

NEBRASKA

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COMMISSION ON LAW ENFORCEMENT
AND CRIMINAL JUSTICE

FY 2025 Community-based Juvenile Services Aid (CBA) Request for Application (RFA)

Pursuant to Nebraska Revised Statute §43-2404.02, the Nebraska Commission on Law Enforcement and Criminal Justice (Nebraska Crime Commission) is pleased to announce that it is seeking applications from eligible counties and tribes in Nebraska.

PROJECT PERIOD

July 1, 2024 – June 30, 2025

ESTIMATED AWARD AMOUNT

\$5,798,000.00

DEADLINE

December 20, 2023 by 5:00 p.m. (CST)

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact:

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Amy Hoffman, Director | 402.471.3846 | Amy.Hoffman@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 \$5,798,00.00 for this solicitation covering Year 2 of the 2023-2025 biennium. Pursuant to NRS §43-2404.02, the Community-based Juvenile Services Aid Program shall be apportioned as aid in accordance with a formula based on the total number of residents per county and federally recognized or state-recognized Indian tribe who are twelve years of age through eighteen years of age and other relevant factors as determined by the Commission. Other relevant factors included in the FY25 formula include percent of children under age 18 in poverty, percent change in population since 2010, percent of population that is non-white, and deobligation history. Counties and tribes may request an amount not to exceed the predetermined allocation on the FY2025 Community-based Juvenile Services Aid [CB] Application. 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. The allocation amounts are in [Appendix A](#) of this request for application.

ELIGIBILITY

Eligible applicants are limited to individual counties, multiple counties, federal or state recognized Indian tribes, or any combination of the entities listed. These listed entities are herein referred to as communities. If two or more communities' partner on a single application, there must be one community designated as the Lead County/Lead Tribe to receive and disburse grant funds. Counties and tribes may contract and sub-award to private or non-profit agencies to administer programs and services with Community-based Aid funds. The Lead County/Lead Tribe is responsible for all funds and must adhere to all requirements and contingences as outlined by the Nebraska Crime Commission.

To be eligible for funding, applicants are required to develop, adopt, and submit a comprehensive juvenile services community plan (community plan) to the Nebraska Crime Commission. **Funding requests must directly align with the priorities identified in the community plan.** If your county or tribe does not have a current comprehensive juvenile services community plan approved by the Nebraska Crime Commission, one must be submitted with the grant application. Refer to Comprehensive Juvenile Services Community Plan section on page 9.

APPLICATION SUBMISSION AND FORMAT

Applications are due no later than **December 20, 2023, 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 E completed and ready. **All documents are required for a complete application and must be submitted at one time.**

AmpliFund application portal link: <https://ne.amplifund.com/Public/Opportunities/Details/082eef9b-6bc6-41cd-94a9-3cb06453edd6>

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

GRANT COMMENCEMENT AND DURATION

Nebraska Crime Commission requires funded projects be implemented within 30 days from the start date listed on the grant award, or as specified by the Community-based Juvenile Services Aid Program Grant Administrator. The project period for the FY2025 Community-based Juvenile Services Aid Program is July 1, 2024 – June 30, 2025.

GRANT FUND DISBURSEMENT

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

FUNDING PURPOSE

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

The Community-based Juvenile Services Aid Program shall be used in alignment with the Juvenile Services Act purpose¹ and to promote the development and implementation of community-based programs designed to prevent unlawful behavior and to effectively minimize the depth and duration of the juvenile's involvement in the juvenile justice system. Programs and services shall be designed to serve and target youth who are eleven through eighteen years of age. Programs focused on reducing excessive absenteeism may serve and target students in grades kindergarten – twelfth grade (ages five through eighteen). Aid recipients shall prioritize programs and services that will divert juveniles from the juvenile justice system, reduce the population of juveniles in juvenile detention and secure confinement, and assist in transitioning juveniles from out-of-home placements.

For purposes of the Community-based Juvenile Services Aid Program, the population of youth being served **must be youth in the juvenile justice system or be at risk of entering the juvenile justice system**. Youth at risk shall include youth who are identified as being at risk of violating the law, those whose behavior is such that they endanger themselves or others, youth with low protective factors,² youth with risk factors for delinquency³, youth with criminogenic needs factors⁴, and at-risk youth as defined by the federal act⁵. **Programs and services targeting non-criminogenic risk factors alone (such as mental health, anxiety, low self-esteem, creative abilities, and medical needs) for a general population of youth that are not for the specific purpose of including in the programming of the at-risk population do not align with the purpose of this grant program.** Low self-esteem is a prime example of a non-criminogenic factor. Although a youth's low self-esteem may suggest a need for counseling, it is not a risk factor for delinquency, and changing a youth's self-esteem level will not change the likelihood of reoffending⁶.

Programs or services that are not developed for the purpose of serving this population of youth are not eligible for funding under this grant program, regardless of if previously funded. Additionally, applicants must also show a documented need supported by local data to be eligible.

¹ The purposes of the Juvenile Services Act shall be to (1) assist in the provision of appropriate preventive, diversionary, and dispositional alternatives for juveniles, (2) encourage coordination of the elements of the juvenile services system, and (3) provide an opportunity for local involvement in developing community programs for juveniles so that the following objectives may be obtained: (a) Preservation of the family unit whenever the best interests of the juvenile are served and such preservation does not place the juvenile at imminent risk; (b) Limitation on intervention to those actions which are necessary and the utilization of the least restrictive yet most effective and appropriate resources; (c) Encouragement of active family participation in whatever treatment is afforded a juvenile whenever the best interests of the juvenile require it; (d) Treatment in the community rather than commitment to a youth rehabilitation and treatment center whenever the best interests of the juvenile require it; and (e) Assistance in the development of alternatives to secure temporary custody for juveniles who do not require secure detention (Neb. Rev. Stat. §43-2403).

