SFY 2026 Office of Violence Prevention (OVP)

Request for Application (RFA)

Pursuant to Nebraska Revised Statute §81-1450, 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 Office of Violence Prevention Grant Program.

AWARD PERIOD
July 1, 2025 – June 30, 2026

FUNDS AVAILABLE
$616,160
Amount of funds available is contingent upon legislative appropriation.

DEADLINE
February 24, 2025 at 5:00 pm (CST)

CONTACT INFORMATION
For assistance with the requirements of this solicitation, contact:

Chris Carlile, Director of Justice Programs | 402.417.3673 | christine.carlile@nebraska.gov

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)

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OVERVIEW

Pursuant to Nebraska Revised Statute §81-1450, the Office of Violence Prevention (OVP) shall administer and distribute funds apportioned as aid to the Nebraska Crime Commission (Commission) to violence prevention programs. The Commission shall award grants on a competitive basis to eligible applicants based upon criteria established by the Commission and by Nebraska Administrative Code Title 73, Chapter 1. Office of Violence Prevention grant applications will be given priority for funding that seek to implement violence prevention programs which appear to have the greatest benefit to the state, and which have, as goals, the reduction of street and gang violence, the reduction of homicides and injuries caused by firearms, and the creation of youth employment opportunities in high-crime areas.

ELIGIBILITY

Applicants are limited to non-profit community-based agency or organization, political subdivision, school district, federally recognized or state-recognized Indian tribe, state agency, unit of local government, 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 Office of Violence Prevention funds. The *Lead Agency* is responsible for all funds and must adhere to all requirements and conditions as outlined by the Nebraska Crime Commission.

Applicants without 501(c)(3) status must seek out an eligible applicant listed above to apply as the fiscal agent on their behalf. Eligible applicants, who are not non-profit agencies, may contract with non-profit agencies for the provision of services.

Additional Application Eligibility Factors
Program Evaluation- Pursuant to Tile 73, Chapter 1, Section 012 Program Evaluation: Evaluation of the use of the funds and the evidence of effectiveness of the programs shall be completed, specifically whether program participants enrolled in the funded programs have achieved a successful outcome. Entities submitting applications under this Request for Applications must include a proposal for an external program evaluation within their project narrative and submit their completed program evaluation with the annual report. Programs funded by the Office of Violence Prevention must have a competed program evaluation at least once every four (4) years.

PROGRAM DESCRIPTION

The Office of Violence Prevention (NRS §§ 81-1447- 81-1451) was created to effectively address issues of statewide violence to reduce street and gang violence. To address the reduction of homicides and injuries caused by firearms, communities must develop a multi-faceted approach that includes violence prevention activities, intervention, enforcement and rehabilitation. In March 2015, the Nebraska Legislature passed LB 167 (NRS 81-1450) which also included the creation of youth employment opportunities in high-crime areas as an additional priority focus.

Applicants are advised to continue to strategically plan for future program development and sustainability of programs independent of Office of Violence Prevention funding to ensure the long-term success of their programs.

Program Goals and Objectives
To be eligible for funding under the Office of Violence Prevention, the proposed program must meet one of three goals:
1.   reduction of homicides and injuries caused by firearms
2.   reduction of street and gang violence
3.   creation of youth employment opportunities in high-crime areas

How Awards Will Contribute to Program Goals
The program narrative must clearly describe how the proposed program will meet at least one of the three goals of the Office of Violence Prevention. Priority will be given to those programs which appear to have the greatest benefit to the state. The program description should clearly describe the activities and objectives outlining how the program will be implemented to meet the goal(s).

Expected Outcomes: Performance Measures
Performance measures are data that show a recipient's progress in implementing their project, such as the number of individuals served, or the number of trainings conducted. NCC will require each award recipient to submit regular performance reports that communicate progress toward achieving goals and objectives, as well as an annual report.

