



FY 2026 Juvenile Services Commission Grant Program (JS)

Request for Application (RFA)

Pursuant to Nebraska Revised Statute §43-2405, the Nebraska Commission on Law Enforcement and Criminal Justice (Nebraska Crime Commission) is pleased to announce it is seeking applications from qualified applicants in Nebraska for the Juvenile Services Commission Grant Program.

AWARD PERIOD

July 1, 2025 – June 30, 2026

FUNDS AVAILABLE

\$564,300.00

DEADLINE

April 2, 2025

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact:

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In accordance with the Americans with Disabilities Act, Nebraska will provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission at 402.471.2194. (TTY 711 or TDD 1.800.833.7352)

Release Date: Wednesday, February 26, 2025

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OVERVIEW

Pursuant to Nebraska Revised Statute §43-2406, the Juvenile Services Commission Grant Program (Juvenile Services) shall be apportioned as aid to the Nebraska Crime Commission (Commission) and the Commission shall award grants on a competitive basis to eligible applicants based upon criteria determined by the Commission. Grants provided under the Commission Grant Program may be used for developing programs under the Juvenile Services Act (Neb. Rev. Stat. § 43-2401 to 43-2412) that directly align with the priorities identified in the community plan submitted to and approved by the Commission. **All programs funded through Juvenile Services Commission Grant Program that serve youth shall report individual-level data through the Juvenile Case Management System (JCMS). All programs not directly serving youth shall report program-level data as deemed appropriate.** Amount of funds available is contingent upon legislative appropriation.

ELIGIBILITY

Applicants are limited to non-profit community-based agency or organization, political subdivision, school district, federally recognized or state-recognized Indian tribe, or any combination of the entities listed. If two or more entities partner on a single application, there must be one entity designated as the *Lead Agency* to receive and disburse grant funds. Applicants may give consideration to contracting with private non-profit agencies to administer programs and services with Juvenile Service funds. The *Lead Agency* is responsible for all funds and must adhere to all requirements and conditions as outlined by the Nebraska Crime Commission.

To be eligible for participation in the Juvenile Services Grant Program, a comprehensive juvenile services community plan shall be developed, adopted, and submitted to the Commission. The application shall include a comprehensive juvenile services plan. Funding priorities shall be identified within this community plan. Local data and community collaboration will assist in determining the priorities and strategies used to address the needs of the community. **Funding requests must directly align with the community planning priorities that have been identified in the community plan submitted to and approved by the Commission.** If you are not familiar with your community planning team, please reach out to the Commission.

Current Community Plans, Community Planning Manual, and Community Plan Template can be found here:
<https://ncc.nebraska.gov/community-comprehensive-juvenile-services-plans>.

APPLICATION SUBMISSION AND FORMAT

Due Date: April 2, 2025, at 5:00 PM (CDT). Late applications will not be accepted.

All applications shall be submitted electronically **through the AmpliFund application portal**. All documents must be typed on the Word application template with unedited formatting. Upload template in Word or PDF format. If uploading a PDF, save the Word document in PDF format (save as PDF); **scanned copies will not be accepted**, other than signature pages. Prior to submitting the application, complete all documents from the Required Documents Checklist in Appendix D. **All documents are required for a complete application and must be submitted at one time.** There is a separate place to upload attachments if needed.

It is advised to submit the application well in advance of the due date. No in-process applications will be accepted when the application portal closes at 5:00 PM on April 2, 2025; it cannot be re-opened. Late applications cannot be accepted due to computer or submission issues that could have been mitigated with proper planning and time management. Please plan time accordingly.

Amplifund Application Portal link:

<https://ne.amplifund.com/Public/Opportunities/Details/c632fdcd-46d3-4a09-b885-279cb712a5bd>

For technical assistance with the AmpliFund application portal, please contact Nebraska AmpliFund Support at (844) 735-0239 or support@ne-amplifund.zendesk.com. Applicants may also access resources and chat with AmpliFund Support staff through the AmpliFund Customer Support Portal at <https://ne-amplifund.zendesk.com>.

APPLICATION REVIEW PROCESS

The Crime Commission reserves the right to reject any or all applications, to waive informalities and minor irregularities in applications received, and to accept any portion of the application, or all items proposed, if deemed in the best interest of the State of Nebraska to do so. Failure of the applicant to provide information requested in this Announcement or the grant application may result in the disqualification of the applicant. The fact that an applicant meets eligibility requirements and applies for eligible services does not guarantee funding.

Acceptance of Application Content:

The final contents of the approved application become contractual obligations of the grant award issued to a successful applicant.

The Juvenile Services Grant Program is a competitive grant program. Review of the applications will be based on the following criteria: applicant eligibility, adherence to federal and state requirements and guidelines, completeness, clarity, continuity, and consistency of the written application. The written application shall include all sections and information as outlined in the grant application instructions; ability and capacity of the proposed project to make an impact on the identified problem, availability of other resources to address the problem or need of the proposed project including an explanation of how the applicant's project proposal will work with and/or coordinate with existing resources, cost effectiveness of the proposed project, amount of grant funds available, and the performance and/or ability of the applicant to manage a grant program.

Applications will also be considered according to the Juvenile Services Grant Program funding purposes as noted below.

Grant Review Scoring:

In addition to the criteria listed above, the following criteria will be considered when awarding Juvenile Services Grant Program funds: the amount of funds available; the priorities described in this solicitation; the applicant's ability to consistently spend down previous grant awards; applicant's ability to consistently meet financial and programmatic reporting requirements and deadlines; prior measurable performance/effectiveness of programs; data-based and/or evidence-informed merit of the proposal, and a commitment to sustainability plans and/or match funds, such as funding personnel fringe or partially funding the programs. All eligible applications will be evaluated and scored on the completeness and clarity of the grant application, and if the budget request is necessary, reasonable, and allowable. Do not assume the grant reviewers know this information; provide detailed answers within each application.

The following is a list of criteria:

Attachments:

- Attached Community Plan
- MOUS (if applicable)
- Application Signed
- Non-Profit Verification (if a non-profit agency or organization)

Section 1: Application Information

- Applicant provides all information requested. Appropriate signatures are included. Financial officer cannot be the same person as project director.
- Whether the project or program is within the scope of the grant.
- The applicant's eligibility.
- History of deobligation

Section 2: Program Narratives: Program narratives should be complete enough to give the reviewer a clear picture of the who, what, when, where, and how in describing what the program is and who it is serving.

- Clearly describes an identified priority area and makes a connection on how this proposed program will meet the priority areas. **(5 points)**
- Clearly describes the proposed program and includes the proposed project's purpose and intended impact, include the geographic area served, direct services provided, and a description of the target population to be served and the number of youth who will be served. **(10 points)**
- Clearly describes how the program will build on the strengths, abilities, and assets of the youth, and what promising practices will be used. **(5 points)**
- Clearly describes how the youth enter and leave the program **(2.5 points)**
- An explanation of how this project's funding will continue after the grant funds cease is clearly presented. Any sources

of definite future funding are identified. If future funding is uncertain, potential sources for funding are stated. If this project is not to continue after the grant, a clear explanation is given. Strategies to cultivate future funding sources are provided. **(2.5 points)**

Section 3: Budget: Budget narratives should accurately explain project costs that are reasonable, necessary, and otherwise allowable. The budget narrative should be mathematically sound and correspond clearly with the information and figures provided in the Budget tables. The narrative should explain how the applicant estimated and calculated all costs, and how those costs are necessary to the completion of the proposed project.

- Budget tables completed correctly and fully. **(5 points)**
- A narrative is provided which details, matches and justifies the amounts included in the budget form clearly. **(10 points)**
- Rates are reasonable and consistent with that paid for similar work in other state or local governments. If the position is funded partially by the grant the % of salary is identified. Other sources of funds are clearly identified which fund the proposed program. **(5 points)**
- Clear description the proposed expenditures set forth in the project budget are allowable, reasonable, and cost effective. **(2.5 points)**
- Detailed budget breakdowns are complete, clear description of how request is necessary to meet the goals and outcomes of the program. **(2.5 points)**
- points)

Total Points: 50

GRANT COMMENCEMENT AND DURATION

Funded projects must be implemented within 30 days from the start date listed on the grant award, or as specified by the Grant Administrator. The project period for the 2026 Juvenile Services Grant Program is July 1, 2025 – June 30, 2026. No extensions will be granted.

