



Edward Byrne Memorial Justice Assistance Grant (JAG) SFY 2025 JAG Election Security Funding Announcement

AWARD PERIOD

November 1, 2024 – June 30, 2025

AMOUNT OF FUNDS AVAILABLE

Approx. \$300,000

DEADLINE

October 18, 2024 by 5:00 PM (CST)

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact:

Chris Carlile, Director of Justice Programs | 402.417.3673 | chris.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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Introduction

The Nebraska Crime Commission Justice and Youth Programs Division is making available up to \$300,000 to support state and local jurisdictions who wish to apply for funds under the Nebraska Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Grant Program (Statutory Authority § 10151-10726) for the purpose of **2024 Election Security Funding**.

In recent years, there has been a significant increase in threats of violence against election workers, administrators, officials, and volunteers who administer elections for federal, state, and local office in this country. To address this issue, in June 2021, the Justice Department issued [guidance](#) regarding threats against election workers and launched a [Task Force](#) to address the rise in such threats.

The broad criminal justice purposes supported by the JAG Program permit JAG funds to be used to deter, detect, and protect against threats of violence against election workers, administrators, officials, and others associated with the electoral process. BJA encourages state and local JAG applicants to utilize JAG funding to prevent and respond to violent threats of this kind.

For more information about the U.S. Department of Justice Election Threat Task Force, Election Threats page, and reporting threats against election workers to the FBI, visit their page here:

<https://www.justice.gov/voting/election-threats>

While election officials are not eligible to receive Byrne JAG funds directly, election officials are encouraged to communicate their security needs to their local law enforcement agencies to determine if they can be met through available Byrne JAG funds. Most local awards are relatively small, however, through communication and coordination, election officials may be able to work with law enforcement to secure funding for specific needs that Byrne JAG funds are well suited to support. Some examples may include: improving the physical security of the elections office through installing improved locks, cameras, and security systems; providing overtime compensation to sheriff's deputies for extra patrols on and around Election Day; covering additional costs associated with investigating threats to election officials or poll workers. Please see these resources for more information on [Security Resources for Election Officials](#) and [Collaboration between Election Officials and Law Enforcement](#).

Purpose

JAG supports a broad range of activities to prevent and control crime and to improve the criminal justice system. The purpose of this solicitation is targeted solely for 2024 election security funding to deter, detect, and protect against threats of violence against election workers, administrators, officials, and others associated with the electoral process.

Applicant Eligibility

To be eligible for JAG funding, the applicant must be one of the following:

- A unit of local government (i.e., city, county, town)
- An Indian tribal government which has its own law enforcement
- A state operated criminal justice program.

Project & Budget Periods

SFY 2025 JAG Election Security has an overall project period of eight months - November 1, 2024 to June 30, 2025. The project period must start on or after November 1, 2024, and end by June 30, 2025.

Projects with unspent funds at the end of this budget period will be required to deobligate those dollars.

Funds Available (Estimated)

The estimated amount of total funds available for this solicitation for the eight-month project period is \$300,000. The breakdown of the estimated funds available is provided below:

\$77,500 Local

\$213,000 State (or Local)

\$9,500 NSP or local jurisdictions on the less than \$10,000 list*

For the purposes of this solicitation, a local program is one that is: 1) a local unit of government (town, city, county, township, etc.), 2) federally recognized tribe.

*JAG determines award allocations for units of local government based on their proportion of the state’s 3-year violent crime average. If the “eligible award amount” for a particular unit of government, as determined on this basis, is \$10,000 or more, then the unit of local government is eligible to apply directly to OJP for a JAG award under the JAG Local Solicitation. If the “eligible award amount” for a particular unit of local government is less than \$10,000, however, the funds are not made available for a direct award but are instead added to the amount that is awarded to the state to subaward.

Application and Funding Timeline (Tentative)

Dates/times are subject to change. Updates will be posted on NCC Website. [Listed times are Central Time Zone.](#)

September 26, 2024	SFY 2025 JAG Election Security Funding Opportunities Announced
October 18, 2024	SFY 2025 Applications due by 5:00 PM
October 23, 2024	NCC Staff Review (funding recommendations)
October 25, 2024	Crime Commission Funding Panel Review (final determination)
October 25, 2024	Funding determination letters sent by NCC
October 30, 2024	Award contingencies due to NCC
October 30, 2024	Grant awards issued by NCC
November 1, 2024	Grant projects begin

Correspondence

All application and grant correspondence will include the applicant's identified Project Point of Contact. Contacts such as the Financial Point of Contact, the Authorized Official or other applicant-designated individuals may be included in correspondence as deemed appropriate.

AmpliFund

AmpliFund is the online grant management system currently utilized by NCC. Applications must be submitted within AmpliFund at the following link. Funded projects will receive additional information and system permissions to report on project activities and expenditures once awards have been issued and approved.

<https://ne.amplifund.com/Public/Opportunities/Details/14cd4f44-ec64-42ef-b88d-19e97ad030b8>

Applicant Training and Technical Assistance

- For assistance or questions regarding the JAG Grant Program, please contact Chris Carlile, Director of Justice Programs at (402) 417-3673 or christine.carlile@nebraska.gov.
- For assistance with AmpliFund, reach out to Nebraska AmpliFund Support at (844) 735-0239 or support@ne-amplifund.zendesk.com. Applicants may also access resources and chat with AmpliFund Support staff through the AmpliFund Customer Support Portal at <https://ne-amplifund.zendesk.com>.

Application Review Process

- Projects will be reviewed as competitive applications.
- Review will be based on the following criteria: applicant eligibility, adherence to requirements and guidelines, 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, 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 for election security will only be considered with this solicitation.