² Protective factors are characteristics of youth or the environment surrounding the youth that interact with risk factors to reduce the odds of involvement in the juvenile justice system. A listing of [Risk and Criminogenic Need Factors](#) and [Protective Factors and Assets](#) can be found in [Appendix B](#).

³ Risk factors for delinquency include: antisocial/pro-criminal attitudes, values, beliefs and behavior; negative peer associations; and pro-criminal associations and isolation for pro-social others. Other risk factors include lack of social ties; poor school performance/behavior problems at school; community disorganization/neighborhood criminality; hyperactivity/impulsivity/attentional problems; poor parental management/family problems.

⁴ Criminogenic needs are dynamic (changeable) risk factors associated with delinquent behavior that are proven through research to affect recidivism. See risk factors for delinquency above.

⁵ The term "at-risk", when used with respect to a child, youth, or student, means a school aged individual who is at-risk of academic failure, dependency adjudication, or delinquency adjudication, has a drug or alcohol problem, is pregnant or is a parent, has come into contact with the juvenile justice system or child welfare system in the past, is at least 1 year behind the expected grade level for the age of the individual, is an English learner, is a gang member, has dropped out of school in the past, or has a high absenteeism rate at school (20 U.S.C. 6472(2)).

⁶ Vincent, Gina M., Laura S. Guy, and Thomas Grisso. 2012. Risk Assessment in Juvenile Justice: A Guidebook for Implementation. New York, N.Y.: Models for Change. https://njin.org/uploads/digital-library/Risk_Assessment_in_Juvenile_Justice_A_Guidebook_for_Implementation.pdf

Programs Statutorily Eligible for Funding

Funds received through the Community-based Juvenile Services Aid Program shall be used exclusively to assist the aid recipient in the implementation and operation of programs or the provision of services identified in the aid recipient's community plan, including:

- Programs for local planning and service coordination
- Screening, assessment, and evaluation
- Diversion
- Alternatives to detention
- Family support services
- Treatment services
- Truancy prevention and intervention programs (Kindergarten – Twelfth Grade)
- Pilot projects approved by the commission
- Payment of transportation costs to and from placements, evaluations, or services
- Personnel when the personnel are aligned with evidence-based treatment principles, programs, or practices
- Contracting with other state agencies or private organizations that provide evidence-based treatment or programs
- Preexisting programs in accordance with the funding purpose that are aligned with evidence-based practices or best practices
- Other services that will positively impact juveniles and families in the juvenile justice system
- One-time use to convert an existing juvenile detention facility or other existing structure for use as an alternative to detention.

Programs not falling into one of the categories on the above list are not eligible for funding. A listing of program definitions can be found in [Appendix C](#).

Please Note:

Alternative to Detention Facility

If requesting funds for the one-time use to convert an existing juvenile detention facility or other existing structure for use as an alternative to detention pursuant to Nebraska Revised Statute §43-2404.02(3)(c), please contact the Community-based Juvenile Services Aid Program Grant Administrator to complete a separate form that is required to be submitted in addition to the grant application.

Crisis Response Programs

Crisis Response programs must be one of the SAMHSA approved models and be in collaboration with their respective Behavioral Health Region to braid funding appropriately. Funding will be allowed on a fee for service basis only and the rates must be in alignment with the rates of regional system partners.

Mental Health Programs

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

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.

System Improvement Programs (Local Planning and Service Coordination)

Separate programs or services classified as system improvement shall not exceed 10% of the award. Priority will be given to programs and services necessary to comply with the community planning requirement outlined in NRS 43-2404.01. Any exceptions are at the discretion of the Crime Commission on a case-by-case basis.

- Funds for administration, including financial administration, grant administration, coordinator, and grant writing shall not exceed 5% of the award.
- Funds for community engagement, including collective impact, community planning, and backbone support shall not exceed 5% of the award.

Personnel Salaries

Employees covered by collective bargaining management agreements may receive increases as directed by the provisions of their labor agreements. Increases to grant funded county/tribe personnel should be in alignment with county/tribe wide salary increase approved and implemented by the respective governing board. All other annual salary increases must be reasonable and not 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 are below.

Allowable Operating Expenses

Communication Expense: Includes voice, data, internet, and videoconferencing; costs for services necessary and directly related the program.

Conference Registration: Registration fee for employees' attendance at a conference or similar event relevant to the program or service funded through the Community-based Juvenile Services Aid Program. Retention of a conference agenda is required.

Dues & Subscription Expense: Costs of dues, subscription, and memberships as it pertains to the Community-based Juvenile Services Aid Program and directly related to and necessary in effectively meeting the program goals and outcomes. Subject to reviewer discretion.

Educational & Program Materials: Supplies used for educational and recreational purposes such as teaching aids, books, manuals, workbooks, videos, etc. Program supplies include items necessary for youth to participate in the program.

External Fees for Youth: Costs of youth fees paid to organizations for external activities directly related to effectively meeting program goals and outcomes.

