI number, you are encouraged to start the application process as soon as possible. Please see: [UEI Registration](#)

i. Project Summary (limit 1/2 page)

- a) Identify the applicant organization and other major organizations involved, as appropriate, and the area of the state which the proposed project will serve.
- b) Describe the proposed project.
- c) Identify objectives of your proposed project that will improve access to primary care medical or dental services.
- d) Provide a description of the activities your proposed project will undertake to achieve its objectives.
- e) Specify how the planned activities will be sustained beyond the grant year.

ii. Background Information (limit 1/2 page)

- a) Provide a brief description of the applicant organization. The applicant must show the experience, knowledge, and qualifications to adequately perform the scope of work. This section may include: mission, organizational history, previous projects, and fiscal stability.
- b) Provide a brief description of partners and other agencies collaborating on the project. If applicable, describe the contributions (monetary and non-monetary) of partners.
- c) Describe existing primary medical or dental healthcare services in the area to be served by the project. Identify sources of data.

iii. Statement of Need (limit 1/2 page)

- a) Describe the general healthcare access issue this grant seeks to address. Use current demographic data and other background sources in the description.
- b) Explain how the problem was identified by the applicant.
- c) Describe the target population and service area.

iv. Scope of Work (limit 1 ½ pages)

- a) Provide a detailed description of the project.
- b) Demonstrate the potential of the project to improve access to primary medical care or dental healthcare services.
- c) Describe the community or population to be served by the project.
- d) Demonstrate the need for this project and the lack of resources from other sources to address the healthcare needs of the proposed project area.
- e) Submit a work plan that includes all the following elements: measurable (specific, attainable, realistic, and timebound) project performance indicators, methods/activities to achieve stated objectives, timeline for completion, and cost. Projects must be initiated and completed between ~November 1, 2025, and June 5, 2026. The work plan must be in table form. An example of a work plan table is provided on page 8.
- f) Describe how the benefits of your proposed project will be sustained beyond the grant funding period.

v. Evaluation (limit 1 page)

Demonstrate how you will determine/measure that your project was successful. For each objective in your work plan, there should be a corresponding method of evaluating outcomes. The evaluation may be in narrative or table form. Please provide at least three specific and measurable outcomes. One measure should include the anticipated number of individuals to be reached or served. An example of an evaluation table is provided on page 9.

vi. Grant Budget (limit 1 page)

- a) RHCAP awards are limited to a maximum of \$35,000 and are available for a one-year funding cycle. For the FY 2026 cycle, projects must be initiated and completed between ~November 1, 2025, and June 5, 2026.
- b) If applicable, indicate other funding sources that will also be used to support the proposed project.
 1. If this application is for loan repayment, please specify if the recipient is receiving loan repayment from another source. While a clinician is receiving National Health Service Corps (NHSC) loan repayment, he/she is not eligible to receive loan repayment from a state resource.¹
- c) Create a budget table to itemize your proposed budget. An example of a budget table is provided on page 8. All projects must be rounded to the nearest whole dollar.
- d) Provide a detailed budget justification narrative to support your proposed budget. The narrative may include the following expenses as requested in your proposal: personnel, fringe benefits, travel, equipment, supplies, operating, contractual agreements, and **indirect costs (not to exceed 15%)**.
- e) All proposed equipment purchases require two (2) or more vendor price quotes. This documentation must be included as part of your application and is not included in the page limit.
 1. The purchase of equipment must not represent more than forty percent (40%) of the total funding request.

vii. Support & Collaboration (limit 1/2 page)

- a) Describe the community awareness and support for your project. Identify key participants and collaborative efforts that have been developed.
- b) Community support for your project must be demonstrated through letters of support. At least one endorsement letter must be from your county or local government and specify how your project will improve access to primary care medical or dental services in Idaho. Please include these letters in your application. **It is highly recommended, although not required, that additional letters of support demonstrating community support be included.**

viii. Attachments (no page limit on this section)

a) Letters of Support

- i. Endorsement from county or local government, **REQUIRED**.
- ii. Letters of support from community members and community organizations.

b) Eligibility

- i. Governmental entities
- ii. Non-profit entities must provide evidence they are registered as a non-profit with the State of Idaho secretary of state.

c) Recruitment and Retention

The following information must be included if your proposal is for recruitment and retention assistance in the “other” category and the clinician is identified:

- i. The clinician’s name and type/specialty.
- ii. Include the resume/CV of clinician.
- iii. Indicate if the clinician is currently licensed in the State of Idaho or pursuing licensure. All candidates must be eligible for licensure in the State of Idaho.
- iv. If the application is requesting student loan repayment for the clinician, provide a loan statement from the lending institution indicating the clinician’s medical debt (loan amount and lender).
- v. Disclose any information regarding supplemental scholarships, grants or awards a clinician, or site, is receiving from recruitment and retention incentives or academic loan repayment. While a clinician is receiving NHSC loan repayment he/she is not eligible to receive loan repayment from a State resource.¹
- vi. Include a signed letter of assurance (letter of agreement or contract) with the clinician attesting to his or her level of commitment to the community throughout the grant funding period, **with an agreement for pro-rated payback of funds** in the event of a default. Although not required, it is **strongly encouraged** the loan repayment occurs in one lumpsum at the end of the grant period to help avoid defaults.
 - o Please remember that awarded RHCAP subgrants are between the Department of Health and Welfare and the applicant organization, not the individual that would be receiving loan repayment. Any fund recoupment would be sought through the organization.

d) Additional Budget Information for Equipment

All proposed equipment purchases require two (2) or more vendor price quotes and should be included in this portion of your application.

V. Submission Requirements

Only one application will be accepted from each eligible applicant. Multiple applications from

- 1) The same organization will not be reviewed. Only one application will be accepted from: Applicants with the same tax-identification number
- 2) Healthcare entities and their fundraising organizations or foundations

VI. Application Evaluation and Assessment

As defined by statute, the Joint Health Care Access and Physician Incentive Grant Review Board meets at least annually to review all grant submissions based on the following criteria (Idaho Code [39-5910](#)):

¹The National Health Service Corps does not allow its recipients to have any outstanding service obligation for health professional or other service to the Federal government or a State (e.g., a State Loan Repayment Program obligation) or other entity (e.g., a recruitment bonus that obligates you to remain employed at a certain site), unless the obligation would be completed prior to receipt of the NHSC Loan Repayment award. See <https://nhsc.hrsa.gov/>.

- a) Background of the Applicant Organization: The applicant must show adequate experience, knowledge, and qualifications to adequately perform the scope of the work. This section has a weight of 10%.
- b) Community and Organizational Support: The applicant must demonstrate community and organizational support for the proposed project. This section has a weight of 15%.
- c) Specificity and Clarity of the Scope of Work: The proposed project will be evaluated based on the extent to which the goals and objectives are deemed specific, measurable, and relevant to the purpose of the project. The activities must be relevant and sustainable beyond the grant time frame. Additionally, there must be a demonstrated need for the project and a lack of funds from other sources to address the primary healthcare needs of the defined area. This section has a weight of 35%.
- d) Monitoring and Evaluation: The proposed project will be evaluated based upon proposed methods of evaluation. The measures used to demonstrate success of the project must be relevant and effective. This section has a weight of 15%.
- e) Budget: The proposal will be evaluated based on the extent to which a detailed itemized budget and justification are consistent with stated objectives and planned program activities. This section has a weight of 25%.
-

Helpful Considerations:

Did you thoroughly answer the question, “How does the proposed project increase access to primary or dental care in a Health Professional Shortage Area (HPSA), Medically Underserved Area (MUA), or Medically Underserved Population (MUP) in Idaho?”.

Were the evaluation goals specific, measurable, attainable, realistic, and timebound? Were there at least three?

If the proposed project is recruiting or retaining a clinician, did you thoroughly answer how the recruitment or retention of the clinician will increase access to primary medical or dental care in in a Health Professional Shortage Area (HPSA), Medically Underserved Area (MUA), or Medically Underserved Population (MUP) in Idaho?

Do you have strong letter(s) of support?

VII. Application Information

Rural Health Care Access Program

The following information will be entered in the electronic application.

[Loan Repayment and Grants | Idaho Department of Health and Welfare](#)

Federally designated Health Professional Shortage Area (HPSA), Medically Underserved Area (MUA), or Medically Underserved Population (MUP) score and identification number.
Organization Type: Governmental or Non-profit
Type of Organization: Critical Access Hospital (CAH), Certified Rural Health Clinic (RHC), Federally Qualified Health Center (FQHC), Free Medical Clinic (FMC), or Other.
Organization Name
Unique Entity Identifier (UEI)
Federal Tax Identification Number (TIN)
Site Contact First and Last Name
Street Address
City
State
Zip Code
Direct Work Phone Number (000-000-0000)
Email Address
Total amount of funding requested: *Project period ~11/01/2025 - 6/05/2026
Project Type: Community Development, Telehealth, Recruitment and Retention, or Other
* Recruitment and retention only: Required upload - Clinician's resume/CV, all applicable medical education loan statements (combine into one file), and a signed letter of assurance (letter of agreement or contract) with the clinician attesting to his or her level of commitment to the community throughout the grant funding period, with an agreement for pro-rated payback of funds in the event of a default.
Project Summary (limit 1/2 page)
Background Information (limit 1/2 page)
Statement of Need (limit 1 & 1/2 pages)
Scope of Work (limit 1 & 1/2 pages)
Work Plan Table
Evaluation Narrative (limit 1 page)
Required Upload - Evaluation Plan Table *format example below
Grant Budget Narrative (limit 1 page)
Required Upload - Budget Table *format example below
* Funds for Equipment Request Only: Required upload - at least two vendor quotes
Support & Collaboration (limit 1/2 page)
Required Upload - letter of support from your local government or county endorsing your proposed project. May upload additional letter(s) of support in a single file.
Attestation
Signature