Grant Application and Implementation Requirements

System for Award Management (SAM) Registration

All applicants must be registered in the SAM database. This is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. **Applicants must update or renew their SAM registration annually.** Information to register or update your entity records can be accessed at <http://www.sam.gov/>. **Applicants are highly encouraged to start the SAM registration process or check on the status of your SAM registration as soon as possible since there could be difficulties or delays with this system.**

Certified Assurances

As a recipient of federal funds, the Crime Commission must sign and pass on certain grant requirements to subgrantees. The FG&P Certified Assurances addressing these requirements can be found within AmpliFund. Certified Assurances must be signed by the applicant's Authorized Official and submitted with the grant application.

Office of Civil Rights

Pursuant to 28 CFR Section 42.302, all recipients of federal funds must be in compliance with EEO and Civil Rights requirements. All programs that receive BJA funds or are subawarded BJA funds via program agreements are required to conform to the grant program requirements. If there is a violation to this, it may result in suspension or termination of funding, until such time as the recipient is in compliance.

Nondiscrimination (Civil Rights)

Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. All subgrantees must prepare a written policy regarding how the agency will actively notify staff and program participants of nondiscrimination policies.

Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with Limited English proficiency. All subgrantees must develop a written LEP plan. For more information access: <http://www.lep.gov>.

Equal Employment Opportunity Assurance of Compliance

Compliance is required with the following federal laws which prohibit discrimination on the basis of race, color, national origin, religion, sex, age or disability. These are Title VI of the Civil Rights Act of 1964; Omnibus Crime Control and Safe Streets Act of 1968; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; and the Title IX of the Education Amendments of 1972. All subgrantees must prepare an Equal Opportunity Employment Plan or Certification form and a written policy regarding how the agency will actively notify staff of nondiscrimination policies. An EEO Reporting Tool is available at: <https://ocr-eeop.ncjrs.gov/>.

Employment Eligibility Verification

Award recipients (at any tier) must properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. § 1324a(a)(1) and (2).

Determinations of suitability to interact with participating minors

Award recipients (at any tier) must make determinations of suitability before certain individuals may carry out project funded activities that involve interacting with individuals under the age of 18. This requirement applies regardless of an individual's employment status. The details of this requirement are posted here: <https://ojp.gov/funding/Explore/Interact-Minors.htm>

Subawards

Subawards, also referred to as sub-subawards or pass-through-funds, involve the passing down of federal funds to a partner agency to conduct activities that assist in the overall achievement of project outcomes. The lead agency identified in the application will issue the subaward and reimburse the partner agency for actual costs.

The lead agency is also responsible for monitoring the partner agency's compliance with grant requirements. If the subaward activities will benefit individuals under 18 years of age, the applicant agrees to pass down the condition to the partner agency to determine suitability to interact with minors.

All subawards must have specific Crime Commission authorization. Each partner agency subawarded funds under this project must have a signed subaward and special conditions with the lead agency. **Prior to issuing funds to partner agencies, the lead agency must check SAM suspension or debarment.** The lead agency/subrecipient must provide a copy of the signed subaward and special conditions before receiving reimbursement for subaward expenses from the Crime Commission.

Agency Audits & Documentation

Agencies receiving federal funds from various sources totaling \$1 million or more during their fiscal year are required to have a Single Audit. This single organization-wide audit shall be conducted in accordance with the provisions of Title 2 CFR Subpart F and a copy shall be provided to the Crime Commission.

If less than \$1 million is expended in one year, then the agency is exempt from federal audit requirements. However, it is highly recommended that a complete agency audit complying with Title 2 CFR Subpart F is conducted once every three years.

Authorized representatives of the Crime Commission or federal representatives shall the right to examine all records related to this grant for the purpose of audit and examinations. Types of documentation that must be maintained are detailed in the following section.

Financial Requirements

Supplanting

Supplanting is to deliberately reduce state or local funds because of the existence of federal funds. **A recipient cannot use federal funds to supplant (replace) other existing funds.** Any request to support a project with federal funds must address how the request is NOT supplanting of funds. The applicant must address supplanting by clearly addressing the following:

- a) How the costs were previously funded.
- b) Why the funds are no longer available.
- c) When the funds ended and/or any temporary funding agreements or arrangements.

Accounting System and Records

Commingling of funds on either a program-by-program or project-by-project basis is prohibited. The subrecipients accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- a) Separate accountability of receipts, obligations, expenditures of all grant funds, disbursements, and balances.
- b) Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
- c) Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.

- d) **Hourly timesheets with details of project activities, signed by the employee and supervisor**, to document hours personnel worked on grant related activities. Match hours must be documented in the same manner. Payroll expenses claimed for reimbursement must correspond with actual time spent on the project, as supported by timesheets.
- e) Prorated costs are required to be calculated and documented monthly by utilizing the Proration of Costs Spreadsheet. This spreadsheet must be submitted with every applicable monthly drawdown request. The NCC Grant Manager assigned to your organization will review to ensure that only the actual costs for that reporting period are reimbursed.
- f) Maintenance of payroll authorizations and vouchers.
- g) Maintenance of records supporting charges for fringe benefits.
- h) Maintenance of inventory records for equipment purchased, rented, and contributed.
- i) Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- j) Provisions for payment by check.
- k) Maintenance of travel records (i.e., mileage logs, gas receipts).
- l) Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.
 - State agencies are governed by procedures of the Department of Administrative Services (DAS), these are located at <http://das.nebraska.gov/materiel/purchasing.html>
 - Counties must follow the process outlined in Nebraska statute located at <http://www.nebraskalegislature.gov/laws/statutes.php?statute=23-3108&print=true>
 - All other agencies must adhere to the written process of the agency. If an agency doesn't have a written policy, it should plan to follow state procedure (i.e., the DAS Procurement Process).

Equipment

Equipment (including replacements) purchased in whole or in part with JAG funds must be maintained and the following requirements must be followed.