Food and/or Beverage for Youth: Food and/or beverage costs for youth in conjunction with a program or service funded through the Community-based Juvenile Services Aid 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, beyond the one-time use outlined in Nebraska Revised Statute §43-2404.02(3)(c).

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

Drug testing: Includes testing supplies and lab confirmation fees.

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

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

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

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

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

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

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

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

FUNDING REQUIREMENTS

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

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

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

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

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

Annual Reporting – Any recipient of aid under the Community-based Juvenile Services Aid Program shall electronically file an annual report that includes the type of program or service, how the service met the goals of the comprehensive juvenile services community plan, program activities, and program outcomes. (Neb. Rev. Stat. §43-2404.02).

Non-supplanting of Funds – Grant funds cannot be used to supplant (replace) funds that would, in the absence of Community-based Juvenile Services Aid funds, be made available for grant purposes. Instead, Community-based Juvenile Services Aid 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 Community-based Juvenile Services Aid Program. Grantees sub-awarding any of the award must also receive signed Special Conditions from the sub-award subgrantee.

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

Sub-Awards and Contracts – Counties and tribes may sub-award the Community-based Juvenile Services Aid award to private or non-profit agencies to administer programs with community-based funds. Sub-awards involve the passing down of grant funds to a partner agency based on actual costs. The awarding county/tribe 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. Counties and tribes may also contract with service providers to provide a program or service. The county or tribe must have a current contract with the contractor that complies with the requirements in the Juvenile Programs and Interventions Guidebook.

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/>

COMPREHENSIVE JUVENILE SERVICES COMMUNITY PLAN

To be eligible for the Community-based Juvenile Services Aid Program, a comprehensive juvenile services community plan (community plan) shall be developed, adopted, and submitted to the Nebraska Crime Commission (NRS §43-2404.01). To be eligible for FY2025 funding, community plans shall be submitted to the Nebraska Crime Commission.

A community team representing juvenile justice system stakeholders must develop the community plan. The community team may be comprised of individual counties, multiple counties, federal or state recognized Indian tribes, or any combination. Community plans shall:

- Provide relevant county/tribe-level data, including but not limited to, types of data listed within the community planning resources that support the existence of the problem that the planning team will address;
- Identify clearly defined community priorities of the community planning team, that includes defining a problem, or set of problems, that affect juveniles at risk or those already involved in the criminal justice system;
- Identify programs and practices for addressing the community's priorities. Such programs and practices shall be supported by evidence-based practice, research, or are standardized and have reliably demonstrated positive outcomes in other areas of juvenile services;
- Identify clear implementation strategies; and
- Identify how the impact of the program or service will be measured in alignment with evidence-based practices or research.

Any portion of the comprehensive juvenile services plan dealing with administration, procedures, and programs of the juvenile court shall not be submitted to the commission without the concurrence of the presiding judge or judges of the court or courts having jurisdiction in juvenile cases for the geographic area to be served. Programs or services established by such plans shall conform to the family policy tenets prescribed in sections 43-532 and 43-533 and shall include policies and practices that are research-based or standardized and reliable and are implemented with fidelity and which have been researched and demonstrate positive outcomes. (NRS §43-2404.01(2)).

It is essential that communities have programs to prevent youth from becoming unnecessarily involved in the juvenile justice system. These programs should be available at multiple points throughout the system, providing every opportunity to exit the system. Such programs rarely occur by chance; they are almost always the result of careful community planning. Community planning can also be used to: assess current programs, identify preventive measures to keep youth from entering the juvenile justice system, pinpoint duplication and gaps in services to youth, and focus on effective, research-proven strategies.

A community planning team should represent the unique needs of its community. A large community or region looks very different from a small community. There are differences in resources, personnel, and priorities. Thus, the planning team should be tailored around the identity of its community. Representatives from the following key access points should be included on the team: public and private education; prevention and mentoring programs; ministry and faith-based programs; law enforcement; juvenile diversion; juvenile probation; county attorneys in juvenile court; public defenders, defense attorneys, and guardians ad litem; office of juvenile service and health and human services; juvenile judges and juvenile court personnel; treatment providers; post-adjudication services and providers; pre-adjudication services and providers; detention; consumers, including youth and families; and community-based organizations.

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

If your county or tribe does not have a current comprehensive juvenile services community plan approved by the Nebraska Crime Commission, one must be submitted with the grant application.

APPLICATION INSTRUCTIONS

APPLICANT INFORMATION

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

List of Partnering Counties/Tribes are 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 the County Board Chair or Tribal Council Chair of the Lead County or Lead Tribe. This individual may be included in correspondence as deemed appropriate.

SECTION I: COMMUNITY PLANNING INFORMATION

COMMUNITY TEAM INFORMATION

Community planning cannot be accomplished by one or two individuals. It requires a committed collaborative of stakeholders who meet regularly to develop and enact the community plan. Provide information as it relates to the community team that is responsible for the development and implementation of the community plan.