X. Example of a Budget Table

Category	Description	Total cost	Additional funding from X grant**	Total requested from RHCAP
Personnel	Volunteer Coordinator (20 hrs/week * 30 weeks) at \$12.00/hr	\$12,000	\$12,000	\$0
Supplies	Medical supplies for patient use (\$200 per month for 7 months)*	\$1,400		\$1,400
Operations	Supplemental costs for prescriptions @ \$50 * 15	\$750		\$750
Other	Retention of N.P. (loan repayment)	\$12,000		\$12,000
Subtotal		\$26,150		\$14,150

Total Grant Request = \$14,150

*Cost estimates/two vendor price quotes included in attachments

**Having additional resources to support your project is optional. However, you must disclose these resources if they will be used to help support the project.

XI. Example of a Work Plan - Primary Care

Objectives	Activities/Methods	Timeline	Budget
Increase access to primary healthcare services in X county by hiring a nurse practitioner (NP) by 2/3/2X	Advertise for NP vacancy	November 1, 202X - January 4, 202X	\$0
	Hire NP	November 1, 202X - February 3, 202X	\$0
	Provide recruitment incentive in the form of loan repayment to newly hired NP	Anticipate May 30, 202X	\$12,000
	Schedule NP for Free Clinic rotation 2x a week	February 10, 202X - June 5, 202X	\$0

Example of a Work Plan - Dental

Objectives	Activities/Methods	Timeline	Budget
Improve access to dental health services by providing dental screenings (including fluoride varnish and sealants) at six locations in X county for 120 low-income and uninsured children by 5/5/2X	Work with Head Start program coordinator to identify eligible children	November 1, 202X - January 6, 202X	\$0
	Order supplies for fluoride varnish and sealant clinics	January 6, 202X - February 3, 202X	\$2,500
	Provide information to teachers and distribute permission slips in elementary school	January 6, 202X - March 3, 202X	\$0
	Conduct clinics at six locations	March 3, 202X - June 5, 202X	\$7,500

Objectives should be specific, measurable, achievable/realistic, and time bound. Objectives

indicate how much a condition will change for a community/constituency within a specific timeframe.

Methods describe the activities you are going to implement to achieve stated objectives. The methods section answers the question, what can be done to change the situation being addressed? This is the place to include the “who, what, when, where and how”.

Each item of the proposed budget for your project should also be contained in the work plan.

Note: For the FY 2026 cycle, projects must be initiated and completed between ~November 1, 2025 and June 5, 2026.

XII. Example of an Evaluation Plan

Primary Care

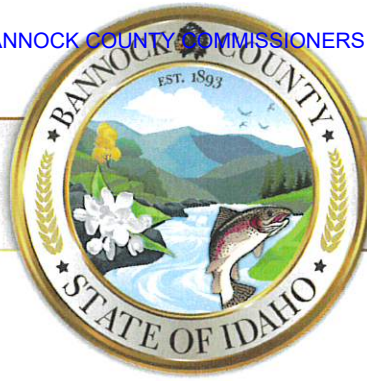
Objectives	Activities/Methods	Performance Indicators	Target
Increase access to primary healthcare services in X County by hiring a nurse practitioner (NP) by 2/3/2X	Advertise for NP vacancy	# of vacancy postings	4 vacancy postings weekly
	Hire NP in X county	Date contract was signed with NP	1 signed contract by 2/3/2X
		# of NP's in X county before and after hiring	1 NP in X county before, 2 NP in X county after hiring
		# of additional patients seen per month by new NP	150 additional patients seen
		# of hours NP works per week	40 hours per week
	Provide recruitment incentive in the form of loan repayment to newly hired NP	Reduction of medical loans	\$12,000 loan repayment provided

Dental

Objectives	Activities/Methods	Performance Indicators	Target
Improve access to dental care by providing dental screenings (including fluoride varnish and sealants) at six sites in X county for 120 low-income and uninsured children by 6/5/2X	Conduct dental screening clinics at Head Start and targeted free/reduced lunch elementary schools	# clinics conducted at Head Start Centers	3 Clinics
		# clinics conducted at elementary schools	3 Clinics
		# children at Head Start that received dental services	60 children
		# children at elementary schools that received dental services	60 children
Increase access to restorative oral health services by providing referrals for children who warrant follow-up dental care by 6/5/2X	Review treatment forms for children needing dental referrals	% of referrals made for children needing follow-up care	60/60 (100%) referrals made

An evaluation plan demonstrates the effectiveness and efficiency of your program. How will you measure the success of your project?