- a) **Certification (provided in the SFY 2025 Certified Assurances, etc.) that property (i.e., equipment and supplies) purchased with JAG funds will be used for criminal justice purposes.**
- b) Maintain property records which include all of the following:
 - Description of the property
 - Serial number or other identification number
 - Source of the property Identification of the title holder
 - Acquisition date
 - Cost of the property
 - Percentage of Federal participation in the cost of the property
 - Location of the property
 - Use and condition of the property
 - Disposition data, including the date of disposal and sale price

- c) Conduct a physical inventory of the property and reconcile the results with the property records at least once every 2 years.
- d) Loss, damage, or theft:
- A control system must be in place with adequate safeguards to prevent these occurrences.
 - Promptly and properly investigate any loss damage, or theft.
 - Establish and use adequate maintenance procedures to keep the property in good condition.
 - If authorized or required to sell the property, a proper sales procedure must be established to ensure the highest possible return.
- e) Original or replacement equipment acquired under the funded project that is no longer needed for the original project must be disposed. This is also true when equipment acquired under the funded project will be used for other activities. The following must be adhered to in equipment disposition:
- If the item to be disposed of has a current per -unit fair market value of less than \$10,000, it may be retained, sold, or otherwise disposed of with no further obligation to NCC.
 - If the item has a current per-unit fair market value of \$10,000 or more, it may be retained and sold, but NCC will have a right to a specific dollar amount.

Contracts

Contracts must adhere to established procurement processes. Any request for a noncompetitive approach for a contract of \$250,000 or more will require additional approval from the federal Office of Justice Programs.

Fully Funded Positions

Any position 100% funded through grant funds and/or match must be 100% dedicated to the grant program allowable activities.

Grant Commencement and Management

Special Conditions and Implementation

Awarded applicants must sign Special Conditions issued with the award that include requirements under federal and state laws in addition to requirements for accounting, data collection and reporting.

Funded projects must be implemented within 30 days from the start date listed on the grant award or another date specified upon issuance of the grant award. Failure to implement a project within the time frame, or a time frame agreed upon by the grant administrator, may result in the loss of grant funds. **Purchases for budgeted one-time expenses (such as equipment and technology needs) should be made in the first quarter** to ensure that the project fully benefits from the purchase.

Monthly Financial and Performance Reporting (AmpliFund)

Quarterly reporting on project expenditures and objectives is to be completed within AmpliFund. Quarterly reporting is due on the 15th of the month following the end of the quarter. All payments will be issued on a reimbursement basis. Required documentation must be submitted and approved for payment to be processed.

Quarterly Reporting (PMT System)

BJA requires all funded agencies (subrecipients) to submit statistical data on a quarterly basis using the on-

line Performance Measurement Tool (PMT) system. Agencies will be required to create internal data collection processes to collect the specific data points for quarterly reporting in the PMT system and designate a point of contact within the agency to enter the data. Additional information on PMT reporting and accessing the PMT system will be provided to funded projects.

Law enforcement agencies receiving JAG funding must submit quarterly accountability metrics data in the PMT system related to training officers have received on use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public. Grantees that fail to submit this data will have their grant funds frozen.

Example Uses of Funds

- Election security projects to deter, detect, and protect against threats of violence against election workers, administrators, officials, and others associated with the electoral process.
 - Improving the physical security of the elections office through installing improved locks, cameras, and security systems.
 - Providing overtime compensation to sheriff's deputies for extra patrols on and around Election Day.
 - Covering additional costs associated with investigating threats to election officials or poll workers.
- **Indirect Costs:** Agencies that request indirect cost funding must be able to report their indirect cost rate as it applies to the agency. Indirect costs are those costs that are general or centralized expenses necessary for the overall administration of an organization. They are 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. The cost of operating and maintaining facilities, depreciation, rent, supplies, telephone expenses, and administrative salaries are examples of the types of costs that are usually treated as indirect costs. For organizations that have an established federally approved indirect cost rate for Federal awards, "indirect costs" means those costs that are included in the organization's established indirect cost rate agreement. Such costs are generally identified with the organization's overall operations and are further described in the Office of Management and Budget Circulars 2 CFR 200.

For the purposes of this grant program, projects are permitted an allocation for administrative costs under [one](#) of the following options:

- **[Federally Approved Indirect Cost Rates:](#)** Agencies who have an established federally approved indirect cost rate agreement in place may include the allocation for indirect costs.

OR

- **[De Minimis Rate:](#)** Agencies who do not currently have a federally approved indirect cost rate agreement can elect to charge a de minimis rate of 15% of the modified total direct costs (MTDC) which may be used indefinitely. Costs must be consistently charged as either indirect or direct (not both).

Limitations and Restrictions on Use of Funds

In addition to the items listed below, further information regarding allowable and unallowable costs is addressed in the [JAG Program FAQs](#).

1. JAG funds shall not be used directly for security enhancements or equipment to nongovernmental entities that are not engaged in criminal justice or public safety.

2. JAG funds shall not be used for vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters).
3. JAG funds shall not be used for luxury items, real estate, or construction projects.
4. Buy money: requests for confidential funds will not be accepted due to the strict federal procedures per the [DOJ Grants Financial Guide](#).

Application Submission Requirements & Deadlines

Only electronic application submissions through the AmpliFund platform will be accepted for **SFY 2025 JAG Election Security**. Applicants may use the following link to apply: [Apply for SFY 2025 JAG](#).

Access to the application within AmpliFund closes at the time and date of the deadline indicated on the cover page of this document. No applications or attachments will be accepted once the system closes. Failure to submit all documentation and/or information required for the proposed project will negatively affect the applicant's eligibility and award review process. If an award is granted, it may result in conditions that preclude the recipient from accessing or using award funds until conditions are satisfied.