- 1. Was the community plan utilized in drafting the grant application to ensure the requests align with and address the priorities outlined in the plan?** Check "yes" or "no".
- 2. How do the requests in this application align with the strategies to address the priorities in the community plan?** Describe how the programs and services that are requesting funding in this application are working toward the priorities in the community plan.
- 3. Was the community plan reviewed at any other times throughout the year?** Check "yes" or "no".
- 4. List the current priorities in the community plan.** Include all the priorities identified in your current community plan. If you have fewer than 5, please remove additional lines. If you have more than 5, please add additional lines.
- 5. What steps have been taken towards addressing these priorities?** Describe the steps your community has taken to address the priorities in the community plan. Each priority should have at least one step; if you have not been able to address a specific priority, please note that.
- 6. How is the community team evaluating progress with the needs and priorities in the community plan?** Describe the methods and steps taken by the community team to assess the progress of the priorities in the plan. Include steps taken when needs and priorities need to be changed.
- 7. Do changes need to be made to the community plan regarding any priority, including adding new priorities?** Check "yes" or "no". **Explain.** Provide information for either response whether changes need to be made or not.
- 8. Did the community team vote and approve the requests in this application?** Check "yes" or "no". It is required that funding requests in the application be determined by a majority vote among the community planning team.
 - a) If no, how was this decision made:** Explain the process in which the funding requests were determined in the application.
 - b) Provide the meeting date and agenda when the application was approved:** The Nebraska Crime Commission may require meeting minutes in the future.

SECTION II: PROGRAM SUMMARY

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

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

Instructions for each column:

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

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

Program Narrative: This Program Narrative will be used for currently funded and new requests, excluding system improvement requests. New and existing system improvement request should proceed to **Program Narrative: System Improvement**. Complete all questions applicable to the type of request. Fill out system improvement narrative only for system improvement requests. Delete unused narratives. Please answer the questions in the narrative(s) only for the program to receive funding. Do not answer for other programs/services within the agency not part of the program request.

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

- Create a new service/activity – programs in this category would be programs that do not exist currently and would be started utilizing the grant funds.
- Enhance an existing program funded by the grant – programs in this category are currently receiving grant funds and would use this grant to enhance the program (e.g., adding additional staff).
- Continue an existing program funded by the grant – programs in this category are currently receiving grant funds and would use this grant to maintain the program.
- Expand, continue, or enhance an existing project not funded under the grant in the previous year – programs in this category are not currently receiving grant funding but do exist in the community and would use these funds to maintain or enhance the program.

2. What allowable program type request on page 5 of the Request for Application does this program fall under:

Choose the appropriate allowable program from the list. See page 5 for program types. If a program has not received pre-approval from the Crime Commission to fund a pilot project, do not choose pilot project.

3. Is this program or service currently funded by any Crime Commission grant (state or federal): Check “yes” or “no”. If “yes”, provide the grant numbers of the grants being received.

4. Provide all funding sources and amount currently contributing to this program. The percent of total column should equal 100%: Using the table provided, indicate all funding sources, including grants, the percent of the total program costs that each funding source contributes to the overall program cost, the dollar amount each funding sources contributes, and how the different sources are used. This includes Crime Commission grants. For example:

Funding Source	% of Total	Dollar Amount	How it is used
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CBA Grant	40%	\$20,000	Salary and fringe
JS Grant	20%	\$10,000	Salary
County Funds	40%	\$20,000	Office supplies and rent

5. **Describe the sustainability status of the proposed project, including efforts undertaken toward maintaining sustainability and cost savings (if the program is not funded in future years, will it continue to succeed?):** Identify the plan for this program if the grant funds were to no longer be available. Include any steps the program is taking to reduce costs.
6. **Provide a concise statement highlighting the major aspects of the proposed project (150 words or less):** Briefly describe an overall description of what is being requested, what services will be provided, and the important features of the program requesting funding. This should be your short “elevator speech” describing the program.
7. **Provide a concise description of the social problem(s), community issue(s), and/or community need(s) the project will address. Include local relevant data specific to the applicant county/tribe describing the community need or issue that will be addressed by the proposed project (400 words or less):** Briefly describe the problem, issue, or need in the community that this program is targeting. Use specific data points to show the program request addresses the identified need. There must be recent local data that justifies the request for this program or service. Do not use data from other states.
8. **Is the issue above a stated issue in the comprehensive juvenile services plan:** Check “yes” or “no”. **Provide page number in community plan where the issue is referenced:** Identify the exact page in the community plan where this issue is listed. If the issue is not a priority in the community plan, a plan addendum must be submitted including the stated priority with goals and strategies to address the issue or need.
9. **Describe the intended impact of the program or service on the youth/family and the community. How will this be measured?** Identify the impact this program or service will have on the youth and/or families served and the community. Include how this impact will be measured whether it is to increase, decrease, or maintain something that is occurring, and can be measured through narratives, with data, follow-up surveys, etc.
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. **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 youth served in past years, only what the target demographic is.
 - c. **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.
 - d. **Do all referrals get accepted?** Check “yes” or “no”. **If no, explain** why referrals would not be accepted and under what circumstances(s) this may happen.
 - e. **Explain the criteria to determine if the youth is appropriate after receiving the referral. Include the screening and/or assessment tools used to determine program eligibility, program appropriateness, and programming needs:** Explain how a youth is the right “fit” for this program. Provide a step-by-step process used to determine how the youth enters the program, ensuring the youth is appropriate for the program. List all screening and assessment tools used by the program.
 - f. **What is the maximum capacity of youth this program can serve at one time:** Indicate if the program has a limit to the number of youth that can be served at one time. Identify why this capacity exists.
 - g. **How many youths are anticipated to be served by this program during the project period:** Indicate the total number of youth that the program aims to serve during this fiscal year.
 - h. **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 youth and/or families with a brief description. This would be where curriculums and activities would be detailed. Do not provide a day-by-day breakdown.