GRANT FUND DISBURSEMENT

Funds will not be disbursed until the prior month's expenditures have been incurred and requested for reimbursement. The Crime Commission utilizes AmpliFund as the grant management system. Funded projects will receive information on AmpliFund access and training at time of award notification.

FUNDING PURPOSE

The Juvenile Services Act (NRS [43-2401](#) to [43-2412](#)) was created due to a Legislative finding that the incarceration of juveniles in adult jails, lockups, and correctional facilities is contrary to the best interests and well-being of juveniles and frequently inconsistent with state and federal law requiring intervention by the least restrictive method. The Legislature further found that the lack of available alternatives within local communities is a significant factor in the incarceration of juveniles in such adult jails, lockups, and correctional facilities. To address such lack of available alternatives to the incarceration of juveniles, the Legislature declared it to be the policy of the State of Nebraska to aid in the establishment of programs or services for juveniles under the jurisdiction of the juvenile or criminal justice system and to finance such programs or services through the Community-based Juvenile Services Aid Program, the Juvenile Services Commission Grant Program, and funds acquired by participation in the federal act (Juvenile Justice and Delinquency Prevention Act of 1974) (NRS 43-2403).

Funds received through the Juvenile Services Grant Program shall be used exclusively to assist the recipient in the implementation and operation of programs or the provision of services **identified in the recipient's community plan**, including: Programs for local planning and service coordination; Screening, assessment, and evaluation; Diversion; Alternatives to detention; Family support services; Treatment services; Reentry services; Truancy prevention and intervention programs (Kindergarten – Twelfth Grade); Other services documented by data that will positively impact juveniles and families in the juvenile justice system. A listing of program definitions can be found in Appendix B.

Programs and services shall be designed to serve and target youth who are eleven through eighteen years of age. Programs focused on reducing excessive absenteeism may serve and target students in grades kindergarten – twelfth grade (ages five through eighteen). Aid recipients shall prioritize programs and services that will divert juveniles from the juvenile justice system, reduce the population of juveniles in juvenile detention and secure confinement, and assist in transitioning juveniles from out-of-

home placements.

For purposes of the Juvenile Services Grant, the population of youth being served must be youth in the juvenile justice system or be at risk of entering the juvenile justice system. Youth at risk shall include youth who are identified as being at risk of violating the law, those whose behavior is such that they endanger themselves or others, youth with low protective factors,¹ youth with risk factors for delinquency², youth with criminogenic needs factors,³ and at-risk youth as defined by the federal act.⁴ Programs and services targeting non-criminogenic risk factors alone (such as mental health, anxiety, low self-esteem, creative abilities, and medical needs) for a general population of youth that are not for the specific purpose of including in the programming of the at-risk population do not align with the purpose of this grant program. Low self-esteem is a prime example of a non-criminogenic factor. Although a youth's low self-esteem may suggest a need for counseling, it is not a risk factor for delinquency, and changing a youth's self-esteem level will not change the likelihood of reoffending.⁵

Programs or services not developed for the purpose of serving the above-described population of youth are not eligible for funding under this grant program, regardless of if previously funded. Applications not clearly identifying the population of youth served by the proposed program and how they meet the funding requirement will not be awarded funding.

Mental Health Programs

Mental health programs, especially in the school setting, must be serving the correct population of youth. While addressing anxiety, depression, suicide ideation, and other non-criminogenic risk factors are important, those risk factors alone are not indicative of juvenile justice system involvement. The purpose of the mental health program in schools must clearly target the youth as outlined in the funding purpose above and to increase the access of necessary services by being available in the school.

¹ Protective factors are characteristics of youth or the environment surrounding the youth that interact with risk factors to reduce the odds of involvement in the juvenile justice system. A listing of Risk and Criminogenic Need Factors and Protective Factors and Assets can be found in Appendix A.

² Risk factors for delinquency include: antisocial/pro-criminal attitudes, values, beliefs and behavior; negative peer associations; and pro-criminal associations and isolation for pro-social others. Other risk factors include lack of social ties; poor school performance/behavior problems at school; community disorganization/neighborhood criminality; hyperactivity/impulsivity/attentional problems; poor parental management/family problems.

³ Criminogenic needs are dynamic (changeable) risk factors associated with delinquent behavior that are proven through research to affect recidivism. See risk factors for delinquency above.

⁴ The term "at-risk", when used with respect to a child, youth, or student, means a school aged individual who is at-risk of academic failure, dependency adjudication, or delinquency adjudication, has a drug or alcohol problem, is pregnant or is a parent, has come into contact with the juvenile justice system or child welfare system in the past, is at least 1 year behind the expected grade level for the age of the individual, is an English learner, is a gang member, has dropped out of school in the past, or has a high absenteeism rate at school (20 U.S.C. 6472(2)).

⁵ Vincent, Gina M., Laura S. Guy, and Thomas Grisso. 2012. Risk Assessment in Juvenile Justice: A Guidebook for Implementation. New York, N.Y.: Models for Change. https://njjn.org/uploads/digital-library/Risk_Assessment_in_Juvenile_Justice_A_Guidebook_for_Implementation.pdf

FUNDING LIMITATIONS

Juvenile Services Commission Grant Program funds shall not be used to acquire, develop, build, or improve local correctional facilities. Grants received under the Commission Grant Program shall not be used for capital construction or the lease or acquisition of facilities. Grants received by an eligible applicant under the Juvenile Services Commission Grant Program shall not be used to replace or supplant any funds currently being used to support existing programs for juveniles.

All funds and rates requested must be allowable, cost effective, and in alignment with the work proposed. To be considered allowable, all funds must be:

- DIRECT All costs must be direct expenses. No indirect organizational costs may be requested.
- ALLOCABLE Costs can be allocated to the grant to the extent they support grant funded activities. Grant funds cannot provide general support to the operations/programs of the organization receiving funding.
- ACTUAL Only actual expenses may be charged to the grant. Charges cannot be based upon budgeted or estimated amounts. EXAMPLE: The project budget anticipates the portion of the project coordinator's time spent on the grant funded activity will be 10% or 4 hours/week. The actual weekly time spent fluctuates between 0 hours and 2.5 hours/week. The actual time spent each week and not the budgeted cost is the amount that can be charged to the grant.
- REASONABLE Costs must be consistent with those paid for similar services in the marketplace. A cost is considered reasonable if the nature of and the price paid for the goods or services reflects the action that a practical person would have taken given the circumstances. In determining the reasonableness of a particular cost, the following criteria will be considered: • In accordance with generally accepted accounting principles and business practices • An "arm's length" transaction • Consistent with established practices of the grantee • Consistent with market prices for comparable goods or services in your area.
- NECESSARY All expenses must be necessary to achieve the outcomes of the program. Expenses must be directly related to the program, be necessary to carry out the function of the program or service and must be necessary to effectively meet the program goals and outcomes.

A market analysis may be required for any rate that is not verifiable as consistent with the rates in the market. Rates shall not exceed reimbursement contract rates from Nebraska Probation Administration or Nebraska Department of Health and Human Services (DHHS) for the same or similar service.

Personnel Salaries

Employees covered by collective bargaining management agreements may receive increases as directed by the provisions of their labor agreements. Increases to grant funded county/tribe personnel should be in alignment with county/tribe wide salary increase approved and implemented by the respective governing board. All other annual salary increases must be reasonable and not to exceed the Consumer Price Index (CPI), Midwest Region as established by the Bureau of Labor Statistics, U.S. Department of Labor.

Please Note:

Insurance Opt-Out Plans and Stipends

Only basic fringe benefits are considered allowable by the Crime Commission. This includes insurance benefits offered by the agency (health, life, professional liability, etc.), FICA, unemployment insurance, workers compensation, costs of leave, and pension/retirement. **Cafeteria or opt out plans, benefits, or incentives are not considered allowable expenses and will not be reimbursed.** This applies even if the agency has optional fringe benefits approved under Section 125 of the IRS Internal Regulations. **Stipends and other cash in lieu of benefits are not allowable.**

Operating Expenses

All operating expenses must be necessary for program function and directly related to effectively meeting the program goals and outcomes. Operating expenses cannot be overarching expenses of an office, but rather for the program or service only. Pro-rate operating expenses accordingly. All allowable operating expenses will be reviewed on a case-by-case basis. A non-exhaustive list of allowable and unallowable operating expenses are below.

