



FY 2027 Office of Violence Prevention (OVP) Request for Application (RFA)

Pursuant to Nebraska Revised Statute §81-1450, the Nebraska Commission on Law Enforcement and Criminal Justice (Nebraska Crime Commission) is pleased to announce that it is seeking applications from eligible applicants in Nebraska.

PROJECT PERIOD

July 1, 2026 – June 30, 2027

ESTIMATED AWARD AMOUNT

\$511,822.00

Amount of funds available is contingent upon legislative appropriation

DEADLINE

December 17, 2025, by 5:00 p.m. (CST)

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact:

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Landon Parks, Justice Programs Grant Manager | 531.510.3960 | landon.parks@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 1.800.833.7352)

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FUNDS AVAILABLE

The Nebraska Crime Commission will award up to \$511,822.00 for this solicitation covering Year 2 of the 2025-2027 biennium. Pursuant to NRS §81-1450, the Office of Violence Prevention (OVP) shall administer and distribute funds apportioned as aid to the Nebraska Crime Commission (Commission) to violence prevention programs. The Commission shall award grants on a competitive basis to eligible applicants based upon criteria established by the Commission and by Nebraska Administrative Code Title 73, Chapter 1. Office of Violence Prevention grant applications will be given priority for funding that seek to implement violence prevention programs which appear to have the greatest benefit to the state, and which have, as goals, the reduction of street and gang violence, the reduction of homicides and injuries caused by firearms, and the creation of youth employment opportunities in high-crime areas. An applicant's prior grant management and grant performance will also be considered when awarding funds, including history and ability to expend awarded funds, compliance with all funding requirements, and meeting expected program outcomes.

Amount of funds available is contingent upon legislative appropriation. Final award amounts may require modification due to updated legislative appropriations.

ELIGIBILITY

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

APPLICATION SUBMISSION AND FORMAT

Applications are due no later than **December 18, 2025, at 5:00 p.m.** (CST). Late applications will not be accepted.

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

Application templates can be found on the NCC website at <https://ncc.nebraska.gov/grant-announcements>

AmpliFund application portal link:

<https://ne.amplifund.com/Public/Opportunities/Details/0188fd01-c982-4b8f-8cb1-6b40968480b7>

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

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

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

Review and Scoring for OVP Grant Program Applications: 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. 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, including ability to consistently meet financial and programmatic reporting requirements and deadlines.

Grant Review Scoring:

In addition to the criteria listed above, the following criteria will be considered when awarding competitive funds: the priorities described in this solicitation; the applicant's ability to consistently spend down previous grant awards; 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. Do not assume the grant reviewers know this information; provide detailed answers within each application.

The following is a list of criteria:

Attachments:	- Attached Community Plan if applicable - Program Evaluation - MOUS (if applicable) - Logic Model - Application Signed
Section 1: Application Information	- Applicant provides all information requested. Appropriate signatures are included. Financial officer cannot be the same person as project director. - Whether the project or program is within the scope of the grant. - The applicant's eligibility. - History of deobligation.
Section 2: Program Narratives: Program narratives should be complete enough to give the reviewer a clear picture of the who, what, when, where, and how in describing what the program is and who it is serving.	- Clearly describes an identified priority area and makes a connection on how this proposed program will meet the priority areas. (5 points) - Clearly describes the proposed program and includes the proposed project's purpose and intended impact, include the geographic area served, direct services provided, and a description of the target population to be served and the number of individuals who will be served. (10 points) - Clear data indicates that there is a need in the community to address gangs, homicides by guns or plan to place a youth employment program in a high-crime area. (5 points) - Clearly describes how the individuals enter and leave the program (2.5 points) - An explanation of how this project's funding will continue after the grant funds cease is clearly presented. Any sources of definite future funding are identified. If future funding is uncertain, potential sources for funding are stated. If this project is not to continue after the grant, a clear explanation is given. Strategies to cultivate future funding sources are provided. (2.5 points)
Section 3: Budget: Budget narratives should accurately explain project costs that are reasonable, necessary, and otherwise allowable. The budget narrative should be mathematically sound and correspond clearly with the information and figures provided in the Budget tables. The narrative should explain how the applicant estimated and calculated all costs, and how those costs are necessary to the completion of the proposed project.	- Budget tables completed correctly and fully. (5 points) - A narrative is provided which details, matches and justifies the amounts included in the budget form clearly. (10 points) - Rates are reasonable and consistent with that paid for similar work in other state or local governments. If the position is funded partially by the grant the % of salary is identified. Other sources of funds are clearly identified which fund the proposed program. (5 points) - Clear description the proposed expenditures set forth in the project budget are allowable, reasonable, and cost effective. (2.5 points) - Detailed budget breakdowns are complete, clear description of how request is necessary to meet the goals and outcomes of the program. (2.5 points) Total Points: 50