- i. **Are you utilizing 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.** 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.
- j. **What practice-based programming are you utilizing that is working in your community and what positive results have you seen?** Describe the practices/components of the program in your community that are showing positive results, although it is not technically deemed “evidenced-based.” Include data that demonstrates this success.
- k. **Describe the ways youth leave the program. What does termination look like? Completion? Successful completion?** Detail the outcomes of the program including reasons a youth would successfully complete the program, if completion is possible without being considered successful, or what an unsuccessful termination would look like. Do not list how youth left your program in previous years.
- l. **Describe the outreach efforts the program will use and how outreach to marginalized and underserved populations will be accomplished:** Detail steps taken by your program to ensure members of marginalized and underserved populations are aware of the program being offered and attempts to enroll/serve eligible members of these communities.
- m. **Is there a cost to youth and/or families for this program or service?** Check “yes” or “no”. **If yes, explain what steps are taken to ensure costs are not a barrier to program participation:** If the program requesting grant funding charges a fee for participation, mark yes. If it is yes, provide the amount, then describe efforts by the program to allow for everyone to participate even if they are not able to pay the fees. This could be reduced fees, scholarships, waivers, etc.
- n. **Describe how feedback about services received will be gathered from program participants and how this feedback will be integrated into service delivery?** Detail how comments and suggestions from youth and/or family who have participated in your program have been or are used to update/change the program and services, such as adjusting operating times and locations. For example, if a youth tells staff they liked the program but wished they could have had more one-on-one time with staff during the week, is there a way the program could shift to allow even brief one-on-one time once a week with each youth?
- o. **Do you evaluate this program or service on a regular basis (do not include the EB-NE UNO Juvenile Justice Institute evaluation)?** Check “yes” or “no”. **If yes, describe:** List the evaluator and type of evaluation, and anticipated completion date.

12. Refer to the Risk, Criminogenic, and Protective factors listed in Appendix B in the RFA. Identify up to three factors and explain how your program or service targets them. Include key activities or services, and the skills and knowledge to be gained by the youth: While many programs may be addressing many of the factors in Appendix B directly or indirectly, choose up to three main factors this program targets. Include program components and activities. Identify the specific positive outcomes intended for youth to gain from this program. Include positive outcomes that will result from the services.

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

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

Program Narrative: System Improvement: Fill out system improvement narrative only for system improvement requests.

1. **Is this program or service currently funded by any Crime Commission grant (state or federal):** Check “yes” or “no”. If “yes”, provide the grant numbers of the grants being received.
2. **Provide all funding sources and amount currently contributing to this program. The percent of total column should equal 100%:** Using the table provided, indicate all funding sources, including grants, the percent of the total program costs that each funding source contributes to the overall program cost, the dollar amount each funding sources

contributes, and how the different sources are used. This includes Crime Commission grants. Please see the example on page 11 in this RFA for an example (question 4 in the Program Narrative section).

- 3. Describe the specific identified need in your community plan that will be addressed by this program.** Provide the local community level data that supports the identified need: In accordance with Title 75, Chapter 1, each funding request is to be written consistent with the program development strategies outlined in the community plan. If the program or service is not written consistent with the development strategies in your community plan, then the request shall be denied, unless a revised community plan is submitted to the Nebraska Crime Commission to include the necessary revisions. Refer to the needs assessment incorporated into your community plan. Use specific data points to show the program request addresses the identified need. There must be local data that justifies the request for this program or service.
- 4. Is this program or service necessary to meet the statutory community planning requirement in NRS §43-2404.01:** Check “yes” or “no”. Explain what role this program or service has in the statutory community planning requirement and why it is necessary.
 - a. Does this program or service fall under administration, including financial administration, grant administration, coordination, and grant writing:** Check “yes” or “no”
 - b. Does this program or service fall under community engagement, including collective impact, community planning, and backbone support:** Check “yes” or “no”
- 5. Provide a description of the system improvement service by answering the following:**
 - a. Explain the purpose of the system improvement service:** Describe what the system improvement service is, what benefit it is providing, and how it is filling a need or gap identified in the community plan.
 - b. Describe the key activities that will be provided by this program or service:** What exactly are the key activities and services being provided. Only provide information for the program or service that is requesting grant funding, do not include the other activities performed by the agency.
 - c. List the expected changes that the service will likely bring to your community. Explain how program success will be measured. Include how you will know when community needs have been met:** Identify the impact this program or service will have on the youth and/or families served and the community. Include how this impact will be measured whether it is to increase, decrease, or maintain something that is occurring, and can be measured through narratives, with data, follow-up surveys, etc.
- 6. Describe the sustainability efforts undertaken for your proposed program, including efforts being made toward cost savings, and the sustainability status of your proposed program (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.
- 7. If the program currently operates, regardless of funding source:** This section is for any programs that are currently operating even if it is the first year requesting CBA grant funding.
 - a. How long has this program been operating:** Identify the number of years the program has been open and serving youth
 - b. Provide a narrative to justify continued funding of this program or service. What has been accomplished by this system improvement program? What work is still necessary to accomplish to justify continued funding:** Describe what activities are still needing to be completed within the community that would require this program to continue to work within the community. Include progress made toward addressing the need in the community. This narrative can include a success story. Also include why the program should continue to be funded through this grant.
 - c. Do you evaluate this program or service on a regular basis (do not include the EB-NE UNO Juvenile Justice Institute evaluation)?** Check “yes” or “no”. **If yes, describe:** List the evaluator and type of evaluation, and anticipated completion date.