Third Party Program Evaluation

All funded programs will be required to have an external evaluation of their program completed every four (4) years to ensure ongoing alignment with evidence-based practices and to determine the validity of the program and justify future funding. Office of Violence Prevention funds may be requested to complete the evaluation. The Office of Violence Prevention may arrange for and provide an evaluator if the project needs an evaluation. Funded programs must cooperate with program evaluators, including providing access to the program as necessary, and agree to collect required data necessary for program evaluations. Program evaluations will be required to be submitted within 45 days of the end of the project period.

APPLICATION SUBMISSION AND FORMAT

Due Date: **February 24, 2025, at 5:00 PM (CDT). Late applications will not be accepted.**

All applications shall be submitted electronically **through the AmpliFund application portal. Submission in other formats will not be accepted**. All documents must be typed on the Word application template with unedited formatting. Save the Word document in PDF format (*save as* PDF). **Scanned copies will not be accepted**, other than signatures. Prior to submitting the application, have all documents from the Required Documents Checklist in Appendix A completed and ready. **All documents are required for a complete application and must be submitted at one time.** 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 February 24, 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.

Application link: https://ne.amplifund.com/Public/Opportunities/Details/f8092924-bfc1-4c83-b86e-a246bb535653
AmpliFund Application Instructional video: https://streamlinksoftware.wistia.com/medias/2j9ul4o1kx

IMPORTANT: If you already have a profile in the AmpliFund do not create a new one. If you are unsure or have issues logging into your profile, reach out to the AmpliFund Customer Support.

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.

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.

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 Director and/or Grant Manager. The project period for the 2026 Office of Violence Prevention 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 quarter'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 LIMITATIONS

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

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 agency personnel should be in alignment with agency 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.

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 example allowable and unallowable operating expenses is 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 grant. Retention of a conference agenda is required.

Dues & Subscription Expense: Such as costs of dues, subscription, and memberships as it pertains to the Violence Prevention 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 on a case-by-case basis. Provide proper documentation that illustrates a positive effect on youth.

Food and/or Beverage for Youth: Food and/or beverage costs for youth in conjunction with a program or service funded through the Violence Prevention 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.

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 Office of Violence Prevention.

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, bookbinding, picture framing, film processing, photographic services, etc. Cost of post office box rental, postage meter expenses or stamps

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 subcontracted through this grant.

FUNDING REQUIREMENTS

Quarterly Reporting- All recipients of Office of Violence Prevention grant funds shall submit quarterly activity reports including: performance measures towards program goals; program activity; financial expenditures; an explanation of each program or process funded by the Office of Violence Prevention including information on program operation, community staff involvement, and how programs impacted the community; data on individuals served; and any additional information deemed necessary by NCC on a quarterly basis. Any program that is not directly serving individuals shall include program-level data. Programs not reporting data will be out of compliance and subject to the suspension and termination policies.

Annual Reporting – Any recipient of aid under the Violence Prevention Grant shall electronically file an annual report that includes but are not limited to; the type of program or service, how the service met the goals of the violence prevention grant, program activities, and program outcomes.

Program Evaluation - All funded programs will be required to have an external evaluation of their program completed every four (4) years to ensure ongoing alignment with evidence-based practices and to determine the validity of the program and justify future funding. Office of Violence Prevention funds may be requested to complete the evaluation. The Office of Violence Prevention may arrange for and provide an evaluator if the project needs an evaluation. Funded programs must cooperate with program evaluators, including providing access to the program as necessary, and agree to collect required data necessary for program evaluations. Program evaluations will be required to be submitted within 45 days of the end of the project period. If an applicant has a completed external evaluation, submit the evaluation with the application materials.

Non-supplanting of Funds – Office of Violence Prevention 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 Office of Violence Prevention grant funds, be made available for grant purposes. Instead, Office of Violence Prevention 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 Office of Violence Prevention 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 of the Office of Violence Prevention Grant Program. 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 Office of Violence Prevention. The grantee must maintain time record system that complies with the rules outlined in Office of Violence Prevention Grant Program. The grantee must maintain maintenance of inventory records for program equipment purchased, rented, and contributed with rules outlined in Office of Violence Prevention Grant Program.