It is recommended that the application submission process be completed 72 hours prior to the deadline to avoid delays that may result from technical difficulties. Log in to the system well in advance to ensure there are no issues. This platform requires users/organizations to register. If you already have a profile in the system, do not create a new one. If you are unsure about the status of your profile or your organization's registration, are having trouble logging in, or are encountering any other technical issues with the system, submit a ticket to the AmpliFund Help Desk to inquire (support@amplifund.zendesk.com). AmpliFund help desk hours are Monday-Friday 7am-7pm (Central Time).

Standardized grant application, instructions, and forms for the SFY 2025 JAG Grant Program Election Security are available at <https://ncc.nebraska.gov/grant-apps> and in the AmpliFund platform.

Application format:

1. Use only the provided forms and instructions for the SFY 2025 JAG Grant Program Election Security.
2. No cover letters.
3. Use no less than an 11-point font and adhere to space limits.
4. Cite all sources of data and any statistics.
5. Additional information in the form of appendixes is not accepted.

Application Instructions - SFY 2025 JAG election Security (via AmpliFund)

Project Information page – fill out the general application information as required by AmpliFund, including the name of the project, the federal amount requested, and the contact information for the person completing the agency's application. Please use "SFY 2025 JAG ELECTION SECURITY – AGENCY NAME" for the application name.

From the menu on the Application Forms page, select [SFY 2025 JAG Election Security - Application Form](#) to access the application and provide the following information. Necessary attachments that are not requested on this form may be provided under the [SFY 2025 JAG Election Security – Document Uploads](#) form.

Program Information

Fill in your project title. Select the best option to complete the statement, "If awarded, these funds will..." Identify the purpose area(s) of the proposed project.

Applicant and Contact Information

The applicant must be the agency that will receive and disburse the grant funds. Select the type of agency

The federal Employee Identification Number (EIN) and the SAM Unique Entity Identification (UEI) number must be that of the applicant. Each applicant is required to attach a downloaded PDF copy of the applicant's SAM registration.

The application must identify a Project Point of Contact, a Financial Point of Contact, and an Authorized Official for the proposed project. Each position must be assigned to a different individual. These persons are responsible for oversight of the project and will need to complete various responsibilities, including completing certifications, throughout the course of the project. Changes in these positions will require a project change request identifying the new personnel.

- **Project Point of Contact (PPOC):** primary contact for the project, responsible for overall project management and correspondence with the Crime Commission.
- **Financial Point of Contact (FPOC):** responsible for financial reports and fiscal oversight of the project.
- **Authorized Official (AO):** individual representing the applicant agency who possesses the authority to sign contracts and agreements on behalf of the agency. The Authorized Official is typically considered to be the City Mayor, the Chair of County Board/Council, the Board President of a non-profit organization, or Designee through Tribal Resolution. If the person identified as the Authorized Official has another position, a copy of the agency policy or bylaws supporting their signing authority shall be provided.

Community / Service Area Description

Information provided should be specific to the service area identified by counties and/or cities served by the project. The demographic information requested in Tables 1 and 2 is required.

The information requested in Table 3 on marginalized and underserved populations is optional. However, this information should be provided as applicable to the proposed project and should be reflective of the local service area.

Supplemental Funding Chart

Agencies must provide information on the entire operating budget and sources of funding for the criminal justice program in the most recently completed 12-month budget. Complete the chart to show total program income from all sources as well as other funds available to this project. Applicants who are State, County, or City entities with much larger scopes should complete information based on where the proposed project will operate from such as a division, department, unit, etc. All other applicants or lead agencies should complete information based on the agency's total budget.

Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have any pending application for federally and/or state funded grants that include requests for funding to support the same project being proposed under this solicitation and will

cover identical cost items outlined in the budget in the application under this solicitation. NCC seeks this information to help avoid any inappropriate duplication of funding. Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

1. Identify any pending applications for federally and/or state-funded grants that include requests for funding to support the same project being proposed under this solicitation and will cover identical cost items included in the budget for this application.
2. Provide the following information about pending applications submitted within the last 12 months:
 - a. Federal or state funding agency
 - b. Agency point of contact information (name, phone number, email address)
 - c. Solicitation name
 - d. Project or application name

If the applicant does not have any pending applications, indicate "None" on the application form.

Project Narrative

Address the following information for the proposed project in AmpliFund.

1. **Project Period** – SFY 2025 JAG Election Security will have an eight-month project period of November 1, 2024 to June 30, 2025. All projects must start on or after November 1, 2024. All projects must end by June 30, 2025.
2. **Project Summary** – provide a concise statement (150 words or less) highlighting the major aspects of the proposed project.
3. **Problem Statement** – a concise description of the social problem(s) the project will address. Include local crime rate information/data. If the project is a statewide effort, statewide crime rates are acceptable. Discuss any lack of available services and barriers to accessing needed services and help.
4. **Description of Services**
 - a) Indicate the population(s) to be served.
 - b) List the services the project will provide, along with a brief description.
 - c) Describe any best practices that will be used for the criminal justice project.
 - d) In addition to JAG funded employees included in the proposed budget, describe any other individuals that will be supporting the project.