GRANT COMMENCEMENT AND DURATION

Nebraska Crime Commission requires funded projects to be implemented within 30 days from the start date listed on the grant award, or as specified by the Office of Violence Prevention Program Director. The project period for the FY2027 Office of Violence Prevention Program is July 1, 2026 – June 30, 2027.

GRANT FUND DISBURSEMENT

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

FUNDING PURPOSE

The Office of Violence Prevention (NRS §§ 81-1447- 81-1451) was created to effectively address statewide violence to reduce street and gang violence, reduce homicides and injuries caused by firearms, and create youth employment opportunities in high-crime areas. To adequately address these priorities, communities must develop a multi-faceted approach that includes violence prevention activities, intervention, enforcement and rehabilitation.

The applicant must demonstrate the relationship between the proposed program and existing models or analyses of evidence-based practices. If the program is not aligned with evidence-based practices, the review process will consider how the applicant's proposal will move the program closer to such an alignment or if the program is ineligible for funding.

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

Program Goals and Objectives

To be eligible for funding under the Office of Violence Prevention, the proposed program must meet one of three goals:

1. reduction of homicides and injuries caused by firearms
2. reduction of street and gang violence
3. creation of youth employment opportunities in high-crime areas

How Awards Will Contribute to Program Goals

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

Expected Outcomes: Performance Measures

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

Third Party Program Evaluation

All funded programs will be required to participate in the creation of a logic model and program evaluation conducted by the University of Nebraska at Omaha (UNO), School of Criminology and Criminal Justice. Program evaluations are required to ensure ongoing alignment with evidence-based practices, determine the validity of the program, and justify future funding. Funded programs must cooperate with program evaluators, including providing access to the program as necessary, and collect required data necessary for program evaluations as determined by UNO. Program evaluations will be required to be submitted within 45 days of the end of the project period. Applicants that have a completed evaluation or logic model, upload the evaluation materials and logic model with the application in AmpliFund.

FUNDING LIMITATIONS

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

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

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

Personnel Salaries

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

Operating Expenses

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

Allowable Operating Expenses

Communication Expense: Includes voice, data, internet, and videoconferencing; costs for services necessary and directly related 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 Office of Violence Prevention Program. Retention of a conference agenda is required.

Dues & Subscription Expense: Costs of dues, subscription, and memberships as it pertains to Office of Violence Prevention Program and directly related to and necessary in effectively meeting the program goals and outcomes. Subject to reviewer discretion.

Educational & Program Materials: Supplies used for educational and recreational purposes such as teaching aids, books, manuals, workbooks, videos, etc. Program supplies include items necessary for individuals 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 Office of Violence Prevention Program.

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.

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 and approved on a case by case basis.

Transportation for Youth: Costs of transporting youth to and from placements, evaluations, or services.

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.

E-Commerce Expense: Costs of renting webpage space and related fees. Costs and fees for using online information services and databases.

Drug testing: Includes testing supplies and lab confirmation fees.

Food and/or Beverage: Food and/or beverages for any meeting, conference, training, etc. This restriction does not impact direct payment of per diem amounts to individuals attending a meeting or conference, in adherence with meal guidelines in the application instructions. Additionally, this restriction does not impact costs for youth in programs or receiving services through the Office of Violence Prevention Program.

Indirect Organizational Costs: Costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.

Lobbying: The Anti-Lobbying Act, 18 U.S.C. §1913, contains significant restrictions on the use of funding for lobbying.

Office Equipment: Includes purchase and rent of all office equipment and furniture, office furnishings, desks, chairs, bookcases, photocopiers and fax machines, etc.