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:

Commission

Department:

Commission

Requestor Email:

commission@bannockcounty.gov

Item(s) to be considered:

Memorialize signature on purchase documents for Kinport Radio Tower

Date of meeting being requested:

04/16/2026

Time requested:

5 Minutes

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

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

In the Matter of ADOPTING A STANDARDIZED)
PROCESS FOR PRESS RELEASES)
AND DIGITAL COMMUNICATIONS)

R.S. 2026-25
April 16, 2026

RESOLUTION

WHEREAS, pursuant to Idaho Code §§31-801 and 31-802, the Board of Bannock County Commissioners has the authority to enact certain policies; and

WHEREAS, Bannock County is committed to providing accurate, timely, and professional information to the media and the public; and

WHEREAS, improper or unauthorized press releases can create legal, financial, or reputational risks for Bannock County; and

WHEREAS, Bannock County desires to establish a clear process outlining the preparation, approval, and distribution of official press releases;

NOW, THEREFORE, BE IT RESOLVED that Bannock County hereby adopts the Standardized Press Release and Digital Communications Approval Process attached hereto; that this process applies to all elected officials, employees, board members, and volunteers acting on behalf of Bannock County; and that this policy shall take effect immediately.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST: _____
Jason C. Dixon, Clerk



Standardized Press Release & Digital Communications Approval Process for Bannock County

To ensure that Bannock County provides the public with accurate, timely, and vetted information, a formalized Press Release and Digital Communications Approval Process has been adopted. This workflow is designed to maintain the integrity of our data, respect the autonomy of each elected office, and ensure compliance with Idaho Open Meeting Laws.

Standard Approval Process

Every press release, regardless of the originating department, will follow a tiered approval structure to ensure technical accuracy and administrative oversight.

1. **Drafting:** The Public Information Officer (“PIO”) drafts the release based on raw data or interviews.
2. **Technical Review:** The **Subject Matter Expert (SME)** and the **Department Head** must approve the draft for factual accuracy.
3. **Final Authorization:** The appropriate **Elected Official** provides the final "green light" before distribution.
4. **Distribution:** The PIO will schedule or immediately publish the release, depending on its timeliness, and distribute it according to PIO’s practice.

Expectation of Timeliness: To maintain the relevance of news and meet media deadlines, reviewers are expected to complete their step in the approval process in a **reasonably timely manner**. If a delay is anticipated, the PIO should be notified immediately.

Verbal or Written Approval: Both verbal and written approval are acceptable, and only one type is required.

The Board of County Commissioners (BOCC)

To maintain compliance with Open Meeting Laws and avoid a "walking quorum," the approval process for Commission-governed departments is as follows:

- The PIO will email the draft to each of the three Commissioners separately. The PIO will not "CC" all Commissioners on a single thread. Approval must be received individually.

Independent Elected Offices

For the offices of the **Coroner, Sheriff, Prosecutor, Assessor, Treasurer, and Clerk**, the PIO will work directly with the specific Elected Official for final approval.

Delegation of Authority: The above elected officials may delegate press release approval authority to their deputy clerk or an appropriate administrator within their office, when necessary.

Expedited & Special Overlays

- **Emergency Protocol:** In an emergency, the standard chain is bypassed. Approval process will follow the chain of command established by the Emergency Operations Center lead.
- **Joint Press Releases:** If a release crosses jurisdictions (e.g., Sheriff and Coroner), the PIO must obtain approval from both Elected Officials or their delegated authority.
- **Financial Oversight:** Any release specifying County Expenditures requires pre-approval by the County Comptroller.
- **Legal Review:** Required only for active litigation, official legal threats, or pre-designated sensitive cases. It is not required for standard incident updates or the Sheriff's recommended charges.

Digital Messaging & Content Creation

The County's digital footprint—including social media, the official website, and other messaging platforms (e.g., email newsletters or alert systems)—serves as a vital real-time communication tool.