Allowable Operating Expenses

Communication Expense: Includes voice, data, internet, and videoconferencing; costs for services necessary and directly related the program.
Conference Registration: Registration fee for employees' attendance at a conference or similar event relevant to the program or service funded through the Juvenile Services Grant. Retention of a conference agenda is required.
Dues & Subscription Expense: Such as costs of dues, subscription, and memberships as it pertains to the Juvenile Services Program and directly related to and necessary in effectively meeting the program goals and outcomes. Subject to reviewer discretion.
Educational & Program Materials: Supplies used for educational and recreational purposes such as teaching aids, books, manuals, workbooks, videos, etc. Program supplies include items necessary for youth to participate in the program.
External Fees for Youth: Costs of youth fees paid to organizations for external activities directly related to effectively meeting program goals and outcomes.
Food and/or Beverage for Youth: Food and/or beverage costs for youth in conjunction with a program or service funded through the Juvenile Services Grant.
Incentives: Costs for incentives provided to youth directly related to effectively meeting program goals and outcomes. Provide proper documentation that illustrates a positive effect on youth. Subject to reviewer discretion on a case-by-case basis.
Postage Expense: Postage meter expenses or stamps.
Program Equipment: On a case-by-case basis, programs may request approval to purchase computers, tablets, software programs, software subscriptions, or related items reasonable and necessary to carry out the functions of the program or service. Such requests will be considered once every four years.
Transportation for Youth: Costs of transporting youth to and from placements, evaluations, or services only. This could be in the form of vouchers, bus passes, etc. This does not include van rentals, agency vehicle gas or maintenance for group outings or activities.

Unallowable Operating Expenses

Auditing Expense: Contractual services for the state auditor or other auditing, accounting, and CPA firms.
Construction of Facilities: Construction of secure detention facilities, secure youth treatment facilities, secure youth confinement facilities, capital construction of facilities, capital expenditures, and the lease or acquisition of such facilities, beyond the one-time use outlined in Nebraska Revised Statute §43-2404.02(3)(c).
E-Commerce Expense: Costs of renting webpage space and related fees. Costs and fees for using online information services and databases.
Drug testing: Includes testing supplies and lab confirmation fees.
Food and/or Beverage: Food and/or beverages for any meeting, conference, training, etc. This restriction does not impact direct payment of per diem amounts to individuals attending a meeting or conference, in adherence with meal guidelines in the application instructions. Additionally, this restriction does not impact costs for youth in programs or receiving services through the Community-based Juvenile Services Aid Program.
Indirect Organizational Costs: Costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.
Lobbying: The Anti-Lobbying Act, 18 U.S.C. §1913, contains significant restrictions on the use of funding for lobbying.
Office Equipment: Includes purchase and rent of all office equipment and furniture, office furnishings, desks, chairs, bookcases, photocopiers and fax machines, etc.
Office Supplies: Costs of office supplies, such as stationery, forms, paper, ink, unexposed film, desk mat, calendars, stapler, floor mats, pens, pencils, pictures, inkjet/toner cartridges, ribbons, bookends, key, batteries, books, etc. These include expenses incurred in publishing reports and legal notices, advertising, duplication and copying services, book binding, picture framing, film processing, photographic services, cost of post office box rental, etc.
Office Space and Utilities: Includes purchase and rent of space for office, warehousing, parking and storage. Utilities include natural gas, electricity, water, sewer, coal, propane, and steam.
Overtime Costs: Costs of wages in excess of base rate of pay, to include any employee bonuses. This includes personnel for agencies who are subcontracted through this grant.
Stipends and Scholarships: Stipends and scholarships are unallowable. Fee Waivers are encouraged.
Insurance Opt-Out Plans and Stipends: Only basic fringe benefits are allowable. Cafeteria plans, opt out plans, insurance stipends or cash in lieu of benefits are unallowable.

FUNDING REQUIREMENTS

Quarterly Reporting of Individual Level Youth Data- All requests funded through the Juvenile Services Grant Program shall report individual-level youth data into the Juvenile Case Management System (JCMS) on a quarterly basis. Any program that is not directly serving youth shall include program-level data. Programs not reporting individual-level data and/or in compliance with the Required Variables will be out of compliance and subject to the suspension and termination policies. The *Required Variables by Program Type* can be accessed on the Crime Commission website [here](#) under the Juvenile Case Management System (JCMS) section.

Assessments and Surveys – Prevention/Promotion Programs are required to provide pre and post assessments provided by the Juvenile Justice Institute to all new youth (6th grade and older) participating in their program. Programs not complying with the assessment requirement will be out of compliance and will not be eligible for reimbursement and future funding from the Juvenile Services Grant Program.

- Prevention/Promotion Programs: In addition to the assessments, all prevention and promotion programs are also required to submit completed risk and protective factor surveys to the Juvenile Justice Institute for all youth participants 8th grade and older.

The following program types are no longer required to administer the survey or assessment tool, but the tool will remain available to any program who wishes to continue utilizing it.

- After School Programs
- School Interventionists
- Mentoring Programs
- Mental Health Programs

Annual Reporting – Any recipient of aid under the Juvenile Services Grant shall electronically file an annual report that includes the type of program or service, how the service met the goals of the comprehensive juvenile services community plan, program activities, and program outcomes.

Non-supplanting of Funds – Juvenile Services grant funds cannot be used to supplant (replace) other existing funds. Funds presently appropriated for the project may not be deliberately decreased due to additional funds made available through the Nebraska Crime Commission. The non-supplanting requirement mandates that grant funds cannot be used to supplant (replace) funds that would, in the absence of Juvenile Services grant funds, be made available for grant purposes. Instead, Juvenile Services grant funds must be used to supplement (increase) existing funds that were already budgeted for grant purposes. The application's budget breakdown should clearly explain funding requests to ensure supplanting will not occur by including how position(s) or costs are funded, why funding is no longer available, when support ends, or any temporary funding agreements or arrangements.

Special Conditions – Awarded grantees must sign Special Conditions that include, but are not limited to, requirements under federal and state laws in addition to requirements for records retention, accounting, data collection, reporting, and any additional requirements of the Juvenile Services Grant Program. Grantees sub-awarding any of the award must also receive signed Special Conditions from the sub-award subgrantee.

Fiscal Requirements – Grantees and subgrantees must adhere to all requirements in the Juvenile Programs and Interventions Guidebook. Commingling of funds on either a program-by-program or project-by-project basis is prohibited. The grantee must maintain an accounting system that complies with the requirements in the Juvenile Programs and Interventions Guidebook. The grantee must maintain time record system that complies with the rules outlined in Juvenile Programs and Interventions Guidebook. The grantee must maintain maintenance of inventory records for program equipment purchased, rented, and contributed. See the Juvenile Programs and Interventions Guidebook for requirements pertaining to equipment.

Sub-Awards and Contracts – Agencies, counties and tribes may sub-award the Juvenile Services Grant award to private non-profit agencies to administer programs with grant funds. The awarding agency must provide a sub-award with special conditions to be signed and agreed to by the sub-awarded subgrantee. All sub-award requests must be included in the program summary and sub-award/contracts budget category in the application. Agencies, counties and tribes may also contract with service providers to provide a service. The agency must have a current contract with the contractor that complies with the requirements in the Juvenile Services Grant.

Independent Contractors and Employees – When classifying a position as an independent contractor, please ensure that the position is in compliance with the Fair Labor Standards Act (FLSA). See <https://www.dol.gov/whd/>

APPLICATION INSTRUCTIONS

SECTION I: APPLICANT INFORMATION

Applicant Name (Lead Agency/Organization): is the agency serving as the official applicant. If a group of agencies, counties, or tribes are applying together, only one agency can be designated as the *Lead Agency*. This must be the agency receiving and disbursing grant funds.

Federal Employer I.D. number must be the agency serving as the applicant or lead agency.

List of Partnering Agencies/Counties/Tribes are agencies, counties and tribes who agree, through a memorandum of understanding, to receive funds and provide services as outlined in the grant application.

Lead Project Contact is the individual who will serve as the main point of contact for the Crime Commission and Juvenile Justice Institute and will receive all grant correspondence. This person is responsible for the daily management of the grant, including reporting requirements. This person will receive a license to Amplifund to manage the grant once it is awarded unless a designee is appointed. This individual is best suited to answer questions and be most knowledgeable on the programs funded in the grant.