Office Supplies: Costs of office supplies, such as stationery, forms, paper, ink, unexposed film, desk mat, calendars, stapler, floor mats, pens, pencils, pictures, inkjet/toner cartridges, ribbons, bookends, key, batteries, books, etc. These include expenses incurred in publishing reports and legal notices, advertising, duplication and copying services, book binding, picture framing, film processing, photographic services, cost of post office box rental, etc.

Office Space and Utilities: Includes purchase and rent of space for office, warehousing, parking and storage. Utilities include natural gas, electricity, water, sewer, coal, propane, and steam.

Overtime Costs: Costs of wages in excess of base rate of pay, to include any employee bonuses. This includes personnel for agencies who are subcontracted through this grant.

Stipends and Scholarships: Stipends and scholarships are unallowable. Fee Waivers are encouraged.

Insurance Opt-Out Plans and Stipends: Only basic fringe benefits are allowable. Cafeteria plans, opt out plans, insurance stipends or cash in lieu of benefits are unallowable.

FUNDING REQUIREMENTS

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

Program Evaluations – All funded programs will be required to have an external evaluation including logic model of their program to ensure ongoing alignment with evidence-based practices and to determine the validity of the program and justify future funding. For FY2027, the University of Nebraska at Omaha (UNO), School of Criminology and Criminal Justice will be working with funded programs to create logic models and conduct program evaluations. Funded programs must cooperate with program evaluators, including providing access to the program as necessary, and collect required data necessary for program evaluations as determined by UNO. Program evaluations will be required to be submitted within 45 days of the end of the project period. If an applicant has a completed external evaluation and/or logic model, upload the evaluation materials and logic model with the application in AmpliFund.

Annual Reporting – Any recipient of the Office of Violence Prevention Program shall electronically file an annual report that includes the type of program or service, how the service met the goals of the Office of Violence Prevention, program activities, and program outcomes. Annual Reports are due 45 days after the end of the project period.

Non-supplanting of Funds – Grant funds cannot be used to supplant (replace) funds that would, in the absence of Office of Violence Prevention grant funds, be made available for grant purposes. Instead, office of Violence 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 agree to Special Conditions which include, but are not limited to, requirements under federal and state laws in addition to requirements for records retention, accounting, data collection, reporting, and any additional requirements of the Office of Violence Prevention 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 NCC Grant Manual. 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 NCC Grant Manual. The grantee must maintain inventory records for program equipment purchased, rented, and contributed. See the NCC Grant Manual for requirements pertaining to equipment.

Sub-Awards and Contracts – Agencies may sub-award the Office of Violence Prevention award to private or non-profit agencies to administer programs with the grant funds. Sub-awards involve the passing down of grant funds to a partner agency based on actual costs. 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 budget category in the application. Agencies may also contract with service providers to provide a program or service.

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

APPLICATION INSTRUCTIONS

SECTION I: APPLICANT INFORMATION

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

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 access to AmpliFund to manage the grant once it is awarded unless a designee is appointed. This individual is best suited to answer questions and be most knowledgeable on the programs funded in the grant.

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

Financial Contact is the County Clerk or Treasurer in the Lead County, or the Tribe's Financial Contact in the Lead Tribe. This person may receive a license in AmpliFund to manage the fiscal responsibilities of the grant unless a designee is appointed. This individual may be included in correspondence as deemed appropriate.

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

SECTION II: PROGRAM SUMMARY

Instructions for each column:

- **Program Title:** Include the name of the program (e.g., Happy Kids program), and not the name of the program component being funded (e.g., after school director).
- **Currently Funded by OVP or New Request:** Indicate if this is an existing program through the active OVP grant or a new program. Use the terms "New" or "Current".
- **Amount Requested for each Program:** Round up or down to the nearest dollar.

Program Narrative: This Program Narrative will be used for currently funded and new requests. Complete all questions applicable to the type of request. 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. 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.

3. 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.