SFY 2025 JAG Election Security Required Uploads & Attachments

All necessary application documents that support the proposed project are to be uploaded/attached to the online application within AmpliFund as either a PDF, Word or Excel file. It is suggested that documents be labeled in the following format: **Agency Name-Document Name** (For example: *Nebraska Crime Commission-Organizational Chart*). **Once documents have been uploaded into AmpliFund, open the file to ensure that the correct, intended items properly loaded.**

- **SAM Registration (Required)** – All applicants must provide a downloaded PDF copy of their current and active SAM registration. The legal name of the applicant organization must exactly match the name associated with the SAM registration.
- **Certified Assurances (Required)** – Download the *SFY 2025 Certified Assurances Template* provided in AmpliFund and have it completed by the Authorized Official listed on the application. Attach the completed form to the application.
- **Organizational Questionnaire (Required)** – Download the *Organizational Questionnaire* form provided in AmpliFund and have it completed by the Financial Point of Contact listed on application. Attach the completed form and any corresponding documentation to the application.
- **Board of Directors or Tribal Council Membership List (Required)** – Provide a complete list of Board of Directors or Tribal Council Membership. List should include board title, term served, professional position/organization, and contact information.
- **Organizational Chart (Required)** – Provide an Organizational Chart that reflects the current leadership structure of the applicant agency.
- **Memorandum of Understanding (MOU)** – Required of an agency when an application for funds includes an explicit non-financial collaboration with partnering organizations. The MOU provides documentation that demonstrates that the partnered organizations consulted and coordinated the responsibilities of their project activities. The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency (Authorized Official). Attach MOU agreements related to this project.
- **Job Descriptions (Required)** – Attach Job Descriptions for all employees and volunteers contributing to the project as a single document.
 - Each position included in the proposed budget must have a corresponding job description.
 - Job descriptions should outline the position’s Fair Labor Standards Act (FLSA) classification (i.e., exempt or non-exempt), necessary qualifications, primary responsibilities, and specific job duties related to the project. The percentage of time spent on overall tasks should also be indicated.
- **Agency Policies** – Attach agency policies that are applicable to the proposed project. If no policy is submitted, the Crime Commission will default to the policy of the State of Nebraska. The following policies may be required (see SFY 2025 JAG Application Budget section for more details).
 - Personnel Policy (regarding leave)
 - Travel Policy
 - Capitalization or Equipment Policy
- **Indirect Cost Rate Agreement** – Required for agencies that have a federally approved indirect cost rate agreement. Attach a copy of your agency’s current Federally Approved Indirect Cost Rate Agreement.
- **De Minimis Certification of Indirect Costs** – Required for all agencies that are requesting 15% de minimis. If applicable, download and attach the completed form to the application.
- **Indirect Costs Calculator** – Required for all agencies that have a federally approved Indirect Cost Rate

Agreement or are requesting 15% de minimis. If applicable, download and attach the completed form to the application.

- **Other Attachments** – Provide any other needed attachments corresponding with your application here, such as a copy of agency bylaws if needed to confirm the Authorized Official listed.

SFY 2025 JAG Election Security Application Budget

Timeframe – (November 1, 2024 to June 30, 2025). Applicant should develop a project budget for no more than 8 months of operations.

Budget Narrative and Parameters – All costs must be necessary, reasonable, allowable, allocable and substantiated. Each line item in the budget must have a corresponding narrative address the information required. Items with incomplete narratives may not be awarded. Narratives should address the following:

1. Justification of the line item – why is the cost necessary and how will it benefit the project?
2. Explain how the request is not supplanting of federal funds.
3. Basis for the calculation - explain how the total cost of the line item was determined and how the cost was prorated for the project (or provide justification for not prorating).
4. Identify the source of any match provided.

With the goal of efficient grant management for all parties involved, applicants are encouraged to streamline their budget as much as possible. Agencies are encouraged to be mindful of the types of expenses that generally require the most review by NCC (i.e., travel and client assistance) when developing their budget. Agencies are also encouraged to consider whether charging costs indirectly instead of directly would be beneficial.

Budget Categories – expenses in the following budget categories may be included with this application.

- **Personnel:** covers the wages requested for agency employees. Volunteer in-kind match is also included in this budget category. Funding requests for positions that are not on the regular payroll or are not volunteers must be classified as contractors or consultants.

Salaries cannot exceed those normally paid for comparable positions in the community and/or unit of government. Salary increases requested under the grant must be consistent with agency policy and positions with other funding. Wages claimed for reimbursement under the grant cannot exceed 1.5% over the budgeted salary levels without a budget revision.

Overtime is allowable. Estimated overtime hours and rate of pay must be included in the narrative and budget calculations.

- **Fringe Benefits:** covers the corresponding fringe benefits for positions included under Personnel. Fringes must be equitably allocated to all funding sources according to the actual payroll percentages. Fringe benefits should be based in the employer's share only since the employee's share is to be withheld from their wages.

Only basic fringe benefits are considered allowable by the Crime Commission. This includes insurance

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

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits are allowable if the following criteria is met:

1. The leave is provided under established written leave policies.
2. The costs are equitably allocated to all related activities, including federal awards.
3. The accounting basis (cost or accrual) utilized for claiming each type of leave is consistently followed.

Leave time will not be included in the budget for fringe benefits since it's included in the normal working hours budgeted under personnel. However, the types of leave offered as fringe benefits must be identified in the narrative. A copy of the agency leave policy will also need to be provided.

- **Travel:** necessary travel expenses for the project may be requested. Expenses budgeted cannot exceed current GSA rates, which can be found at <https://www.gsa.gov/>. Travel expenses may be claimed according to the agency's written travel policy or the State of Nebraska policy, which can be found at [Nebraska Statute § 81-1174](#). Per State of Nebraska policy, a per diem for meals and incidentals (M&I) is provided at 70% of the GSA rate. The per diem is provided in lieu of reimbursement of actual expenditures, so receipts are not required to substantiate M&I expenses.

The travel policy utilized will need to be identified in the budget narrative. If applicable, a copy of the agency travel policy will need to be provided. Note that it continues to be NCC policy that M&I expenses for day travel with no overnight stay are not allowable, regardless of whether the agency's travel policy allows it.

- **Equipment:** items with a useful life of more than one year and a per-unit acquisition cost exceeding the capitalization threshold are considered equipment. Agencies may use their own capitalization policy for classification of equipment and supplies, but only if the capitalization threshold is less than the federal and state policy threshold of \$10,000. Items under \$5,000 are considered supplies per state policy, although lower-cost items may be considered equipment per agency policy.