Secondary Project Contact is an optional point of contact that will be included in all correspondence related to requirements and training, and any other correspondence as deemed appropriate.

Fiscal Officer is the financial contact in the Lead Agency. This person may receive a license in Amplifund to manage the fiscal responsibilities of the grant unless a designee is appointed. This individual may be included in correspondence as deemed appropriate.

Authorized Official is typically the Mayor, County Board Chair, City Administrator, Board President, or similar position of authority. This individual is likely not involved in day-to-day management of the grant but may be included in correspondence as deemed appropriate.

SECTION II: PROGRAM SUMMARY

Program Type Table: The purpose of the Program Type Table is to provide the Juvenile Justice Institute (JJI) and the Nebraska Crime Commission (NCC) with the program types needed to set permissions to enter data into the Juvenile Case Management System (JCMS). Accurate classification of program types aid in local and state-level reports to state agencies and other stakeholders. Please complete the program type table to identify the primary goal of each program, service, or system improvement for which funds are being requested.

Each program type should be represented on a single line in the table; do not combine program types that share a common goal or funding (e.g., if two programs each aim to reduce absences). Each row should have only one program title, one over-arching type, one program type and one sub-program type. If a program has several funded components (e.g., staff salaries, curriculum, supplies, etc.), please combine these into a single row in the table. For this table, we are interested in knowing the total funds by program, but not specific things funded within each program.

Instructions for each column:

- **Program Title:** Include the name of the program (e.g., Happy Kids program), and not the name of the program component being funded (e.g., after school director).
- **Over-arching Type, Program Type, and Sub-program Type:** To select each of these, choose the program types that best align with the goals of the program and how those goals are achieved. If the JJI definitions do not apply to your program or if you are unsure, please contact JJI or NCC to assist you with selecting program types.
- **New Request or Currently Funded by JS/CBA:** Indicate if this is an existing program through the 2022 JS/CBA grant or a new program that will need access to JCMS for reporting.
- **Amount Requested for each Program:** Round up or down to the nearest dollar.

[Appendix C](#) outlines the options for each column of the program type table.

Program Narrative: This Program Narrative will be used for currently funded and new requests. Complete all questions applicable to the type of request. Delete unused narratives. Please answer the questions in the narrative(s) only for the program to receive funding. Do not answer for other programs/services within the agency not part of the program request.

1. If awarded, these funds will (check only one): Check one box from the following choices:

- **Create a new service/activity** –programs in this category would be programs that do not exist currently and would be started utilizing the grant funds.

- **Enhance an existing program funded by the grant** – programs in this category are currently receiving grant funds and would use this grant to enhance the program (e.g., adding additional staff).
 - **Continue an existing program funded by the grant** – programs in this category are currently receiving grant funds and would use this grant to maintain the program.
 - **Expand, continue, or enhance an existing project not funded under the grant in the previous year** – programs in this category are not currently receiving grant funding but do exist in the community and would use these funds to maintain or enhance the program.
2. **What type of program from page 20 of the Request for Application does this program fall under:** Review the program definitions on page 20 of this document and determine how the proposed program best fits the definitions.
 3. **Is this program or service currently funded by any Crime Commission grant (state or federal):** Check “yes” or “no”. If “yes” provide the grant numbers of the grants being received.
 4. **Would a partial funding award for this program or service be accepted?** Check “yes” or “no”. If “yes”, answer the second part regarding how the awarded funds would be prioritized.
 5. **Describe the sustainability status of the proposed project, including efforts undertaken toward maintaining sustainability and cost savings (if the program is not funded in future years, will it continue to succeed?):** Identify the plan for this program if the grant funds were to no longer be available. Include any steps the program is taking to reduce costs.
 6. **Provide a concise statement highlighting the major aspects of the proposed project (150 words or less):** Briefly describe an overall description of what is being requested, what services will be provided, and the important features of the program requesting funding. This should be your short “elevator speech” describing the program.
 7. **Provide a concise description of the social problem(s), community issue(s), and/or community need(s) the project will address. Include local relevant data specific to the applicant county/tribe describing the community need or issue that will be addressed by the proposed project (400 words or less):** Briefly describe the problem, issue, or need in the community that this program is targeting. Use specific data points to show the program request addresses the identified need. There must be recent local data that justifies the request for this program or service. Do not use data from other states.
 8. **Describe the intended impact of the program or service on the youth/family and the community. How will this be measured?** Identify the impact this program or service will have on the youth and/or families served and the community. Include how this impact will be measured whether it is to increase, decrease, or maintain something that is occurring, and can be measured through narratives, with data, follow-up surveys, etc.
 9. **List, by agency name, up to five other programs/services operating within the community or service area that contribute to the solution of the stated problem, issue, or need. Indicate how this project coordinates with those programs/services:** Provide up to five other programs and/or services in your community that are also working toward addressing the problem and/or issue listed in Question 7. Describe how your program and these other programs work together to address these issues and provide the best possible community impact. If you are not aware of any others, please indicate this.
 10. **Provide a description of the program or service by answering the following:**
 - a. **What agency(s) will implement this program:** Provide the name of the agency(s).
 - b. **Age, Gender, and Race/Ethnicity targeted by this program:** List the age, gender, and race/ethnicity targeted by your program. Ensure that the program request is targeting the appropriate demographics based on best practices. If a program is gender specific, choose the appropriate gender, etc.
 - c. **Explain how a referral is made to the program or service. Include who can make referrals, why a youth would get referred to your program, what the referral process looks like, etc.:** Describe what situation would result in a referral to this program, who your program receives referrals from on a regular basis, and other agencies/entities you would expect to receive a referral from. For example, how would a youth come to the attention of the agency or individual making the referral.
 - d. **Do all referrals get accepted? Check “yes” or “no”.** If no, explain why referrals would not be accepted and under what circumstances(s) this may happen.

- e. **Explain the criteria to determine if the youth is appropriate after receiving the referral. Include the screening and/or assessment tools used to determine program eligibility, program appropriateness, and programming needs:** Explain how a youth is the right “fit” for this program. Provide a step-by-step process used to determine how the youth enters the program, ensuring the youth is appropriate for the program. List all screening and assessment tools used by the program.
- f. **What is the maximum capacity of youth this program can serve at one time:** Indicate if the program has a limit to the number of youth that be served at one time. Identify why this capacity exists.
- g. **How many youth do you anticipate serving during the project period:** Indicate the total number of youth that the program aims to serve during this fiscal year.
- h. **Describe the services/programming activities the youth will be provided for this funded program (do not include other activities your agency provides):** List the services or programming that the grant funded program will provide to youth and/or families with a brief description. This would be where curriculums and activities would be detailed. Do not provide a day-by-day breakdown.
- i. **What type of programming and/or practices are you utilizing? Check all that apply.**
 - a. Evidence-based – programs or practices that use research findings and data to guide decisions and improve outcomes. These programs and practices have gone through multiple studies and achieve the goal of the program each time.
 - b. Promising – programs or practices have some evidence indicating their ability to achieve the desired outcome. Additional research into these programs is recommended.
 - c. Cultural-based – programs or practices that are rooted in cultural beliefs and work to connect or reconnect youth and families with their culture. These programs and practices have often been a part of the culture for generations.
 - d. Research-based – programs or practices are informed and shaped by research findings but may not have received an official designation as evidence-based or promising.
 - e. Practice-based – programs or practices implemented in a community or organization to address a specific issue or problem that has shown positive effects but has not been rigorously studied. The organization running the program should have evidence of the positive effects even without a formal study.
- j. **Provide specific examples of the programming/practices selected above. Do not just cite research articles. If utilizing practice-based programming, include the positive results you have seen in the community** Provide what best practices the agency follows and how you integrate them into your programming. For example, don’t just list ‘mentoring’ but list the mentoring best practices that you are using (at least 2 hours training of mentors, matches meet at least weekly for at least one year, etc.): Use current research or practices. Include all relevant information for your program. Describe the practices/components of the practice-based program in your community that are showing positive results, although it is not technically deemed “evidenced-based.” Include data that demonstrates this success.
- k. **Define the ways youth leave the program, i.e., what does termination look like? Completion? Successful completion?** Detail the outcomes of the program including reasons a youth would successfully complete the program, if completion is possible without being considered successful, or what an unsuccessful termination would look like. Can youth be kicked out of the program? For what reasons?
- l. **Describe the outreach efforts the program will use and how outreach to marginalized and underserved populations will be accomplished:** Detail steps taken by your program to ensure members of marginalized and underserved populations are aware of the program being offered and attempts to enroll/serve eligible members of these communities.
- m. **Is there a cost to youth and/or families for this program or service? Check “yes” or “no”. If yes, explain what steps are taken to ensure costs are not a barrier to program participation:** If the program requesting grant funding charges a fee for participation, mark yes. If it is yes, provide the amount, then describe efforts by the program to allow for everyone to participate even if they are not able to pay the fees. This could be reduced fees, scholarships, waivers, etc.
- n. **Describe how feedback about services received will be gathered from program participants and how this feedback will be integrated into service delivery?** Detail how comments and suggestions from youth and/or family who have participated in your program have been or are used to update/change the program and services, such as adjusting operating times and locations. For example, if a youth tells staff they liked the program but wished they could have had more one-on-one time with staff during the week, is there a way the program could shift to allow even brief one-on-one time once a week with each youth?
- o. **Do you evaluate this program or service on a regular basis (do not include the EB-NE UNO Juvenile Justice Institute evaluation)? Check “yes” or “no”. If yes, describe:** List the evaluator and type of evaluation, and anticipated completion date.