Sub-Awards and Contracts – Agencies, counties and tribes may sub-award the Office of Violence Prevention 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 Office of Violence Prevention 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

<u>SECTION I: APPLICANT INFORMATION</u>

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 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.

<u>SECTION II: PROGRAM SUMMARY</u>

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).
- **New Request or Currently Funded by OVP**: Indicate if this is an existing program through the 2025 OVP grant or a new program.
- **Amount Requested for each Program**: Round up or down to the nearest dollar.

Program Narrative: The Program Narrative will be used for both currently funded requests and new requests. Complete all questions applicable to the type of request. Fill out system improvement narrative only for all system improvement requests. Delete unused narratives.

1. **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.

2. **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.

3. **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.

4. **What primary outcome(s) will this program address? (Keep in mind program will be required to demonstrate outcome accomplishment in the quarterly and annual report)**:

   - **Reduction in street and gang violence** –programs in this category would be programs that would address this issue.
   - **Reduction in homicides and injuries by firearms** – programs in this category would be programs that would address this issue.
   - **Creation of youth employment opportunities in high-crime areas** – programs in this category would be programs that would address this issue.
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5. **Provide a concise statement describing 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.

6. **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 describing one of the program goals 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 outcome program goal of either youth employment in high-crime areas, reduction on gangs and/or reduction of homicides by firearms. There must be recent local data that justifies the request for this program or service. Do not use data from other states**.**

7. **Is the issue above a stated issue in the county's community plan:** Check "yes" or "no"
   Provide the page number in the community plan where the issue is referenced: Identify the exact page in the community plan where this issue is listed.

8. **Describe the intended impact of the program or service will have on the reduction of street and gang violence, the reduction of homicides and injuries caused by firearms, and/or the creation of youth employment opportunities in high-crime areas.** Identify the impact this program or service will have on the on the community or the youth/families being served directly related to the goals of the Office of Violence Prevention.

9. **How will the intended impact in question 7 above be measured?** 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, evaluations, etc.

10. **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%.**

11. **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.

12. **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. **Areas served by this project (counties, cities, schools, etc.):** 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" rather than "middle school".
    c. **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.

d. **What is the maximum capacity of individuals this program can serve at one time:** Indicate if the program has a limit to the number of individuals that can be served at one time. Identify why this capacity exits.

e. **How many individuals do you anticipate serving during the project period:** Indicate the total number of individuals that the program aims to serve during this fiscal year.

f. **Explain how a referral is made to the program or service. Include who can make referrals, why an individual 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 an individual come to the attention of the agency or individual making the referral.

g. **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.

h. **Explain the criteria to determine if the individual 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 an individual is the right "fit" for this program. Provide a step-by-step process used to determine how the individual enters the program, ensuing the individual is appropriate for the program. List all screening and assessment tools used by the program.

i. **Describe the services/programming activities the individual 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 individuals 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.

j. **Define the ways individuals leave the program, i.e., what does termination look like? Completion? Successful completion?** Detail the outcomes of the program including reasons an individual would successfully complete the program, if completion is possible without being considered successful, or what an unsuccessful termination would look like. Can an individual be kicked out of the program? For what reasons?

k. **Are you utilizing culture-based, evidence-based, promising, or research-based practices and/or programming? Check "yes" or "no". If yes, provide specific examples. Do not just cite research articles.** For a program to be considered evidence-based, there needs to have one or more rigorous outcome evaluations that demonstrated effectiveness by measuring the relationship between the program and its intended outcome(s). This includes measuring the direction and size of a change in outcome and the extent to which a change may be attributed to the activity or intervention. Studies such as these are often randomized control trials. quasi-experimental designs or have met rigorous standards that include (but are not limited to) number of participants and number of time replicated. Many times, programs and practices are labeled as "research-based" or "promising" while on their way to becoming evidence-based but have not met all the qualifications. Cultural-based programs should have some degree of historical use and cultural significance. There may be evidence-based components in a program even if the entire program has not yet received that label - use of a validated assessment/screening tool to match needs to services, adjusting service level based on risk level and needs, training staff, etc. 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.