Purchases of equipment must adhere to established procurement processes and equipment must be managed in accordance with Federal Property and Equipment guidelines. Equipment procurement and management standards are outlined in the Financial Requirements section of this document.

Refer to grant program guidelines for allowable items. Items requiring bids will not be funded absent a showing that bids were obtained as required by law, rules, or regulations.

- **Supplies:** includes items or materials which are expendable or consumed during the project (i.e., office supplies, postage, computers, training materials, books, etc.). The agency's capitalization policy will determine whether higher-cost items should be classified as equipment or supplies. For purchases of items that are considered substantial (i.e., computers, printers, appliances, furniture), but do not meet

the threshold for procurement requirements, agencies should follow “best practices” for determining reasonable costs. In these cases, at least three comparable price listings should be obtained and retained in agency records.

- **Procurement Contracts:** contracts are utilized to purchase specific services and are based on set fees. Contracts, including those with consultants, must adhere to established and standardized procurement processes. Funded contracts must have an open and fair selection process that is void of conflicts of interest, set reasonable pay rates, and offer specific verifiable work products or services. Contract rates must be reasonable and consistent with those paid for similar services in the marketplace and align with the work proposed.
 - Any request for a noncompetitive approach for a contract of \$250,000 or more will require federal approval from the Office of Justice Programs.
 - Fees for individual consultant services are subject to the DOJ Consultant Rate prior approval threshold of \$81.25/hour or \$650/day (8-hour day). Rates requested for reimbursement cannot exceed this threshold without prior written approval, which would require additional justification. This threshold should not be considered the maximum limit for all consultants though. The rate should be established according to skills, qualifications, and similar services in the marketplace.
 - Contractor consultant travel expenses budgeted cannot exceed current GSA rates, which can be found at <https://www.gsa.gov/>.
- **Subawards:** involve the passing down of federal funds to a partner agency to conduct activities that assist in the overall achievement of project outcomes. The lead agency identified in the application will issue the subaward and reimburse the partner agency for actual costs.

All subawards must have specific Crime Commission authorization. Each partner agency subawarded funds under this project must have a signed subaward and special conditions with the subrecipient. The subrecipient must provide a copy of the signed subaward and special conditions before receiving reimbursement for subaward expenses from the Crime Commission.

- **Other Costs:** applicable “other” expenses necessary for the project may be requested in this category. Examples of costs in this category include:
 - Rent and utilities
 - Copying and printing
 - Janitorial expenses
 - Agency insurance
 - Training registration fees
 - Programming funds (i.e., group activities)
 - Single Audit

The cost of an audit is only allowable if the agency is required to complete a Single Audit. Cost of a Single Audit must be prorated according to the total federal funds received by the agency.

- **Indirect 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. The cost of

operating and maintaining facilities, depreciation, rent, supplies, telephone expenses, and administrative salaries are examples of indirect costs. Agencies may request funding for indirect costs by either establishment of a federally approved indirect cost rate agreement or by a “de minimis” rate, if eligible. The Crime Commission encourages agencies to use the 15% de minimis rate if eligible and charging costs indirectly would benefit your program. It may also be possible to negotiate an indirect cost rate with the Crime Commission upon request.

In addition to the information provided in the budget, agencies requesting indirect costs must provide the following supplemental documentation. These documents will need to be updated and resubmitted periodically over the course of the project.

1. Support for Indirect Costs

- Agencies with a federally approved indirect cost rate must provide a copy of the current federal agreement, which indicates the status of the requested rate (provisional, fixed, or final).
- Agencies requesting de minimis indirect costs must provide a signed copy of the De Minimis Certification form (template provided within AmpliFund application).

2. Indirect Costs Calculator (template provided within AmpliFund application).

[Submitting the SFY 2025 Budget in AmpliFund](#)

Applicants are encouraged to develop the project budget and corresponding narratives prior to entering the information into AmpliFund, so that the information can be easily copied and updated outside of the system. Applicants can refer to the AmpliFund user guides for specific instructions on submitting the budget within AmpliFund. **Please use whole numbers.** See the following sections for details on what information must be included in the budget.

Personnel Instructions

1. Enter the position title as the title for the budget line item. Each position must be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total wage amount requested for the position.
3. Include the following narrative information supporting the request in the text box.
 - a. Identify whether each position is a new or existing position and the staff member’s name (if known). New positions are those that result in an increase to the agency’s overall FTEs while existing positions do not.
 - i. New position: explain the necessity for the new position.
 - ii. Existing position: explain how the position was funded previously and address supplanting.
 - b. Outline the job duties or responsibilities for each position and indicate their relevance to the project.
 - c. Identify the salary level requested in the budget.
 - i. For existing positions, identify the current salary level and justify any salary adjustments or raises. Clarify the process used by the agency for determining salary increases and who provides approval.

- d. Indicate the total work week hours for each position and the percentage of time allocated or devoted to the project. Funding can only support the percentage of personnel time that is devoted to the JAG project.
 - e. Provide the calculation corresponding with the JAG wages requested (i.e., annual salary x JAG devotion OR hourly rate of pay x annual hours worked x JAG devotion = amount requested).
 - f. Identify other sources of funding for the position (if applicable) and the source of any match provided.
4. A job description for each position will need to be provided as an attachment.

Fringe Benefits Instructions

1. Enter the position title as the title for the budget line item. Fringes must be budgeted separately for each position, so repeat steps as needed for additional line items.
2. Enter the total fringe amount requested for the position.
 - a. Note that all individual fringes budgeted for a position should be consolidated under a single line item. A fringe benefit such as worker’s compensation that is prorated at the agency level instead of the individual level may be entered as a separate line item though.
3. Include the following narrative information supporting the request in the text box.
 - a. List the staff member’s name (if known) and identify each of the fringe benefits budgeted for the position.
 - i. Clarify if there are any new fringe benefits offered.
 - ii. Explain how existing fringe benefits were funded previously and address supplanting.
 - b. Provide the calculation corresponding with the total budget request. This should be a lump sum percentage of the JAG devoted salary for fringes (i.e., salary request under JAG x total fringe percentage = fringe benefits requested). To calculate the total percentage of all fringe benefits:
 - i. Add up the dollar amount of all fringe benefits (total fringes). Provide the breakdown of the fringes and corresponding amounts included (i.e., FICA = annual salary x 7.65%, health insurance = agency’s share of monthly premium x 12).
 - ii. Divide the total fringes by the total salary for the position. Round the percentage to no more than 2 decimal points. See example calculation provided below.