11. If the program currently operates, regardless of funding source:

- a. **How long has this program been operating:** Identify the number of years the program has been open and serving youth
- b. **Provide a narrative that highlights the progress made by this program or service toward stated need:** Describe progress made toward addressing the need in the community. This narrative can include a success story.
- c. **How does this program continue to address the above stated need in the community and why is continued funding necessary?** Describe what need in the community continues to be met by this program or service. Include why the program should continue to be funded through this grant.

Community Planning Information

1. **What county/counties/tribes are served by this program?** Provide the service areas for this program. If you are planning to serve youth in more than one county, please list them all. Do not say “county” or “school” but rather provide the specific area. For example, “Washington and Lincoln Middle Schools in X County” rather than “middle schools”.
2. **Identify the service area designation(s) as rural, urban, and/or frontier. If more than one designation, explain and include the percentage of each designation within the service area.** Per the US Census Bureau, an urban area is 50,000 or more people, an urban cluster is 2,500-49,999 people, and rural is anything less than 2,499. The Rural Health Information Hub indicates frontier as six or fewer people per square mile as well as distance to rural and urban areas. Please see the definition of frontier here: <https://www.ruralhealthinfo.org/topics/frontier#definition>. If the service area is more than one designation, the percentage of each designation needs to equal 100%.
3. **Is someone from your agency part of the above stated county/counties/tribe community team?** Check “yes” or “no”.
 - p. **If yes, how many community team meetings has someone from your agency attended in the past year?** Provide a total count of team meetings attended by someone from your agency.
 - q. **If no, have you had any discussion with community team members about programming to address the community’s need and priorities?** Check “yes” or “no”. **Explain.** Provide additional information about the conversations that have been had, or how future involvement and programming is necessary.
4. **Was the community plan utilized in drafting the grant application to ensure the requests align with and address the priorities outlined in the plan?** Check “yes” or “no”.
5. **How do the requests in this application align with the strategies to address the priorities in the community plan? Include the relevant issue, priority, and strategies from the community plan.** Describe how the programs and services that are requesting funding in this application are working toward the priorities in the community plan for the areas this program will serve. Explain how your program or service falls into these areas and will provide support to the communities to address these needs.
6. **Was the community plan reviewed at any other times throughout the year?** Check “yes” or “no”.

SECTION III: BUDGET

Budget Summary Table: Enter the total amount of grant funds requested in each category. Provide budget numbers by rounding up or down to the nearest dollar.

Personnel-Agency: Funds in this category should reflect positions hired directly by the lead agency. Personnel refer to wages and fringe benefits for regular full-time or part-time salaried employees for the agency. Other persons working on the project who are not on the regular payroll for the agency must be classified in the sub-awards/contracts category of the application. Salaries may not exceed those normally paid for comparable positions in the community and/or unit of government. Any position 100% funded through grant funds must be 100% dedicated to the grant program’s allowable activities. The percentage of funds requested through JS for a position must not exceed the percentage of time devoted to job functions related to the JS Program. For example, a request that 50% of a Community Specialist’s position be paid through JS; however, the Community Specialist is devoting 25% of their time to job functions for JS – this is unallowable. Costs for wages in excess of base rate of pay are unallowable.

Agency Narrative: Provide more information about the agency receiving the sub-award. A narrative will be required for each agency listed on the summary table.

Agency Name: Identify the agency.

1. Does the agency currently receive any Crime Commission grant (state or federal): Check “yes” or “no”. If “yes”, provide the grant numbers of the grants being received.
2. Describe organization’s structure (250 words)
3. Describe agency’s current scope of services or operations (250 words)

Personnel Table (Agency Employees):

- **Program Title**- List the program title associated with the Program Type Table.
- **Position Title and Name** – List title of the position that is being requested and individual name of the person holding the position.
- **Agency Name**- List the name of the agency employing the position being requested.
- **New or Existing** – Indicate whether a position is new by typing “N” or existing by typing “E”. If a position is being requested for the first time through Community-based Juvenile Services Aid but has been existing then that position is considered “E”.
- **Percent Time Devoted** – List the percentage of time devoted to Juvenile Services Grant Program for each position listed. This includes the time projected to be spent on all allowable requests listed in the grant application. (2080 hours annually = 100% or full-time) If the position is 100% devoted to the grant funded project but the grant only pays 75% of the salary, percent time devoted is 100%.
- **Current Annual Salary** – List the current annual salary of the corresponding position.
- **Projected Annual Salary** – List the projected annual salary that will become effective on July 1, 2022.
- **Percent Salary Requested** – List the percent of the salary being requested be paid by this grant application. **The percent requested cannot exceed the percent time devoted.** If the percent time devoted to the project is 100% but this amount of funds requested to pay for the salary from this grant is less than 100% of the salary, the percent requested is not 100%. For example, 75% of the salary is paid by this grant and 25% is paid by the county, the percent requested is 75%, not 100% even though this position is 100% devoted. If 75% of their time is devoted to the project and you are requesting 75% of their salary (which would be 100% funding for the project), the percent of salary requested would still be 75%.
- **Requested Wages** – List the amount of wages being requested through the grant application.
- **Requested Fringe** – List the amount of fringe benefits being requested through the grant application. All fringe benefits are to be based on the employer’s share only. The employee’s share is to be withheld from his/her wages. Only basic fringe benefits of insurance offered by the agency (health, life, professional liability, etc.), FICA, unemployment insurance, workers compensation, costs of leave (holidays, sick leave, vacation), and pension/retirement can be included. Vacation and leave time are included in normal working hours (FTE 2080 hours/year) and are not added benefits. Funds to support cafeteria plans are not allowed by the Nebraska Crime Commission.
- **Requested Total** – List the sum of the “requested wages” and “requested fringe”. This will provide the amount of total funds being requested for each position to include wages and fringe benefits.
- **Total Project Cost** – List the sum of the “requested wages”, and “requested fringe”. This is the total cost of a position that is being requested by the agency.

