

Nebraska Crime Commission

FY 2027 Juvenile Services Commission Grant Program (JS): Truancy Prevention and Intervention Only

Request for Applications (RFA)

RELEASE DATE

March 30, 2026

AWARD PERIOD

July 1, 2026 – June 30, 2027

FUNDS AVAILABLE

\$115,000.00

DEADLINE

April 27, 2026

CONTACT INFORMATION

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AND CRIMINAL JUSTICE

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OVERVIEW

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. The Juvenile Services Commission Grant Program (Juvenile Services) is apportioned as aid to the Nebraska Crime Commission (Commission) and the Commission awards grants on a competitive basis to eligible applicants based upon criteria determined by the Commission (NRS §43-2406). 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. **At this time, Juvenile services grant funds under this opportunity will be targeted only to programs addressing truancy within their community.**

All programs funded through Juvenile Services Commission Grant Program that serve youth shall report individual-level data through the Juvenile Case Management System (JCMS). 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 that provide truancy intervention and prevention programming and services. 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. 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. For purposes of this solicitation, only community plans with truancy prevention and intervention services prioritized in the community plan will be considered for funding.**

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 22, 2026, at 5:00 PM (CDT). Late applications will not be accepted.

All applications shall be submitted electronically **through the Euna (formerly 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 22, 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.

Euna Application Portal link:

<https://ne.amplifund.com/Public/Opportunities/Details/deb7d846-6942-427f-87d7-3934bef31945>

For technical assistance with the Euna application portal, please contact Nebraska Euna Support at (844) 735-0239 or support@ne-amplifund.zendesk.com. Applicants may also access resources and chat with Euna Support staff through their 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:	<ul style="list-style-type: none"> Attached Community Plan MOUS (if applicable) Application Signed
Section 1: Application Information	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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)

<p>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.</p>	<ul style="list-style-type: none"> • 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)
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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 FY2027 Juvenile Services Grant Program is July 1, 2026 – June 30, 2027. 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 Euna as the grant management system. Funded projects will receive information on Euna 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 FY2027 Juvenile Services Grant Program shall be used exclusively to assist the recipient in the implementation and operation of programs or the provision of for truancy prevention and intervention (Kindergarten – Twelfth Grade). These programs are defined as programs aimed at steering youth with excessive absences in an effort to prevent system involvement.

Programs or services not developed for the purpose of serving the above-described population of youth are not eligible for funding under this grant opportunity, 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.

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

Payments made directly to employees for stipends or other cash in lieu of benefits are not allowable. Arrangements made between the applicant and an employee to provide reimbursement for the cost of an insurance policy that is personally held by the employee, or a relative of the employee, cannot be supported with grant funds. This does not preclude other eligible fringe benefits, such as insurance benefits offered by the agency (health, life, professional liability, etc.), FICA, unemployment insurance, workers compensation, costs of leave, and pension/retirement.

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 to 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.

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.

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

APPLICANT INFORMATION

Lead County/Tribe is the county or tribe serving as the official applicant. If a group of counties or tribes are combining their funds, only one county/tribe can be designated as the Lead County/Lead Tribe. This must be the county/tribe receiving and disbursing grant funds.

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 Euna 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 Euna 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 I: PROGRAM

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. If you were to receive a partial award for this project, how would you prioritize the funds? Explain what would change in your request if you were not awarded your full request. Do not just say “the program will go away” or “fewer youth will be served”. Provide an explanation of the impact of a partial award.

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. 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.

5. 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.