Position 1: annual salary is \$40,000, of which \$30,000 (75%) is devoted to JAG.

Total fringes: \$5,487

FICA – \$40,000 x 7.65% = \$3,060

IRA - \$40,000 x 3% = \$1,200

Unemployment – 0.3% on first \$9,000 in wages = \$27

Health insurance - \$100/month for agency share x 12 = \$1,200

Total percentage of fringe benefits: \$5,487 / \$40,000 = 13.72%

Fringe benefits requested under JAG: \$30,000 x 13.72% = \$4,116

- c. Identify the other funding sources for fringes (if applicable) and the source of any match provided.

- d. Identify the types of leave offered by the agency.
4. A copy of the agency's personnel policy detailing types of leave offered will need to be provided as an attachment.

Travel Instructions

1. Enter the specific travel expenses as the title for the budget line item. Different travel expenses may need to be budgeted separately, so repeat steps as needed for additional line items.
 - a. List expenses by purpose (i.e., training, conference, daily travel) and by type.
 - b. Do not lump costs together. For example, baggage fees for air travel need separated from the cost of the airline ticket.

Example titles for budget line items: Local Mileage; In State Training – Mileage; In State Training – Meals; National Training 1 – Airfare; National Training 1 – Baggage Fees; National Training 1 – Taxi.
2. Enter the amount requested for the specific travel expense.
3. Include the following narrative information supporting the request in the text box.
 - a. Note if the travel is local, in-state, or out-of-state and the departure and destination points. If the destination for out of state travel is unknown, indicate that prior approval from NCC will be requested.
 - b. Explain the purpose of travel, the position(s) traveling, and the benefit or necessity of the travel for the project.
 - c. Identify the travel policy followed (i.e., agency policy or State of Nebraska policy).
 - d. Address supplanting. For recurring travel expenses such as local mileage, explain how the expenses were previously funded.
 - e. Include the allocation and detailed calculation of the specific travel expense. Explain how the total and budgeted amounts were determined (i.e., based on prior year's costs) and any applicable basis for prorating.
 - f. Identify the other funding sources for travel (if applicable) and the source of any match provided.
4. If applicable, a copy of the agency's travel policy should be provided as an attachment.

Equipment Instructions

1. Enter the specific equipment as the title for the budget line item. Different equipment expenses may need to be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total amount requested for the equipment.
3. Include the following narrative information supporting the request in the text box.
 - a. Describe all equipment expenses. Explain how each item is relevant and necessary to the project. If applicable, identify who will be using the equipment or benefitting from it.
 - b. Identify the capitalization threshold and whether agency or state policy is followed. If agency equipment policy is followed, please provide a copy of the policy as an attachment.
 - c. Summarize the bidding process to be used.

- d. Address supplanting. For existing or recurring equipment expenses, explain how the expenses were previously funded.
- e. Include the allocation and detailed calculation of the equipment. Explain how the total and budgeted amounts were determined and any applicable basis for prorating.
- f. Identify the other funding sources for the equipment (if applicable) and the source of any match provided.

Supplies Instructions

1. Enter the type of supply as the title for the budget line item. Different types of supplies may need to be budgeted separately, so repeat steps as needed for additional line items.
 - a. Everyday costs such as office supplies do not have to be itemized separately in the budget and do not need to be broken into separate line items such as pens, papers, etc. Items included must be described in the narrative though.
2. Higher cost items that are considered substantial (i.e., computers, printers, appliances, furniture) should be budgeted under separate line items. Enter the total amount requested for the type of supply.
3. Include the following narrative information supporting the request in the text box.
 - a. Describe all supply expenses and explain why they are necessary for the project. If a certain type of supplies is budgeted under a single line item, describe all the items included.
 - b. Address supplanting. Explain how existing or recurring supply expenses were previously funded.
 - c. Include the allocation and detailed calculation of the supplies. Explain how the total and budgeted amounts were determined (i.e., based on prior year's actual costs) and any applicable basis for prorating.
 - d. Identify the other funding sources for the type of supply (if applicable) and the source of any match provided.

Procurement Contracts Instructions

1. Enter the type of contract as the title for each budget line item. Different contracts may need to be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total amount requested for the contract.
3. Include the following narrative information supporting the request in the text box.
 - a. The expected deliverables or product/services that the consultant or contract will provide. Explain why the contract is necessary for the project.
 - b. Identify who the consultant or contractor is and how they are associated with the agency. Provide a description of the selection process to verify that the procurement process is fair, equitable, and free from conflicts of interest and/or personal gain by any entity or representative within the organization.
 - c. Address supplanting. Explain how existing or recurring contract expenses were previously funded.
 - d. Include the allocation and detailed calculation of each line item. Explain how the total and budgeted

amounts were determined (i.e., 100 hours x \$75/hour = \$7,500) and any applicable basis for prorating. Provide justification or an explanation of the requested rate.

- e. Identify the other funding sources for the contract (if applicable) and the source of any match provided.