Personnel Table Budget Breakdown: A budget breakdown must be completed for **each** position:

1. **Program Title and Position Title:** List the title of the program and title of the personnel position. This will match the program and position listed in the Personnel Table.
2. **Is this position new or existing:** Check “new” or “existing”.
3. **If existing, describe how this position is currently funded and the need to fund the position by this funding source:** Some examples of previous funding may include, but are not limited to county funds, tribe funds, different grant source, Community-based Juvenile Services Aid, DHHS, etc.
4. **Does this position spend 100% of their time on the proposed project: Check “yes” or “no”**
 - a. If no, list what percent the position is dedicated to the proposed project.
 - b. If no, list other duties performed that are not included in the CBA funded portion.
5. **Provide all funding sources and amount currently contributing to this program. The percent of total column should equal 100%:** Using the table provided, indicate all funding sources, including grants, the percent of the total program costs that each funding source contributes to the overall program cost, the dollar amount each funding sources contributes, and how the different sources are used. This includes Crime Commission grants. For example:

Funding Source	Percent of Total	Dollar Amount
CBA Grant	40%	\$20,000
JS Grant	20%	\$10,000
County Funds	40%	\$20,000

6. **Are existing funds currently allocated to the support of this position that will be used for a different purpose if this request is awarded:** Check "yes" or "no". **Briefly describe how this request complies with the non-supplanting requirement (the replacing of existing funds that currently support his position with these grant funds):** Provide an explanation that funds being requested for this position will not be used to supplant (replace) existing funds that would, in the absence of Juvenile Services grant funds, be made available for grant purposes.
7. **Provide job description:** Complete one of the following options:
 - a) If the position is already created and existing, paste in the official job description.
 - b) If the position is new, write a summary of the anticipated job duties in the space provided for this question. If the position is new and a job description has already been created, paste in the official job description into the grant application.
8. **Provide justification for an annual salary increase:** If this position is expected to obtain an annual salary increase, provide the % increase the position will receive along with the governing board approval minutes. If the governing board did not approve the salary increase, explain.
 - a) **Did the governing board approve the salary increase:**
 - Yes – attached the minutes.
 - No – provide explanation for salary increase.
9. **Provide a personnel budget breakdown on the following:**
 - a) Breakdown of wages requested for each position.
 - Example 1: 1,900 hours x \$20.00/hour = \$38,000
 - Example 2: 2,080 hours x \$18.75/hour = \$39,000
 - b) Breakdown of fringe benefits requested for each position. In the example, note how fringe benefits are appropriately pro-rated based on the amount of state dollars requested. Only include basic fringe benefits and provide details explaining each benefit requested. Example:
 - Medicare 1.45%: \$45,573 annual = \$660.81
 - Social Security 6.2%: \$ 45,573 annual = \$2,825.53
 - Retirement 7.5%: \$45,573 Annual =\$3,417.98
 - Health Insurance = \$1,934.44/mo x 12 = \$23,213.28
 - Basic Life: \$.48 x 26 pay periods = \$12.48
 - Annual fringe = \$30,130 (rounded up to the nearest whole dollar)

Travel-Lead Agency: All travel requests will abide by the policies and procedures of the Nebraska Crime Commission and the Nebraska Department of Administrative Services. Travel is limited to mission critical initiatives. If out-of-state travel is mission critical, grantees will submit a grant adjustment and an Out-of-State Travel Request form at least 6 weeks prior to travel for pre-approval. Out-of-state travel requests will be reviewed with strict scrutiny to purpose and approved on a case-by-case basis. Copy the travel expenses form and complete it for each travel purpose. Rates for meals and lodging are listed on the General Services Administration website (GSA) and are subject to change every year on October 1. Meals will be reimbursed following the Nebraska Department of Administrative Services policy. ***All travel expenses listed below are reimbursed for actual expenses incurred within allowable rates only.***

- **Position(s) Traveling** – List the positions that will be traveling for the purpose stated.
- **Travel Purpose** – List the purpose funds are being requested for travel.
- **Cost breakdown:**
 - ✓ **Mileage** – Reimbursable at the rate listed for business travel specified on the IRS website: <https://www.irs.gov/tax-professionals/standard-mileage-rates>
 - ✓ **Lodging** – Available for reimbursement the night before an activity begins through the night before an activity ends. Rates must not exceed those listed for the location of travel which is found on the General Services Administration (GSA) website: <http://www.gsa.gov/portal/category/100120>
 - ✓ **Meals** – Meal expenses incurred during travel shall be reimbursed on a per diem basis pursuant to Neb. Rev. Stat. § 81-1174. Reimbursement will be based on the following:
 - The Per Diem Rate shall be 70% of the daily federal per diem rate (GSA Per Diem Rates)

<http://www.gsa.gov/portal/category/100120>).

- The first and last day of travel will be prorated at 75% of the State Per Diem Rate.
- Any meal that is provided, such as at a conference or breakfast at hotel, shall be deducted from the daily Per Diem Rate, unless there are extenuating circumstances.
- One-day travel: meals for same day travel are not allowable for reimbursement.
- Incidentals will be reimbursed at the 70% rate.

Operating Expenses – Lead Agency: See “Funding Limitations” in this document to receive guidance on unallowable/allowable operating expenses. Complete all blanks in the table when requesting funds for operating expenses to include the detailed cost breakdown, amount requested, and total cost. **If requesting funds for the one-time use to convert an existing juvenile detention facility or other existing structure for use as an alternative to detention, please contact the Community-based Juvenile Services Aid Grant Manager to complete a separate form that is required to be submitted in addition to the grant application.**

Operating Expenses Table: Do not modify or add budget line items. Provide a detailed breakdown of each cost. For example, communications expenses might be a Verizon Wireless Cellphone at a rate of \$40/month X 12 months = \$480. Educational materials would be a breakdown of how much each education material costs, not necessarily broken down by month. Provide the total amount requested for each line item.

Operating Expenses Budget Breakdown:

Every operating expense listed on the table of the application needs to have the following two questions answered. If there are 5 requests, there will need to be 5 answers.

1. **For each operating expense requested above, explain the following:** There are several operating expenses that are allowable, and an explanation is needed for each request for this question.
 - a. **How is each request necessary to meet the goals and outcomes of the program:** An example would be if incentives for youth are being requested, then explain how purchasing incentives has benefited that particular service or program. What has been witnessed as a result of purchasing incentives for youth? Did their attendance increase? Did their grades increase? If so, what data or information was used to support the purchase of these incentives?
 - b. **How is each request reasonable and cost effective:** For funds to be reasonable and cost effective, they must be direct, allocable, actual, reasonable, and necessary. See “Funding Limitations” on page 6 of this document for further description.
2. **If requesting program equipment, provide the following:** Program equipment requests are requests that will assist in the necessary functions of the program.
 - a. **List each item requested and purpose.**
 - b. **Purchase date of equipment being replaced**
 - c. **Date and description of most recent program equipment request**
 - d. **Include three quotes.**

Entities must follow their written procurement process and if a process is not in place, then the entity must use Nebraska’s procurement process governed by DAS.

Contract (Lead Agency): Funds in this category should reflect programs/services contracted out to agencies or individuals. Fees for service contracts must have a current legal contract between the lead agency and the contractor. Only utilize one table (Contract Fee for Service) for each request. The rate for independent contractors must be reasonable and consistent with those paid for similar services in the marketplace and in alignment with the work proposed. A market analysis may be required for any rate that is not verifiable as consistent with the rates in the market. Rates shall not exceed reimbursement contract rates from Nebraska Probation Administration or Nebraska Department of Health and Human Services (DHHS) for the same or similar service. For more information on Probation Administration Juvenile Services Definitions and Rates, see: <https://supremecourt.nebraska.gov/probation/community-based-programs-field-services-division/rehabilitative-services/juvenile-service-definitions>. Lodging, meals, and travel costs should be included in the daily rate, prohibiting additional charges above the full daily rate. Grantees must adhere to Nebraska Revised Statute §23-3108. All other entities must follow their written procurement process and if a process is not in place, then the entity must use Nebraska’s procurement process governed by DAS.

Contracts (Lead Agency): Use this table for independent contractors who provide service for a flat fee rate.

- **Program Title**- List the program title associated with the Program Type Table.
- **Service Type** – List the type of service being requested such as tracker, electronic monitoring, mediation, counseling, presenter, etc.
- **Provider Name** – List the agency or contractor responsible for providing service type.
- **Rate** – list the dollar amount that is being requested either hourly or daily.
- **Number of Occurrences** – List the number of hours or days this service is being requested. Then check the box to denote whether the rate is being charged either by the hour or day. If the service is per occurrence, that can be noted in the “Rate” column and Hrs or Days boxes can remain unchecked.
- **Amount Requested** – List the amount that is being requested in this box. Multiply the rate by the number of hours/days.

Contracts Narrative: Fill out one for each contact listed in the table above.

Service Type and Provider Name: Identify the type of service and agency/person providing the service

1. **Describe the service being contracted, including the referral process for youth to participate in the contracted service:** This may be duplicative of information provided in the narrative, but it is still necessary here. Include who can make referrals, what steps referrals go through to be accepted, and what services are being provided.
2. **Did the county use an application process to determine the provider for the service?** Check “yes” or “no”
3. **Does the County/Tribe have a contract in place with the provider?** Check “yes” or “no”
4. **Describe how the contracted service is allowable, cost effective, and necessary for project activities:** Refer to the table on the top of page six and identify how this service fits these requirements.