- **Entrusted Authority:** The approval and scheduling of content for social media, the county website, and other digital messaging platforms, including newsletters, are entrusted to the PIO. This also applies to visual content, such as graphics, videos, and photos.
 - Other county employees with approved access to manage and post on social media are required to sign a copy of the county's Social Media Policy, agreeing to follow the code of conduct outlined for posts, comment deletion, and management. It is understood that the PIO can edit or delete content shared by other users within the guidelines of the Social Media Policy, as the entrusted authority responsible for managing social media.
- **Standards of Conduct:** All digital content must adhere to the official [County Social Media Policy](#). Posts and updates must, in good faith, reflect the details of the associated

press release (where applicable) and align with the County's core values. Posts should be informative, professional, engaging, and have the appropriate tone for the subject matter.

- **Departmental Exceptions:** This centralized process does not apply to the Bannock County Events Complex or the Bannock County Fair/Rodeo. Digital messaging for these entities will be primarily led by their respective departments, with the PIO providing assistance and high-level oversight as needed.
- **Agenda Notifications:** Agenda management and distribution for county boards and commissions are assigned to the appropriate staff liaison. The PIO manages the distribution system (Constant Contact) and provides distribution training.
- **Emergency Alerts:** Bannock County Dispatch is responsible for sending emergency alerts via the IPAWS system, at the direction of the Bannock County Emergency Manager and/or Sheriff. Notifications sent through the Sheriff's App may be sent by the PIO or Emergency Manager. Alerts should follow [FEMA's best practices for Wireless Emergency Alerts](#).

Content Type	SME/ Dept. Head	Elected Official(s)	Comptroller	Legal	EOC Lead	PIO
Standard Press Release	Yes	Yes	No	No	No	Yes
Social Media / Web / Newsletters	No	No	No	No	No	Lead
Financial/ Expenditures	Yes	Yes	Required	No	No	Yes
Active Litigation/Tort	Yes	Yes	No	Required	No	Yes
Emergency	No	No	No	No	Required	Yes

In the Matter of AWARDING)
FIREARM TO RETIRED)
SHERIFF DEPUTY)

R.S. 2026-26
April 16, 2026

RESOLUTION

WHEREAS, Idaho Code §31-830 provides that a Sheriff’s deputy may be awarded their handgun, badge, and identification card upon retirement; and

WHEREAS, after many years of dedicated service to Bannock County, Deputy A.H. will be retiring.

NOW, THEREFORE, BE IT RESOLVED that the retiring deputy be awarded, upon recommendation of the Sheriff, their service weapon (Serial #S**1), badge, and identification card imprinted with “Retired.”

BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

Attest: _____
Jason C. Dixon, Clerk

**BOARD OF BANNOCK COUNTY COMMISSIONERS
MINUTES CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the date(s) of April 2, 7, and 9, 2026, as approved during the meeting of April 16, 2026.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST:

Jason C. Dixon, Clerk



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, April 2, 2026
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Attorney Jonathan Radford, PIO Emma Iannacone, HR Director Matthew Phillips, and Prosecutor Ian Johnson

Agenda Details

AGENDA	
Work Session and Claims Meeting (action items)	
Agenda:	
1	<ul style="list-style-type: none"> Dillon Evans, Solid Waste, regarding a discussion about free days for Arimo, Chubbuck, Downey, Lava Hot Springs, McCammon and Inkom (requested 5 minutes) (action item)
2	<ul style="list-style-type: none"> Shanda Crystal, Procurement, seeking to provide a procurement update
3	<ul style="list-style-type: none"> Karen Trumbull, OEM, requesting (1) signatures on invoices and, (2) approval of and signature on GrantSolutions document naming Project Director (requested 10 minutes) (action item)
4	<ul style="list-style-type: none"> For Signature only – Agreement to Provide Law Enforcement Protection for Pocatello Downs (action item)
5	<ul style="list-style-type: none"> Alisse Foster, Planning and Development, seeking review for approval of a Bond and Final Plat for Purser Acres Subdivision (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> (AMENDED to include) Dillon Evans, Solid Waste, regarding a fee waiver for permit fees for the Landfill Scale House project (requested 5 minutes) (action item)
7	<ul style="list-style-type: none"> (AMENDED to include) Jeff Hough, Commission, requesting (1) Discussion pertaining to project management and, (2) Landfill project update discussion with possible Executive Session under Idaho Code §74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement with potential action following adjournment of Executive Session (requested 20 minutes) (action item)
8	<ul style="list-style-type: none"> Executive Session under Idaho Code §74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement with potential action following adjournment of Executive Session (action item)
9	Claims Agenda (action items): <ul style="list-style-type: none"> Board of Ambulance District: Invoices and Commissioner Report Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications Personnel Actions with potential Executive Session under Idaho Code §§74-206(1)(a), (b) & (d) for personnel actions or personnel records exempt from disclosure with potential action following adjournment of Executive Session Payroll Report Alcohol Licenses and Permits Certificate of Residency Approval