6. **Provide relevant local data indicating the need for truancy prevention and intervention services in the community. What services and programs have been implemented to date to address the need? What was the outcome? (400 words or less):** Briefly describe the attendance 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.
7. **Is the issue above a stated issued in the comprehensive juvenile services plan?** Check “yes” or “no”. Provide page number in community plan where the issue is referenced: Identify the exact page in the community plan where this issue is listed. If the issue is not a priority in the community plan, a plan addendum must be submitted including the stated priority with goals and strategies to address the issue or need.
8. **List, by agency name, up to five other programs/services operating within the community or service area that contribute to truancy prevention and intervention. 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 6. 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.
9. Describe how the proposed program or service will operate from beginning to end:
- What agency(s) will implement this program:** Provide the name of the agency(s).
 - Explain how a referral is made to the program or service. Include who can make referrals, 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.
 - 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.
 - 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, ensuing the youth is appropriate for the program. List all screening and assessment tools used by the program.
 - 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 can be served at one time. Identify why this capacity exists.
 - How many youths are anticipated to be served by this program during the project period:** Indicate the total number of youth that the program aims to serve during this fiscal year.
 - What type of programming and/or practices are you utilizing? Check all that apply. Are you utilizing evidence-based, promising, or research-based practices and/or programming?** Please note that in order for a program or practice to be considered evidence-based or promising, it must be listed on a website other than that program’s website that shows the ratings from a neutral source. Examples of these websites include:
 - [Office of Juvenile Justice Delinquency Prevention \(OJJDP\) Model Programs Guide](#)
 - [National Institute of Justice Crime Solutions](#)
 - [California Evidence-based Clearinghouse for Child Welfare](#)
 - [Blueprints Programs](#)
 - 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.
 - Promising** – programs or practices have some evidence indicating their ability to achieve the desired outcome. Additional research into these programs is recommended.
 - 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.

- iv. 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.
- v. 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. Please include this evidence in the application.

h. 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.

i. Describe the ways youth leave the program. 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. Do not list how youth left your program in previous years.

j. 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.

k. 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.

***If a program charges fees and receives payment from youth and families, this is considered program income and will need to be tracked and reported in Euna each quarter.** The program income funds should be expended prior to grant funds during the grant award period of performance, and must be used on program expenses. Example – diversion fees are put into the county's General Fund. Those diversion fees must be spent on expenses of the diversion program during the project period and cannot be used for other county purposes.

l. 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?

m. 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.

- 10. If the program currently operates, regardless of funding source:** This section is for any programs that are currently operating even if it is the first year requesting CBA grant funding.
- 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.

SECTION II: 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.

Program Income: Program income is gross income earned by a recipient or a contractor under a grant that was directly generated by the grant-supported activity or earned as a result of the award. Program income includes, but is not limited to, income from fees for services performed and income from fundraising. Program income must be identified, appropriately documented, and the resulting revenue and expenses properly recorded and accounted for. Program income does not include rebates, credits, discounts, and interest earned on any of these items. Program income must be used for the original purpose of the grant, used during the period of performance, and must be expended before requesting grant funds. **Program income earned and not disclosed during the application process will use the deduction method from the original award amount.**

1. **How much program income is estimated to be generated by a supported activity or earned as a result of this grant award?** Provide a monetary amount that you believe will be earned through grant program activities during the fiscal year. Use previous years to estimate.
2. **What is the anticipated source(s) of income? Example: Diversion fees, insurance reimbursement for therapy, etc.** Please note both the program type and source, do not just list “diversion” or “fees”.
 - a. Examples of Program Income
 - i. Juvenile Diversion program charges a \$50 fee for participation. This would be program income and would need to be reported to NCC and accounted for as such.
 - ii. County program facilitates a training for juvenile justice practitioners and charges a registration fee of \$200 for each participant. The registration fee is to cover facility space and food/beverages during the training. This would be program income and would need to be reported to NCC and accounted for as such.
3. **How will the program income earned be used?** Detail how the income earned will be utilized by the program. Program income funds should be utilized to cover project expenditures and may be used to cover costs that are otherwise not allowable: rent, office supplies, equipment, and other operating costs. If the funds are returned to a general county fund or overall agency budget, the funds must still be used for the program and the original purpose of the grant. If a portion of the income results from activities not directly related to the programs covered by the grant award, it is necessary to prorate the program income to determine the proportion attributed to the grant award-funded program. The program income funds should be expended before grant funds during the grant award period of performance. **Program income earned through grant-funded programs cannot be used for other county or agency projects.**

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.

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 III: COMPREHENSIVE JUVENILE SERVICES COMMUNITY PLAN

Upload Comprehensive Community Plan as an attachment in the application portal.

SECTION IV: 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 V: 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 VI: 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.**

APPENDIX A: 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 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.