Sub-Awards: Funds in this category should reflect programs/services sub-awarded out to other agencies. If the Lead Agency does not directly operate the program but relies on another entity to run the entire program, the whole budget is shown as a sub-award. There must be a sub-award with signed special conditions with the sub-award agency.

1. **Sub-Award Budget Summary Table:** List each sub-award on this table. The Lead Agency is fiscally responsible and must ensure all funds are spent properly by all sub-awarded programs/services. Proceed to fill out separate budget category forms for each sub-award agency.
 - **Agency Name** – List the Agency name receiving the sub-award.
 - **Personnel** – Enter the total for personnel requested from this grant.
 - **Travel** - Enter the total for travel requested from this grant.
 - **Operating Expenses** – Enter the total for operating expenses requested from this grant.
 - **Contract Fee For Service** – Enter the total for contract fee for services requested from this grant.
 - **Requested Amount** - Enter the total amount requested for each sub-award.
 - **Total Amount Requested** – Enter the total amount requested for all sub-awards.
2. **Sub-Award Narrative:** Provide more information about the agency receiving the sub-award. A narrative will be required for each agency listed on the summary table. Refer to the agency narrative instructions outlined in the Agency Narrative, as this section adheres to the same set of guidelines.
3. **Sub-Award Personnel Table (Sub-Agency Employees):** This chart is used for personnel of the sub-awarded agency requesting funds for programs within their corresponding county/tribe. All positions being requested that are not directly funded by the county/tribe will be listed in this table. These positions are personnel of the sub-awarded agency. Refer to the personnel table instructions outlined in the Lead Agency Personnel Table, as this section adheres to the same set of guidelines.
4. **Sub-Award Personnel Table Budget Breakdown:** A budget breakdown must be completed for each position. Refer to the personnel table budget breakdown instructions outlined in the County/Tribe Personnel Table Budget Breakdown, as this section adheres to the same set of guidelines. Refer to the personnel table budget breakdown instructions outlined in the Lead Agency Personnel Table Budget Breakdown, as this section adheres to the same set of guidelines.

5. **Sub-Award Travel Expenses:** Funds in this category should reflect travel expenses of non-agency personnel of the sub-awarded agency. Refer to the travel instructions outlined in the Lead Agency Travel, as this section adheres to the same set of guidelines.
6. **Sub-Award Operating Expenses:** See “Funding Limitations” in this document to receive guidance on unallowable/allowable operating expenses. Complete all blanks in the table when requesting funds for operating expenses to include detailed breakdown of cost, amount requested, and total cost. Refer to the operating expenses budget breakdown outlined in the Lead Agency Operating Expenses, as this section adheres to the same set of guidelines.
7. **Operating Expenses Budget Breakdown:** Refer to the operating expenses budget breakdown outlined in the Lead Agency Operating Expenses, as this section adheres to the same set of guidelines.
8. **Sub-Awards Contract Fee for Service Table:** Use this table for independent contractors who provide service for a flat fee rate. Refer to the Contracts instructions outlined in the Lead Agency Contracts, as this section adheres to the same set of guidelines.
9. **Sub-Award Contracts Narrative:** Fill out one for each sub-award listed in the table above. Refer to the contracts narrative instructions outlined in the Lead Agency Contracts, as this section adheres to the same set of guidelines.
10. **Sub-Awards Total:** Enter the total amount requested for the agency sub-award to include personnel fees, travel fees, operating fees, and contract fees. Place them in the appropriate category.

SECTION IV: COMPREHENSIVE JUVENILE SERVICES COMMUNITY PLAN

Pursuant to Nebraska Revised Statute §43-2405(1), the application shall include a comprehensive juvenile services plan. Applications must include a current copy of the Comprehensive Juvenile Services Community Plan for the community in which the program operates. If the program(s) requested in the application is not included in the community plan or serve the purpose of the meeting the needs identified in the community plan, the program will not be eligible to receive grant funding. Upload the community plan with your application materials.

SECTION V: MEMORANDUMS OF UNDERSTANDING

For agencies, counties or tribes applying as a group, submit a current copy of the MOU(s) signed by each participating county board chair, tribal council chair, or other agency authorized official confirming the agency, county or tribal commitment to combine Community-based Juvenile Services Aid funds to accomplish the project(s) outlined in the application. Upload any MOUs with the application materials.

SECTION VI: ELECTRONIC SUBMISSION

The grant application must be signed by the Authorized Official, either digitally or hand signed and scanned. The Lead Project Contact must acknowledge that the PDF version of the application being submitted is the final version that the Authorized Official has signed. The Assurances and Signature will be submitted separately from other sections of the grant application.

SECTION VII: SIGNATURE

The grant application must be signed by the Authorized Official (such as Lead Governing Board Chairperson) with the authority to contract on behalf of the Applicant entity. Obtain the applicable signature, ensuring the certification is carefully read. This can be done using digital signature or hand signed and scanned. It is advised that all individuals on the grant also thoroughly read and understand the requirements in the Juvenile Programs and Interventions Guidebook. Upload the signed signature page (if separate from your application) with the application materials. This can be a scanned copy of the signature.

APPENDICES

APPENDIX A

Risk and Criminogenic Need Factors

Protective Factors and Assets

INDIVIDUAL

Drug/Alcohol use	Positive attitudes, values, and beliefs
Learning disability	High personal drive/self-esteem
Anxiety/depression	Positive mental, physical, and emotional health
Mental health disorder(s)	Use of positive coping skills
Antisocial attitudes	Well-developed communication skills
Sensation seeking	Self-regulation/Impulse control
Defiance of authority	Positive attitudes/relations with authoritative figures
Lack of concern for others	Compassion for others
Inappropriate use of time	Constructive use of time (youth programs, athletics, etc.)
Previous victimization	Problem-solving skills

FAMILY

Lack of supervision	Adequate parental monitoring
Lack of discipline	Consistent discipline
Low parental warmth	Positive student-parent bond
Parental hostility	Language-based discipline
Abusive parent(s)	Positive adult role models
Parental substance use	Clear expectations of prosocial behaviors/values
Poor prenatal and early childhood health	Healthy prenatal and early childhood care
Family violence	Supportive adult(s) within the home

EDUCATION/COMMUNITY

Truancy	Regular attendance and engagement in school
Low achievement	High academic standards
Low attachment	Positive teacher relationships
Low literacy	Access to academic support
High crime neighborhood	Access to physical and mental healthcare
Disenfranchised neighborhood	Community values youth
	Strong neighborhood attachment

PEERS

Deviant peer groups	Healthy/Positive peer relationships
	Supportive social group

Resources:

- Arthur, M. W., Hawkins, J. D., Pollard, J. A., Catalano, R. F., & Baglioni Jr, A. J. (2002). Measuring risk and protective factors for use, delinquency, and other adolescent problem behaviors: The Communities That Care Youth Survey. *Evaluation review*, 26(6), 575-601.
- National Institute on Drug Abuse. (2003). What are risk factors and protective factors? Retrieved from <https://www.drugabuse.gov/publications/preventing-drug-abuse-among-children-adolescents/chapter-1-risk-factors-protective-factors/what-are-risk-factors>.
- National Research Council and Institute of Medicine. (2009). *Preventing mental, emotional, and behavioral disorders among young people: Progress and possibilities*. Washington, DC: The National Academies Press.
- Substance Abuse and Mental Health Services Administration. (2018). Risk and Protective Factors. Retrieved from <https://www.samhsa.gov/capt/practicing-effective-prevention/prevention-behavioral-health/risk-protective-factors>.