	<ul style="list-style-type: none"> • Mileage Reimbursement Requests • Technology Request Form • Memorandum Authorization for Accounts Payable • Cardholder User Agreement and Authorization
10	Request for Reconsideration for Deer Valley Reserve Replat Concept Plan (action item)

Meeting Notes

- 1 9:01 AM Hough called the meeting to order. Moser moved to accept the amended agenda. The motion passed. Management Assistant Aubri Lewis also appeared and explained that PSI provided and hauled dumpsters last year for the south cities, but the cost will increase this year by \$800. Chubbuck proposed following the County's clean-up days using their own dumpsters and requested a fee waiver for each day. That waiver would be approximately \$800. Inkom has the same request to waive Landfill fees. Discussion ensued on the name for the program for community outreach. Bullock moved to accept the fees. The motion passed.
- 2 9:07 AM Crystal gave updates on procurement projects.
- 3 9:10 AM Klauser explained invoices will be approved by the Board through the consent agenda. Trumbull reviewed the request for a GrantSolutions account. Allen explained the system and the need to have a new Project Director named for the contact for the BLM grant. Bullock moved to approve signature. The motion passed.
- 4 9:19 AM Moser moved to approve the Law Enforcement Protection for Pocatello Downs agreement. The motion passed.
- 5 9:14 AM Foster reviewed the details for Purser Acres Subdivision. The developer is requesting to bond for the approach and provided a cashier's bond. There is a shared approach that would be counterproductive for construction equipment going over it already paved. Discussion ensued on land divisions and adequate access. Moser moved to approve the bond and plat. The motion passed.
- 6 9:23 AM Facilities Manager Dan Kendall also appeared. Evans requested to waive permitting fees for the scale house project.
9:25 AM Planning and Development Director Hal Jensen questioned whether the notice to proceed has been issued as that would require renegotiating the start date. Evans clarified the notice to proceed has not been issued at this time. Moser moved to waive the fees for planning permits. The motion passed.
- 7 9:19 AM Hough proposed that Facilities Manager Dan Kendall be the sole point of contact or project manager for any construction project for the County. Discussion ensued on the good job and experience he gained with the ARPA projects. Hough moved to add the duty of project manager for all construction projects to Kendall's job description and make it effective immediately. The motion passed.
9:26 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(f) to communicate with legal counsel. The motion passed by roll call vote.
9:56 AM Hough moved to exit executive session. The motion passed. Hough moved to submit a task order with CDM Smith under Idaho Code §67-2320 dealing with the overall and preexisting flood plain issues at the Landfill. The motion passed.
- 8 10:08 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(f) to communicate with legal counsel. The motion passed by roll call vote.
10:23 AM Hough moved to exit the executive session. The motion passed.
- 9 10:07 AM Moser moved to approve the items on the claims agenda. The motion passed.
- 10 10:00 AM Subdivision Planner Alisse Foster and Planning and Development Director Hal Jensen appeared. Jensen reviewed this is a reconsideration request of a formal action taken by council with a

recommendation to approve a replat from 12 lots to 8 lots, increasing the size of the lots, for Deer Valley Reserve. In the conversations and the public testimony, there were concerns from the Homeowner's Association that has a legal right to an easement for a future well for their water system. That has always been somewhat nebulous because it was granted by the previous property owners as an easement to be determined at the time it is needed. It is believed the Gebos have, in good faith, agreed to continue to maintain that and now the HOA wants that pinned down and is asking for that to be considered. That is a civil issue at this point and has nothing to do with the replat process. That would be a water rights issue. That was the testimony the homeowner's association felt was ignored; however, the County does not have enumerated powers to dictate water and how water is secured, et cetera.