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

- a. **Reduction in street and gang violence** –programs in this category would be programs that would address this issue.
 - b. **Reduction in homicides and injuries by firearms** – programs in this category would be programs that would address this issue.
 - c. **Creation of youth employment opportunities in high-crime areas** – programs in this category would be programs that would address this issue.
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 a concise description of the social problem(s), community issue(s), and/or community need(s) the project will address. Include local relevant data specific to the applicant agency describing the community need or issue that will be addressed by the proposed project (400 words or less):** Briefly describe the problem, issue, or need in the community that this program is targeting. Use specific data points to show the program request addresses the identified need. There must be recent local data that justifies the request for this program or service. Do not use data from other states.
7. **Is the issue addressing youth employment in high-crime areas a stated issue in the county’s community 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. **Describe the intended impact of the program or service will have on the reduction of street and gang violence, the reduction of homicides and injuries caused by firearms, and/or the creation of youth employment opportunities in high-crime areas.** Identify the impact this program or service will have on the on the community or the youth/families being served directly related to the goals of the Office of Violence Prevention.
9. **How will the intended impact in question 7 above be measured and include data?** Include how this impact will be measured whether it is to increase, decrease, or maintain something that is occurring, and can be measured through narratives, with data, follow-up surveys, evaluations, etc.
10. **List, by agency name, up to five other programs/services operating within the community or service area that contribute to the solution of the stated problem, issue, or need. Indicate how this project coordinates with those programs/services:** Provide up to five other programs and/or services in your community that are also working toward addressing the problem and/or issue listed in Question 7. Describe how your program and these other programs work together to address these issues and provide the best possible community impact. If you are not aware of any others, please indicate this.
11. **Describe how the proposed program or service will operate from beginning to end:**
- a. **What agency(s) will implement this program:** Provide the name of the agency(s).
 - b. **Areas served by this project (counties, cities, schools, etc.):** Provide the service areas for this program. If you are planning to serve individuals in more than one county, please list them all. Do not say “county” or “school” but rather provide the specific area. For example, “Washington and Lincoln Middle Schools” rather than “middle school”.
 - c. **Age, Gender, and Race/Ethnicity targeted by this program:** List the age, gender, and race/ethnicity targeted by your program. Ensure that the program request is targeting the appropriate demographics based on best practices. If a program is gender specific, choose the appropriate gender, etc. Do not provide the breakdown of individuals served in past years, only what the target demographic is.
 - d. **What is the maximum capacity of individuals this program can serve at one time:** Indicate if the program has a limit to the number of individuals that can be served at one time. Identify why this capacity exists.
 - e. **How many individuals are anticipated to be served by this program during the project period:** Indicate the total number of individuals that the program aims to serve during this fiscal year.
 - f. **Explain how a referral is made to the program or service. Include who can make referrals, 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.
 - g. **Do all referrals get accepted?** Check “yes” or “no”. **If no, explain** why referrals would not be accepted and under what circumstances(s) this may happen.