APPENDIX B

Program Type Definitions

- a) Alternatives to Detention (ATD): A program or directive that increases supervision of a youth that would otherwise be securely detained, in an effort to ensure the youth attends court and refrains from committing a new law violation. The alternative shall least restrict the youth's freedom of movement, provided the alternative is compatible with the best interest of the youth and the community. Examples include: electronic monitoring, day and evening reporting centers, tracker, shelter care, and family crisis response.
- b) Diversion: Programs aimed at steering minor law violations and lower-risk youth away from the juvenile system who would otherwise have charges filed or be adjudicated. Diversion programs may work with Crossover Youth (youth dually involved in child welfare and juvenile justice system). Teen Courts will not be funded.
- c) Family Support: Community-based services that promote the well-being of children and families as well as increase the strength and stability of families. Examples include: family support worker, parenting class, advocacy and social worker.
- d) Mental Health Services: Programs providing mental health services for youth in diversion, in the juvenile justice system or at-risk of entering the juvenile justice system, in need of such services including, but are not limited to programs utilizing screening, diagnosis, and treatment to promote the youth's recognition of their abilities and coping skills to assist with promotion mental health well-being.
- e) Prevention/Promotion: Methods or activities for delinquent and other at-risk youth that seek to reduce or deter specific or predictable problems, protect the current state of well-being, or promote desired outcomes or behaviors. Promotion programs are programs for positive youth development that build on protective factors for, and develop competencies in, delinquent and other at-risk youth, by assisting in obtaining—
 - i) a sense of safety and structure;
 - ii) a sense of belonging and membership;
 - iii) a sense of self-worth and social contribution;
 - iv) a sense of independence and control over one's life; and
 - v) a sense of closeness in interpersonal relationships;
- f) School-based: Education programs or supportive services in traditional public schools and detention/corrections education settings to encourage youth to remain in school or alternative learning programs, support transition to work and self-sufficiency, and enhance coordination between correctional programs and juveniles' local education programs to ensure the instruction they receive outside school is aligned with that provided in their schools and that any identified learning problems are communicated.
 - i) After School Programs: Programs that provide at-risk youth and youth in the juvenile justice systems with a range of age-appropriate activities, including tutoring, mentoring, and other educational and enrichment activities.
 - ii) Alternative Schools: Academic enrichment programs where services are focused on youth expelled or suspended from their home school system.
 - iii) School Interventionist: An individual responsible for identifying and coordinating a behavioral or academic intervention for a student. The intervention process includes clearly identifying the problem, selecting a strategy to address the problem, and measuring the effectiveness of the strategy.
 - iv) Truancy Programs: Programs aimed at steering youth that had an unauthorized absence in an effort to prevent system involvement.
- g) Mediation: A form of conflict resolution in which trained leaders help the victim(s) and offender work together to resolve disputes. Mediators do not make judgements or offer advice, and they have no power to force decisions. Victims are able to have input into an offender's sentence. Includes victim impact statements, defining the restitution owed, or other forms of affecting resolution of a juvenile justice case. Other stakeholders may participate in the process as well.
- h) Restorative Justice: Practices, programs, or services that emphasize repairing the harm caused to victims and the community by persons who have caused the harm or committed an offense. Restorative justice practices may include, but are not limited to, victim youth conferencing, victim-offender mediation, youth or community dialogue, panels, circles, and truancy mediation.
- i) Mentoring: Programs to develop and sustain a one- to-one supportive relationship between a responsible adult age 18 or older (mentor) and an at-risk youth, youth who have offended or youth in the juvenile justice system (mentee) that takes place on a regular basis.
 - i) Community Mentoring: a mentoring model where a positive adult is engaged in the youth's life by spending time in the community together. The match is based on interests, hobbies, and compatibility in order to

spend time together to share fun activities they both enjoy. The goal of this mentoring model is to reduce drug and alcohol use and antisocial behavior through establishing a supportive friendship and providing guidance.

- ii) Juvenile Justice Based Mentoring: a mentoring model where youth with some involvement in the juvenile justice system (ranging from diversion to YRTC) are matched with an adult who will demonstrate prosocial attitudes and behaviors while helping the youth navigate the juvenile justice system. The goal of this mentoring model is to prevent the youth from further involvement with the justice system.
- iii) School-based Mentoring: a mentoring model where youth meet with their mentor on school premises. The goal of school-based programs is to improve youth attendance, grades, and attitudes towards school so that the youth is more likely to graduate.
- iv) Youth-initiated Mentoring: a mentoring model where the youth identify individuals that he or she already views as a natural support or mentor. A formal program then helps ensure that the match is safe and supportive for the youth. YIM models also help develop natural mentors for more sustainable matches. The goal of youth-initiated mentoring is to help youth identify and sustain healthy support systems.
- j) Drug Court: A diversion program addressing criminal behavior driven by or related to substance abuse. Multi-phased program coordinating efforts of treatment, medical, judicial, and corrections officers to direct offenders away from criminal activity.
- k) Reentry: A process that intentionally prepares youth and families for return from an out of home placement back to their communities. Activities and communications prior to discharge strengthen the connection between the youth in placement with their family, home, and community.
- l) Crisis Response: Teams trained to intervene in cases where juvenile's health or safety is threatened, resolves serious conflicts between parent/guardian and juvenile regarding conduct/repeated disregard for authority, a pattern of repeated absence from school, or runaway behaviors.
- m) Crisis Respite: Respite care for children provides temporary relief for parents and other caregivers through a temporary absence of the child from their family; this is not an extended placement.
- n) Assessment Program: A location where staff can meet with juveniles to assess the risk and needs of juveniles referred and provide recommendations for services for prevention and intervention to include referrals to a diversion program or informal program to avoid charges filed (i.e. early assessment, pre-diversion). Includes programs utilizing diagnostic techniques and methods that aid in aligning youth with the best services that will promote mental health well-being.
- o) Referral Service: Agency that helps juveniles and families locate community services based on the needs of the juvenile. May cover the costs of the services for the family.
- p) Juvenile Justice System Improvement Programs: Programs, research, and other initiatives to examine issues or improve practices, policies, or procedures on a system-wide basis (e.g., Data, Evaluator, Racial and Ethnic Disparity Coordinator, JDAI Coordinator)
- q) Planning and Administration: Activities related to community plan development, other pre-award activities, and administration of the grant funds, including reporting, monitoring, and grant compliance (e.g., Grant Coordinator, Collective Impact Coordinator, Backbone Support Organization)

APPENDIX C

Program Type Table Program Classification

Over-arching Type Options	Program Type Options	Sub-program Type Options (Choose 1, if applicable)
Direct Intervention	Alternatives to Detention (ATD)	<ul style="list-style-type: none"> • Electronic Monitoring • Reporting Center • Community Youth Coaching • Tracking Services • Shelter Care
	Diversion	--
	Family Support	<ul style="list-style-type: none"> • Parenting Class • Family Support Programs • Advocacy • Social Worker
	Mental Health	--
	Prevention/Promotion	<ul style="list-style-type: none"> • 40 Developmental Assets • Bullying • Employment Skills • Gang • Life Skills • Prosocial Activity/Attitudes • Substance Abuse • Incentives
	School Based	<ul style="list-style-type: none"> • After School Programs • Alternative Schools • School Interventionists • Truancy Programs
	Restorative Justice (includes Mediation)	<ul style="list-style-type: none"> • Juvenile Justice Mediation (including Family Conference, Family Group Conference) • Victim Youth Conference • Excessive Absenteeism Conference
	Mentoring	<ul style="list-style-type: none"> • Community Mentoring • Juvenile Justice Based Mentoring • School based Mentoring • Youth Initiated Mentoring
Direct Service	Crisis Response	<ul style="list-style-type: none"> • Crisis Response • Crisis Respite
	Assessment	<ul style="list-style-type: none"> • Assessment • Referral Service • Mental Health Assessment
System Improvement	Training	--
	Grant Administration	<ul style="list-style-type: none"> • Fiscal Only Grant Administration • Grant Administration
	Community Engagement	<ul style="list-style-type: none"> • Community Planning • Collective Impact Coordinator • Backbone Support Organization
	Data	--
	Evaluator	--
	Juvenile Justice System Improvement	--

APPENDIX D

REQUIRED DOCUMENTS CHECKLIST

Completed	Application Sections	Description
Section I: Applicant Information		
<input type="checkbox"/>	Applicant Information	See RFA for definitions.
Section II: Program Summary		
<input type="checkbox"/>	Program Type Table	See Appendix C
<input type="checkbox"/>	Program Narrative	Each program from the program type table must have its own narrative. See RFA for instructions.
Section III: Budget		
<input type="checkbox"/>	Budget and Narratives	Each request must be in the appropriate budget table with a narrative. See RFA for instructions.
Other Attachments		
<input type="checkbox"/>	Comprehensive Juvenile Services Community Plan	Current, approved Community Plan must be provided with the grant application.
<input type="checkbox"/>	Memorandums of Understanding	Obtain signed MOU for each agency, county, or tribe applying as a group on this application.
<input type="checkbox"/>	Signature	Must be signed by Authorized Official, either Digital Signature or hand signed and scanned.