SECTION III: BUDGET

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

Personnel-County/Tribe: Funds in this category should reflect positions hired directly by the county/tribe. Personnel refer to wages and fringe benefits for regular full-time or part-time salaried employees for the county/tribe. Other persons working on the project who are not on the regular payroll for the county/tribe 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 CB/EB for a position must not exceed the percentage of time devoted to job functions related to the CB/EB Program. For example, a request that 50% of a Community Specialist's position be paid through CB; however, the Community Specialist is devoting 25% of their time to job functions for CB – this is unallowable. Costs for wages in excess of base rate of pay are unallowable.

Personnel Table (County/Tribe 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 Community-based Juvenile Services Aid but has been existing, then that position is considered “E”.
- Percent Time Devoted – List the percentage of time devoted to Community-based Juvenile Services Aid 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, percent time devoted is 100%.
- Current Annual Salary – List the current annual salary of the corresponding position.
- Projected Annual Salary – List the projected annual salary that will become effective on July 1, 2022.
- Percent Salary Requested – List the percent of the 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 percent 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 of insurance offered by the agency (health, life, professional liability, etc.), FICA, unemployment insurance, workers compensation, costs of leave (holidays, sick leave, vacation), and pension/retirement can be included. Vacation and leave time are included in normal working hours (FTE 2080 hours/year) and are not added benefits. Funds to support cafeteria plans are not allowed by the Nebraska Crime Commission.
- Requested Total – List the sum of the “requested wages” and “requested fringe”. This will provide the amount of total funds being requested for each position to include wages and fringe benefits.
- Total Project Cost – List the sum of the “requested wages”, and “requested fringe”. This is the total cost of a position that is being requested by the county/tribe.

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 percent the position is dedicated to the proposed project.
 - b. If no, list other duties performed that are not included in the CBA funded portion.
5. **Provide all funding sources and 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 percent 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
CBA Grant	40%	\$20,000
JS Grant	20%	\$10,000
County Funds	40%	\$20,000

6. **Are existing funds currently allocated to the support of this position that will be used for a different purpose if this request is awarded:** Check “yes” or “no”. Briefly describe how this request complies with the non-supplanting

requirement (the replacing of existing funds that currently support his position with these grant funds): Provide an explanation that funds being requested for this position will not be used to supplant (replace) existing funds that would, in the absence of Community-based Aid 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.

Travel-County/Tribe: 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 Type 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 youth 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 youth 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-County/Tribe: See “Funding Limitations” in this document to receive guidance on unallowable/allowable

operating expenses. Complete all blanks in the table when requesting funds for operating expenses to include the detailed cost breakdown, amount requested, and total cost. **If requesting funds for the one-time use to convert an existing juvenile detention facility or other existing structure for use as an alternative to detention, please contact the Community-based Juvenile Services Aid Program Manager to complete a separate form that is required to be submitted in addition to the grant application.**

Operating Expenses Table: Do not modify or add budget line items. Provide a detailed breakdown of each cost 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 youth are being requested, then explain how purchasing incentives has benefited that particular service or program. What has been witnessed as a result of purchasing incentives for youth? Did their attendance increase? Did their grades increase? If so, what data or information was used to support the purchase of these incentives?
 - b. **How is each request reasonable and cost effective:** For funds to be reasonable and cost effective, they must be direct, allocable, actual, reasonable, and necessary. See “Funding Limitations” on page 6 of this document for further description.
2. **If requesting program equipment, provide the following:** Program equipment requests are requests that will assist in the necessary functions of the program.
 - a. **List each item requested and purpose.**
 - b. **Purchase date of equipment being replaced**
 - c. **Date and description of most recent program equipment request**
 - d. **Include three quotes.**

Contracts– County/Tribe: 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 county/tribe 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 youth to participate in the contracted**

service:

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

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

For counties or tribes applying as a group, submit a current copy of the MOU(s) signed by each participating county board chair or tribal council chair confirming the county or tribal commitment to combine Community-based Juvenile Services Aid funds to accomplish the project(s) outlined in the application and designating the Lead County/Tribe.