l. **Are you providing services that you believe are showing positive outcomes but have not been classified as an "evidence-based program"? If yes, explain**: See question k above for what is required to be "evidence-based." Being evidence-based can be a very burdensome and costly process that is unattainable for many programs. Many programs can provide services and programming to individuals they know are providing positive outcomes, but they are not able to be evaluated and deemed an "evidence-based" program. Provide an explanation of how you can demonstrate your program is showing positive outcomes for individuals and/or families, even if your program is not listed as an evidence-based program on Crime Solutions, the Clearinghouse, OJJDP Model Programs Guide, etc.

m. **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.

n. **Is there a cost to individuals 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.

o. **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 an individual 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 an individual 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 individual?

p. **Have you had an external evaluator in the past 3 years that has evaluated this program or service? Check "yes" or "no". If yes, describe:** List the evaluator and type of evaluation, and anticipated completion date. **Attach the most recent evaluation within the last 3 years**.

13. **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.

14. **For existing programs: This section is for programs that are currently receiving OVP funding.**
    a. **How long has this program been operating:** Identify the number of years the program has been open and serving individuals.
    b. **How many years has this program received OVP grant funding:** Identify the number of years the program has received the OVP grant funding.
    c. **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.

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 OVP for a position must not exceed the percentage of time devoted to job functions related to the OVP Program. For example, a request that 50% of a Community Specialist's position be paid through OVP; however, the Community Specialist is devoting 25% of their time to job functions for OVP – 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 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 Office of Violence Prevention Grant Program but has been

existing then that position is considered "E".

- **Percent Time Devoted** – List the percentage of time devoted to Office of Violence Prevention 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, 2025.
- **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 agency, 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:

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

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 OVP 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 any and all Crime Commission grants. For example:

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 Office of Violence Prevention 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. Consider the following: Health Insurance @ $6,000 per year/single coverage; FICA @.0765 of total salary, etc.
      - Example 1: $38,000 x .0765 (FICA) = $2,907 + $6,000 (health insurance) = $8,907
      - Example 2: $39,000 x .0765 (FICA) = $2,984 + $6,000 (health insurance) = $8,984
      - All included calculated fringe benefits must be clearly identified and explained.

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.

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 <u>and</u> 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. Fee 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 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 agency use an application process to determine the provider for the service?** Check "yes"

or "no"
3. **Does the Agency 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 agency. All positions being requested that are not directly funded by the agency 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 Agency 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: COUNTY'S COMMUNITY PLAN (IF APPLICABLE)

It is required that if the agency is requesting to fund a juvenile services program, the application shall include a comprehensive juvenile services plan. **Upload the community plan with your application materials if applicable**.

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 applicant's commitment to combine Office of Violence Prevention 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 of the Office of Violence Prevention. **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

REQUIRED DOCUMENTS CHECKLIST

Completed	Application Sections	Description
Section I: Applicant Information		
☐	Applicant Information	See RFA for definitions.
Section II: Program Summary		
☐	Program Table	See RFA for instructions.
☐	Program Narrative	Each program from the program type table must have its own narrative. See RFA for instructions.
Section III: Budget		
☐	Budget and Narratives	Each request must be in the appropriate budget table with a narrative. See RFA for instructions.
Other Attachments		
☐	Memorandums of Understanding	Obtain signed MOU for each agency, county, or tribe applying as a group on this application.
☐	Signature	Must be signed by Authorized Official, either Digital Signature or hand signed and scanned.
Optional Attachments		
☐	Comprehensive Juvenile Community Plan	If applicable. See RFA for instructions.
☐	External Evaluation	If applicable. See RFA for instructions.