10:03 AM Radford explained that the Planning Council needs to follow the ordinance and adhere to the process. The question for consideration today is whether the appellant submitted anything that change the decision to uphold the decision of the Planning Council. Discussion ensued on the process, filing for judicial review after seeking reconsideration. Jensen reported this information was presented in the Council's public hearing and appellant thought it was ignored. The ordinance does not have a consideration for water; only the subdivision of land. Radford pointed out the only question for the Planning Council was whether the subdivision was consistent with the statutes and meets the intent of our ordinance. Foster relayed discussions had during the concept planning. Bullock moved to deny the reconsideration and uphold the previous decision to uphold the Planning Council's approval. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Amended agenda was approved.	Clerk
Fee waivers and cost-sharing were approved for Bannock County Clean Up Days.	Landfill/Resolution
Contract contact update through GrantSolutions was approved for BLM grant.	OEM/Grant Team
Agreement to Provide Law Enforcement Protection for Pocatello Downs was approved.	Sheriff/Parks & Rec
Purser Acres Subdivision bond agreement and plat was approved.	Planning/Resolution
Permitting fees were waived for the scale house project.	Landfill
Adding duty of County project manager to the Facilities Manager job description was approved.	HR
Following executive session held for discussion with legal counsel, it was approved to submit a task order with CDM Smith for flood plain issues at the Landfill.	Landfill/Planning & Development/Procurement
Executive session was held for discussion with legal counsel.	Clerk
Items on the claims agenda were approved.	Clerk/Auditing/Resolution
Request for reconsideration of Deer Valley Reserve Concept Plan approval was denied.	Planning



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, April 7, 2026
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Prosecutor Ian Johnson, Attorney Jonathan Radford, HR Director Matthew Phillips, and PIO Emma Iannacone

Agenda Details

AGENDA	
	Regular Business meeting (action item)
	Agenda:
1	<ul style="list-style-type: none"> Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)
2	<ul style="list-style-type: none"> Matt Olsen, Juvenile Justice, requesting restitution to be waived on case number JV03-23-661 (requested 10 minutes) (action item)
3	<ul style="list-style-type: none"> Jared Marchand, Courts, seeking approval for use of opioid funds for Bannock County employee training (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> Buddy Romriell, Public Works, regarding approval of and signature on Equipment Lease Agreement with Asphalt Equipment Leasing (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> Emma Iannacone, Public Information Officer, presenting a proposal for a Standardized Press Release and Digital Communications Approval process (requested 10 minutes) (action item)
6	<ul style="list-style-type: none"> Discussion about Emergency Management signature authority (action item)
7	<ul style="list-style-type: none"> Discussion about contributions (potential action item)
8	<ul style="list-style-type: none"> Jonathan Radford, Prosecutor, seeking to discuss an exceptional placement with possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 10 minutes) (action items)
9	<p>RESOLUTIONS AND ORDINANCES (action items):</p> <p>2026-20 Approving March 2026 Salaries 2026-21 Approving March 2026 Alcohol Licenses 2026-22 Approving Tax Cancellation Requests 2026-23 Partnership with Cities and PSI Waste Systems for Community Solid Waste Days for Annual Residential Spring Cleaning 2026-24 Accepting the Construction Bond for the Purser Acres Subdivision</p>
10	<p>SIGNATURE ONLY (action items):</p> <p>Vehicle Purchase Agreement</p>
11	<p>CONSENT AGENDA (action items):</p> <ul style="list-style-type: none"> Manual Checks Alcohol Licenses and Catering Permits Certificate of Residency Approval Personnel Actions with potential Executive Session under Idaho Code §§ 74-206(1)(a),(b)&(d) for personnel actions or personnel records exempt from disclosure with potential action following adjournment of Executive Session Mileage and Travel Approvals Minutes: Approval of and signature on certification for meeting minutes for March 31, 2026