SECTION V: ELECTRONIC SUBMISSION

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

SECTION VI: SIGNATURE

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

APPENDICES

Appendix A

County	FY25 Allocations	*One-time Optional	Total Max Allocation
Adams County	\$80,908	\$5,443	\$86,351
Antelope County	\$13,263	\$892	\$14,155
Arthur County	\$5,000	\$0	\$5,000
Banner County	\$5,000	\$336	\$5,336
Blaine County	\$5,000	\$336	\$5,336
Boone County	\$9,248	\$0	\$9,248
Box Butte County	\$16,647	\$0	\$16,647
Boyd County	\$5,000	\$336	\$5,336
Brown County	\$5,000	\$336	\$5,336
Buffalo County	\$156,028	\$10,497	\$166,525
Burt County	\$10,164	\$0	\$10,164
Butler County	\$25,260	\$0	\$25,260
Cass County	\$37,630	\$0	\$37,630
Cedar County	\$18,231	\$1,227	\$19,458
Chase County	\$6,290	\$0	\$6,290
Cherry County	\$26,667	\$1,794	\$28,462
Cheyenne County	\$25,715	\$0	\$25,715
Clay County	\$20,514	\$1,380	\$21,894
Colfax County	\$54,797	\$3,686	\$58,484
Cuming County	\$16,598	\$0	\$16,598
Custer County	\$28,117	\$1,892	\$30,009
Dakota County	\$73,310	\$0	\$73,310
Dawes County	\$30,295	\$2,038	\$32,333
Dawson County	\$79,471	\$5,346	\$84,817
Deuel County	\$5,000	\$0	\$5,000
Dixon County	\$22,926	\$1,542	\$24,469
Dodge County	\$116,084	\$0	\$116,084
Douglas County	\$1,347,751	\$0	\$1,347,751
Dundy County	\$5,000	\$336	\$5,336
Fillmore County	\$11,818	\$795	\$12,613
Franklin County	\$5,000	\$336	\$5,336
Frontier County	\$5,000	\$336	\$5,336
Furnas County	\$9,274	\$0	\$9,274
Gage County	\$44,676	\$0	\$44,676
Garden County	\$5,000	\$336	\$5,336
Garfield County	\$14,955	\$1,006	\$15,962
Gosper County	\$10,465	\$704	\$11,169
Grant County	\$5,000	\$336	\$5,336
Greeley County	\$8,243	\$555	\$8,797
Hall County	\$172,474	\$11,603	\$184,078
Hamilton County	\$36,761	\$2,473	\$39,234
Harlan County	\$9,968	\$671	\$10,639
Hayes County	\$5,000	\$0	\$5,000
Hitchcock County	\$5,000	\$0	\$5,000
Holt County	\$19,860	\$1,336	\$21,196
Hooker County	\$5,000	\$336	\$5,336
Howard County	\$30,927	\$0	\$30,927
Jefferson County	\$14,644	\$0	\$14,644
Johnson County	\$22,456	\$0	\$22,456
Kearney County	\$26,666	\$1,794	\$28,460
County	FY24 Allocations	*One-time Optional	Total Max Allocation

***One-Time Optional Note*:**

Counties and Tribes are allowed to request up to the total max allocation.

For this fiscal year only, a limited amount of funds is being re-allocated to counties and tribes that did not have a two-year 20% average deobligation. Do not expect or rely on these additional grant funds to be available for the FY2025-2026 grant year.

Keith County	\$13,241	\$0	\$13,241
Keya Paha County	\$5,000	\$336	\$5,336
Kimball County	\$10,829	\$0	\$10,829
Knox County	\$17,148	\$0	\$17,148
Lancaster County	\$1,025,855	\$69,015	\$1,094,870
Lincoln County	\$114,746	\$7,720	\$122,465
Logan County	\$5,000	\$336	\$5,336
Loup County	\$5,000	\$336	\$5,336
Madison County	\$91,431	\$0	\$91,431
McPherson County	\$5,000	\$336	\$5,336
Merrick County	\$30,475	\$2,050	\$32,525
Morrill County	\$9,224	\$621	\$9,844
Nance County	\$9,585	\$645	\$10,230
Nemaha County	\$20,684	\$0	\$20,684
Nuckolls County	\$5,000	\$336	\$5,336
Omaha Reservation	\$40,922	\$2,753	\$43,675
Otoe County	\$48,852	\$0	\$48,852
Pawnee County	\$3,900	\$0	\$3,900
Perkins County	\$6,803	\$0	\$6,803
Phelps County	\$27,934	\$1,879	\$29,813
Pierce County	\$19,584	\$0	\$19,584
Platte County	\$99,837	\$0	\$99,837
Polk County	\$27,001	\$1,817	\$28,818
Ponca Tribe	\$5,000	\$336	\$5,336
Red Willow County	\$18,870	\$0	\$18,870
Richardson County	\$12,453	\$0	\$12,453
Rock County	\$5,000	\$336	\$5,336
Saline County	\$53,343	\$0	\$53,343
Santee Reservation	\$31,944	\$2,149	\$34,093
Sarpy County	\$525,266	\$35,338	\$560,604
Saunders County	\$77,115	\$5,188	\$82,303
Scotts Bluff County	\$103,260	\$6,947	\$110,207
Seward County	\$70,050	\$0	\$70,050
Sheridan County	\$10,000	\$0	\$10,000
Sherman County	\$9,963	\$670	\$10,633
Sioux County	\$5,000	\$336	\$5,336
Stanton County	\$21,965	\$0	\$21,965
Thayer County	\$5,203	\$0	\$5,203
Thomas County	\$5,000	\$336	\$5,336
Thurston County	\$40,903	\$2,752	\$43,655
Valley County	\$10,705	\$720	\$11,425
Washington County	\$80,138	\$0	\$80,138
Wayne County	\$26,426	\$0	\$26,426
Webster County	\$7,577	\$510	\$8,087
Wheeler County	\$5,000	\$336	\$5,336
Winnebago Reservation	\$62,056	\$4,175	\$66,231
York County	\$33,038	\$2,223	\$35,261
Total	\$5,587,428	\$210,572	\$5,798,000

***One-Time Optional Note*:**

Counties and Tribes are allowed to request up to the total max allocation.

For this fiscal year only, a limited amount of funds is being re-allocated to counties and tribes that did not have a two-year 20% average deobligation. Do not expect or rely on these additional grant funds to be available for the FY2025-2026 grant year.