- h. **Explain the criteria to determine if the individual is appropriate for the program/service after receiving the referral. Include the screening and/or assessment tools used to determine program eligibility, program appropriateness, and programming needs:** Explain how an individual is the right “fit” for this program. Provide a step-by-step process used to determine how the youth enters the program, ensuring the youth is appropriate for the program. List all screening and assessment tools used by the program
 - i. **Describe the services/programming that will be provided for this funded program (do not include other activities your agency provides):** List the services or programming that the grant funded program will provide to the individuals and/or families with a brief description. This would be where curriculums and activities would be detailed. Do not provide a day-by-day breakdown.
 - j. **Describe the ways individuals leave the program. What does termination look like? Completion? Successful completion?** Detail the outcomes of the program including reasons an individual would successfully complete the program, if completion is possible without being considered successful, or what an unsuccessful termination would look like. Do not list how individuals’ left your program in previous years.
 - k. **Are you utilizing culture-based, evidence-based, promising, or research-based practices and/or programming? Check “yes” or “no”. If yes, provide specific examples. Do not just cite research articles.** For a program to be considered evidence-based, there needs to have one or more rigorous outcome evaluations that demonstrated effectiveness by measuring the relationship between the program and its intended outcome(s). This includes measuring the direction and size of a change in outcome and the extent to which a change may be attributed to the activity or intervention. Studies such as these are often randomized control trials, quasi-experimental designs, or have met rigorous standards that include (but are not limited to) number of participants and number of time replicated. Many times, programs and practices are labeled as “research-based” or “promising” while on their way to becoming evidence-based, but have not met all the qualifications. Cultural-based programs should have some degree of historical use and cultural significance. There may be evidence-based components in a program even if the entire program has not yet received that label - use of a validated assessment/screening tool to match needs to services, adjusting service level based on risk level and needs, training staff, etc. Provide what best practices the agency follows and how you integrate them into your programming. For example, don’t just list ‘mentoring’ but list the mentoring best practices that you are using (at least 2 hours training of mentors, matches meet at least weekly for at least one year, etc.). Use current research or practices. Include all relevant information for your program.
 - l. **Are you providing services that you believe are showing positive outcomes but have not been classified as an “evidence-based program”? If yes, explain:** See question k above for what is required to be “evidence-based.” Being evidence based can be a very burdensome and costly process that is unattainable for many programs. Many programs can provide services and programming to individuals they know are providing positive outcomes, but they are not able to be evaluated and deemed an “evidence-based” program. Provide an explanation of how you can demonstrate your program is showing positive outcomes for individuals, families, and communities even if your program is not listed as an evidence-based program on Crime Solutions, the Clearinghouse, OJJDP Model Programs Guide, etc.
 - m. **Describe the outreach efforts the program will use and how outreach to marginalized and underserved populations will be accomplished:** Detail steps taken by your program to ensure members of marginalized and underserved populations are aware of the program being offered and attempts to enroll/serve eligible members of these communities.
 - n. **Is there a cost to individuals and/or families for this program or service? Check “yes” or “no”. If yes, explain what steps are taken to ensure costs are not a barrier to program participation:** If the program requesting grant funding charges a fee for participation, mark yes. If it is yes, provide the amount, then describe efforts by the program to allow for everyone to participate even if they are not able to pay the fees. This could be reduced fees, scholarships, waivers, etc.
 - o. **Describe how feedback about services received will be gathered from program participants and how this feedback will be integrated into service delivery?** Detail how comments and suggestions from individuals and/or family who have participated in your program have been or are used to update/change the program and services, such as adjusting operating times and locations. For example, if an individual tells staff they liked the program but wished they could have had more one-on-one time with staff during the week, is there a way the program could shift to allow even brief one-on-one time once a week with each individual?
 - p. **Has your program had an external evaluation in the past 3 years for this program or service? Check “yes” or “no”. If yes, attach the evaluation.**
 - q. **Has your program had a logic model created? Check “yes” or “no”. If yes, attach the logic model.**
- 12. 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 OVP grant funding.
- a. **How long has this program been operating:** Identify the number of years the program has been open and serving

individuals.

- 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 III: BUDGET

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

Program Income Table: 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.

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.**

Agency Narrative (Non-Profit Organizations ONLY): Complete all questions for the non-profit agency requesting funds.

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

Personnel Table (Agency Employees)

- **Program Title** - List the program title associated with the Program Type Table.
- **Position Title and Employee Name** – List title of the position that is being requested and individual name of the person holding the position.
- **Agency Name** - List the name of the agency employing the position being requested.

- **New or Existing** – Indicate whether a position is new by typing “N” or existing by typing “E”. If a position is being requested for the first time through Office of Violence Prevention.
- **Percent Time Devoted** – List the percentage of time devoted to Office of Violence Prevention for each position listed. This includes the time projected to be spent on all allowable requests listed in the grant application. If the position is 100% devoted to the grant funded project but the grant only pays 75% of the salary, percentage of 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, 2026.
- **Percent Salary Requested** – List the percent of the projected annual salary being requested through grant funds. If the grant will pay 75% of the salary and the County will pay the remaining 25%, the percentage requested is 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 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.
 - Vacation and leave time are included in normal working hours (FTE 2080 hours/year) and are not added benefits. 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:
 - The leave is provided under established written leave policies.
 - The costs are equitably allocated to all related activities, including grant awards.
 - The accounting basis (cost or accrual) utilized for claiming each type of leave is consistently followed.
 - Stipends and other cash in lieu of benefits are not allowable.
- **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 was previously funded:** 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 percentage the position is dedicated to the proposed project.
 - b. If no, list other duties performed that are not included in the OVP funded portion.
5. **Provide all funding sources and amounts currently contributing to this position. The percent of total column should equal 100%:** Using the table provided, indicate all funding sources, including grants, the percentage of the total program costs that each funding source contributes to the overall program cost, and the dollar amount each funding sources contributes. This includes Crime Commission grants. For example:

Funding Source	Percent of Total	Dollar Amount
OVP 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 Office of Violence Prevention 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, then paste in the official job description.
 - b. If the position is new, then 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, then 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.
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/hourly rate = \$38,000 total
 - Example 2: 2,080 hours x \$18.75/hourly rate = \$39,000 total
 - b. Breakdown of fringe benefits requested for each position. 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, other than meals reimbursed as per diem. ***

- **Program Title-** List the program associated with the Program Table.
- **Travel Purpose** – List the purpose funds are being requested for travel.
- **Type of Travel** – Check whether the travel is within the community (local) or in-state. Currently, out-of-state travel is unallowable.
- **Justification for Travel** – Provide an explanation for this travel request and how it will benefit individuals being served by programs and services in the community. If this travel request is for administration, provide an explanation for this travel request and how it will benefit the community and individuals being served. Explain how this request aligns with the funding purpose listed in this Request for Application.
- **Position(s) which will be traveling for this purpose** – List the positions that will be traveling for the purpose stated.
- **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.
 - Allowable timeframe to request reimbursement for meals when traveling overnight:
 - Incidentals will be reimbursed at the 70% rate.
 - One-day travel: meals for same day travel are not allowable for reimbursement.

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 in the table. 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 individuals 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 individuals? 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.**

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

Contract Fee for Service Table: 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, daily, or per occurrence.
- **Number of Occurrences** – List the amount 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 individuals to participate in the contracted service.**

2. **Did the agency use an application process to determine the provider for the service?** Check “yes” or “no”. Explain.
3. **Does the Agency have a contract in place with the provider?** Check “yes” or “no”
4. **Describe how the contracted service is allowable, cost effective, and necessary for project activities:** Refer to the table on the top of page six and identify how this service fits these requirements.

Sub-Awards: Funds in this category should reflect programs/services sub-awarded out to agencies. If the 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 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.
3. **Sub-Award Personnel Table:** This chart is used for personnel of the sub-awarded agency requesting funds for programs within their corresponding agency. All positions being requested that are not directly funded by the agency will be listed in this table. These positions are personnel of the sub-awarded agency. Refer to the personnel table instructions outlined in the Agency Personnel Table, as this section adheres to the same set of guidelines.
4. **Sub-Award Personnel Table Budget Breakdown:** A budget breakdown must be completed for each position. Refer to the personnel table budget breakdown instructions outlined in the Agency Personnel Table Budget Breakdown, as this section adheres to the same set of guidelines.
5. **Sub-Award Travel Expenses:** Funds in this category should reflect travel expenses of agency personnel of the sub-awarded agency. Refer to the travel instructions outlined in 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. Refer to the operating expenses budget breakdown outlined in Agency Operating Expenses, as this section adheres to the same set of guidelines.
7. **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 Agency Contracts, as this section adheres to the same set of guidelines.
8. **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 Agency Contracts, as this section adheres to the same set of guidelines.
9. **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 V: MEMORANDUMS OF UNDERSTANDING

For agencies, counties or tribes applying as a group, submit a current copy of the MOU(s) signed by each participating county board chair, tribal council chair, or other agency authorized official confirming the applicant’s commitment to combine Office of Violence Prevention funds to accomplish the project(s) outlined in the application and designating the Lead Agency/County/Tribe.

SECTION VI: ELECTRONIC SUBMISSION

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

SECTION VII: SIGNATURE

The grant application must be signed by the Authorized Official (Lead Governing Board Chairperson or Tribal Council Chairperson) with the authority to contract on behalf of the Applicant entity. Obtain the applicable signature, ensuring the certification is carefully read. This can be done using digital signature or hand signed and scanned. It is advised that all individuals on the grant also thoroughly read and understand the requirements of the Office of Violence Prevention.

APPENDICES

Appendix A

REQUIRED DOCUMENTS CHECKLIST

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