Subawards Instructions

1. Enter the partner agency's name as the title for each budget line item. Different subawards must be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total amount requested for the subaward.
3. Include the following narrative information supporting the request in the text box.
 - a. Explain the necessity or purpose of the subaward and the partner agency's role.
 - b. Expected deliverables or services that the subaward will provide and how they'll impact the project.
 - c. Address supplanting. Explain how existing or recurring subaward expenses were previously funded.
 - d. Provide a summary of the subaward budget and an itemized breakdown of requested expenses. Include the allocation and detailed calculation of each line item and describe the specific duties for each position requested.
 - e. Identify the other funding sources for the subaward (if applicable) and the source of any match provided.

Other Costs Instructions

1. Enter the specific type of cost as the title for each budget line item. Different costs may need to be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total amount requested.
3. Include the following narrative information supporting the request in the text box.
 - a. Describe the expense and the necessity to the project.
 - b. Address supplanting. Explain how existing or recurring costs were previously funded.
 - c. Include the allocation and detailed calculation of each line item. Explain how the total and budgeted amounts were determined (i.e., based on prior year's actual costs) and any applicable basis for prorating.
 - d. Identify the other funding sources for the type of cost (if applicable) and the source of any match provided.

Indirect Costs Instructions

1. Add a line item for indirect costs.
2. Enter the total amount requested.
3. Include the following narrative information supporting the request in the text box.
 - a. Explain how the indirect cost rate was determined (federally approved or 15% de minimis). Indicate which federal rate is being used (provisional, fixed, or final) and the expiration date.

- b. If the agency elects to apply a lower indirect cost rate due to budget constraints or other reasons, an explanation or justification for determining the lower rate should be included.
 - c. Identify the other funding sources for the indirect costs (if applicable) and the source of any match provided.
4. The **Indirect Costs Calculator** form must be completed according to your agency’s budget and submitted with either an **Indirect Cost Rate Agreement** or **De Minimis Certification of Indirect Costs**. This paperwork will need to be periodically updated and resubmitted over the course of the project. An example for completing the Indirect Costs Calculator form using the Modified Total Direct Costs (MTDC) indirect cost distribution base is included below.

Budgeted Direct Costs

The amounts listed here must match the current or requested grant budget. See chart on page 2 of form.

Budget Category	Total Amount	Budget Details / Notes
Personnel	\$250,000	Staff salaries (Advocate, Case Manager)
Fringe Benefits	\$50,000	Staff fringes (Advocate, Case Manager)
Travel	\$12,000	Local mileage
Supplies	\$8,000	Office supplies
Equipment	\$5,000	New server
Procurement Contracts	\$60,000	Legal contract = \$45,000; Therapy = \$15,000
Subawards	\$60,000	Partner agency subaward = \$60,000
Other Costs	\$30,000	Rental costs = \$10,000; other misc. costs = \$20,000
Total Direct Costs	\$475,000	

Budgeted Indirect Costs & Total Budget

The distribution base and rate referenced here for indirect costs must match corresponding documentation. See chart on page 4 of form and additional information included on page 3 of form.

	Total Amount	Budget Details / Notes
Total Direct Costs	\$475,000	
Direct Costs Excluded from Indirect Cost Distribution Base	\$70,000	Excluded from MTDC: \$5,000 of equipment; \$20,000 for legal contract in excess of \$25,000; \$35,000 for partner agency subaward in excess of \$25,000; and \$10,000 in rental costs
Indirect Cost Distribution Base	\$405,000	\$475,000 - \$70,000
Indirect Cost Rate %	15%	De minimis
Total Indirect Costs	\$460,750	\$405,000 x 15%
Total Federal Budget	\$535,750	\$475,000 direct + \$60,750 indirect

SFY 2025 JAG Election Security Performance Plan

The applicant's proposed goals and objectives for the project are to be entered into the [AmpliFund Performance Plan Template](#). Applicants can refer to the AmpliFund user guides for specific instructions on submitting the goals/objectives within AmpliFund. Objectives should directly correlate to the project's proposed budget and the project services outlined in the Project Narrative.

Timeframe – (November 1, 2024 to June 30, 2025). Applicant should develop a project goals and objectives for no more than 8 months of operations.

Strategies – Broad statements summarizing the overarching purpose(s) of the project. The number of strategies will depend on the size of the proposed project. Applicants must enter their own measurable goals/objectives that will advance the project toward achieving the overarching strategy.

Goals/Objectives – Each strategy should have 2-5 goals or objectives that clearly state what is planned for the project's activities and achievements. Goals must be measurable and state **what will be done** utilizing the grant funds, **what will be measured**, and within **what timeframe**. Goals will need to have a goal type identified for the goal to be properly reported on and tracked. The goal types are as follows:

1. **Narrative:** allows you to set a goal and track the progress of the goal by writing out narratives.
2. **Numeric:** allows you to set a planned number to be achieved. You will be able to track the actual numbers achieved vs. the goal's planned number.
3. **Percent Achieved:** this goal type allows you to set a goal percentage that you hope to achieve. You will be able to track the actual percentage achieved vs. the goal's planned percentage.

Measurable performance indicators **increase, decrease, or maintain** something and are not activity statements such as *to provide (event), to train, retain employees or to establish*. For example, if the *strategy* is for "victims and survivors to know more ways to gain personal safety and wellbeing," then the *goal/objective* could be the number of victims self-reporting increased awareness of their surroundings, or the number of safety plans developed.

If percentage changes are referenced in objectives, actual numbers will also need to be included. For example, if the goal is to "increase numbers served by 25%", it should be stated as "to increase numbers served by 25%, from 80 to 100". For ease of reporting, this performance measure should be entered as a "number" type of measure with 100 as the planned goal.

When developing goals/objectives, consider the following:

- How will the victims to be served benefit?
- By receiving this service, what will be the outcome for victims?

If the funding proposal increases the number of staff, the goals/objectives should indicate how the increased staff will improve outcomes for victims served. Examples: victims/survivors that know their rights will increase by 25%; victims/survivors that have supports within the community at discharge will increase by 10%.