12 Juvenile Detention Center Inspection (potential action item)

NOTE: This meeting will be held at 137 S. 5th Avenue, Pocatello

Meeting Notes

- 1 9:00 AM Hough called the meeting to order. Community Resources and Advocacy Director Shantal Lauulu presented an application for cremation assistance for case number 20260021. Moser moved to approve case number 20260021. The motion passed.
- 2 9:01 AM Danny Tanner, Juvenile Probation Officer, also appeared. Olsen reviewed a youth on probation that has a balance of \$645 for restitution owed to the County for damage to the Wellness Complex. History of family issues reviewed. Highly unlikely parent will pay and she will become responsible. Made significant changes, but cannot be released if restitution. Requesting if County will waive that to release from probation. Where the victim is county, done a lot and made progress, benefit to not start out adulthood. Was originally over 800. In writing where's she going, what she learned, acknowledge and reflect. Hough moved to waive \$645 restitution requirement and request a letter. The motion passed.
- 3 9:07 AM Marchand requested to use opioid funding to send D6 employees to Boise for a conference. Moser moved to approve the request. The motion passed.
- 4 9:09 AM Romriell requested signature for rental of tanker trailers for road chipping that is done every year for about one month. The cost is approximately \$5,000. Discussion ensued on purchase vs lease. Bullock moved to approve the rental agreement. The motion passed.
- 5 9:11 AM Hough shared he received a phone call from the Sheriff who wanted to publicly express his gratitude for the job Emma did regarding Friday's incident. Iannacone proposed a standardized press release, which has been the practice for the last five years. Options were laid out to avoid a walking quorum. Emergency procedures would bypass the process. Hough moved to adopt option one. The motion passed.
- 6 9:17 AM Emergency Management Assistant Karen Trumbull and Charity Staggs with SICOG appeared. Hough reviewed the need for signing authority for grant reports and a designated point of contact. Bullock moved to approve designating Trumbull as the point of contact. The motion passed.
- 7 9:20 AM Molly Olson, United Way Chief Operations Officer, appeared. Hough reviewed a discussion he had regarding the process United Way uses to administer grants and funds for donating organizations. Olson reviewed the competitive grant process. Discussion ensued on processes, funding, and funds required to be used for specific criteria.
- 8 9:39 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(a) and (b) regarding personnel. The motion passed by roll call vote.
10:31 AM Hough moved to exit executive session. Hough moved to authorize legal and HR to meet with employee as discussed during the executive session and report back on the discussion. The motion passed. Hough moved to authorize exceptional placement for the Prosecutor's Office. The motion passed.
- 9 10:32 AM Bullock moved to approve Resolutions 2026-20, 21, 22, 23, and 24. The motion passed. Moser moved to approve leave without pay requests. The motion passed.
- 10 10:34 AM Moser moved to approve a vehicle purchase. The motion passed.
- 11 10:35 AM Moser moved to approve the items on the consent agenda. The motion passed. Bullock exited.

- 12 10:57 AM Hough and Moser met at the Juvenile Detention Center for an inspection. The Center’s director, Seth Scott, and Clerk Dixon were present. Hough called the meeting to order and Dixon began reading the questions from the questionnaire.
 11:01 AM The group toured the facility. 11:15 AM The tour was completed the questionnaire was completed. Discussions ensued on generator maintenance that is completed annually by an external contractor, and ongoing maintenance and cleaning of the facility.
 The questionnaire was signed by those in attendance and the meeting was adjourned for the day at 11:20 AM.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Application for cremation assistance was approved for case number 20260021.	Indigent
Waived \$645 in restitution from juvenile to allow release from probation before becoming adult.	Juvenile
Opioid funds were approved for use to send D6 staff to training.	D6
Equipment Lease Agreement with Asphalt Equipment Leasing was approved.	Public Works
Process for standardized press releases and digital communications was approved.	PIO/Resolution
New point of contact was designated for Emergency Management contracts.	OEM
Following executive session regarding personnel, HR and Legal were authorized to meet with an employee and exceptional placement requests were approved for the Prosecutor’s Office.	HR/Legal
Resolution Numbers 2026-20 Approving March 2026 Salaries; 2026-21 Approving March 2026 Alcohol Licenses; 2026-22 Approving Tax Cancellation Requests; 2026-23 Partnership with Cities and PSI Waste Systems for Community Solid Waste Days for Annual Residential Spring Cleaning; and 2026-24 Accepting the Construction Bond for the Purser Acres Subdivision were passed.	Clerk
Two requests for leave without pay were approved.	HR/Auditing
Vehicle purchase request was approved.	Auditing
Items on the consent agenda were approved.	Clerk/Auditing/Resolution
Inspection of Juvenile Detention Center was completed.	Juvenile



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, April 9, 2026
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, PIO Emma Iannacone, and Attorney Jonathan Radford

Agenda Details

AGENDA	
Work Session and Claims Meeting (action items)	
Work Session Agenda:	
1	<ul style="list-style-type: none"> Tony Manu, Sheriff, requesting (1) Proposing a reallocation of existing funds and, (2) approval for award of Sheriff's Deputy badge and service weapon upon retirement (action item)
2	Claims Agenda: <ul style="list-style-type: none"> Board of Ambulance District: Invoices and Commissioner Report Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications Personnel Actions with potential Executive Session under Idaho Code §§ 74-206(1)(a), (b) & (d) for personnel actions or personnel records exempt from disclosure 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

Meeting Notes

- 9:00 AM Hough called the meeting to order. Manu requested to award a retiring deputy their badge and service weapon. Moser moved to approve the award of badge and service weapon. The motion passed. 9:01 AM Manu explained that due to the retirement, a new polygrapher will need hired and equipment will need purchased for \$11,000 of which \$9,000 will need reallocated. Bullock moved to authorize the purchase. The motion passed.
- 9:03 AM Moser moved to approve the claims. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Retiring deputy sheriff will be awarded badge and service weapon.	Sheriff/Resolution
Polygraph kit was approved for purchase.	Sheriff
Items in the claims agenda were approved.	Clerk/Auditing/Resolution