Appendix B

Risk and Criminogenic Need Factors

Protective Factors and Assets

INDIVIDUAL

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

FAMILY

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

EDUCATION/COMMUNITY

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

PEERS

Deviant peer groups	Healthy/Positive peer relationships Supportive social group
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Resources:

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

Appendix C: Program Definitions

- a) **Alternatives to Detention (ATD):** A program or directive that increases supervision of a youth that would otherwise be securely detained, in an effort to ensure the youth attends court and refrains from committing a new law violation. The alternative shall least restrict the youth's freedom of movement, provided the alternative is compatible with the best interest of the youth and the community. Examples include:
- i) **Electronic Monitoring:** An electronic device using a global positioning system, nondigital landline home-based system, or phone application that provides intensive supervision by monitoring the location of a youth that is reviewed by program personnel.
 - ii) **Day and Evening Reporting Centers:** An intensive supervision program held at a physical location for youth who would normally be held in secure pretrial custody. The center may provide various types of programming but not treatment services. The goal is to ensure that youth return to court for their scheduled court date with no new law violations.
 - iii) **Community Youth Coaching:** A youth-guided, family-driven service that provides individualized alternative to detention, strengthening community safety and appearance in court through intensive relationship building, skill building and positive youth development. Community Youth Coaches will serve as positive role models, provide advocacy and individualized coaching, and support the youth in building and developing critical problem-solving strategies to help interrupt cycle(s) of negative behavior.
 - iv) **Tracking:** A person assigned to work with pre-adjudicated youth to ensure that the youth will comply with attendance, curfew, employment, counseling, and drug/alcohol conditions.
 - v) **Shelter Care:** A non-secure residential care program for youth in need of short-term placement. The youth in the program require more supervision than allowed at the community-based level. The youth participate in a daily schedule.
- b) **Diversion:** Programs aimed at steering minor law violations and lower-risk youth away from the juvenile system who would otherwise have charges filed or be adjudicated. Diversion programs may work with Crossover Youth (youth dually involved in child welfare and juvenile justice system). Teen Courts will not be funded.
- c) **Family Support:** Community-based services that promote the well-being of children and families as well as increase the strength and stability of families. Examples include:
- i) **Family Support Services:** In-person interventions with the youth and family, designed to assist the youth and parent/caregiver to learn/enhance new skills, role-play, and practice specific strategies and techniques to decrease the youth's behaviors related to criminogenic risk. This service targets the entire family unit and is typically provided when all family members are present. The service should impact the family functioning as a whole, as well as the youth's individual functioning.
 - ii) **Parenting Class:** Parents actively acquire parenting skills through sessions that focus on improving the parenting of and communication with their children by engaging in skill building, problem solving, and modeling types of mechanisms in an effort to reduce adverse childhood outcomes.
 - iii) **Advocacy:** Supporting and guiding a youth and/or their family through the juvenile justice system.
 - iv) **Social Worker:** Assists a youth with increasing their capacity for problem solving and coping and help them obtain needed resources as well as facilitate interactions between individuals and their environment. They seek to improve the youth's quality of wellbeing through research directed therapeutic methods.
- d) **Mental Health Services:** Programs providing mental health services for youth in diversion, in the juvenile justice system or at-risk of entering the juvenile justice system, in need of such services including, but are not limited to programs utilizing screening, diagnosis, and treatment to promote the youth's recognition of their abilities and coping skills to assist with promotion mental health well-being.
- e) **Prevention/Promotion:** Methods or activities for delinquent and other at-risk youth that seek to reduce or deter specific or predictable problems, protect the current state of well-being, or promote desired outcomes or behaviors. Promotion programs are programs for positive youth development that build on protective factors for, and develop competencies in, delinquent and other at-risk youth, by assisting in obtaining a sense of safety and structure; belonging and membership; self-worth and social contribution; independence and control over one's life; and closeness in interpersonal relationships. Examples include: 40 Developmental Assets, bullying, employment skills, gang, life skills, prosocial activity/attitudes, substance abuse, incentives.
- f) **School-based:** Education programs or supportive services in traditional public schools and detention/corrections education settings to encourage youth to remain in school or alternative learning programs, support transition to work and self-sufficiency, and enhance coordination between correctional programs and juveniles' local education programs to ensure the instruction they receive outside school is aligned with that provided in their schools and that any identified learning problems are communicated.
- i) **After School Programs:** Programs that provide at-risk youth and youth in the juvenile justice systems with a range of age-appropriate activities, including tutoring, mentoring, and other educational and enrichment activities.
 - ii) **Alternative Schools:** Academic enrichment programs where services are focused on youth expelled or suspended

- from their home school system.
- iii) **School Interventionist:** An individual responsible for identifying and coordinating a behavioral or academic intervention for a student. The intervention process includes clearly identifying the problem, selecting a strategy to address the problem, and measuring the effectiveness of the strategy.
 - iv) **Truancy Programs:** Programs aimed at steering youth that had an unauthorized absence in an effort to prevent system involvement.
- g) **Mediation:** A form of conflict resolution in which trained leaders help the victim(s) and offender work together to resolve disputes. Mediators do not make judgements or offer advice, and they have no power to force decisions. Victims are able to have input into an offender's sentence. Includes victim impact statements, defining the restitution owed, or other forms of affecting resolution of a juvenile justice case. Other stakeholders may participate in the process as well.
- h) **Restorative Justice:** Practices, programs, or services that emphasize repairing the harm caused to victims and the community by persons who have caused the harm or committed an offense. Restorative justice practices may include, but are not limited to, victim youth conferencing, victim-offender mediation, youth or community dialogue, panels, circles, and truancy mediation.
- i) **Mentoring:** Programs to develop and sustain a one- to-one supportive relationship between a responsible adult aged 18 or older (mentor) and an at-risk youth, youth who have offended or youth in the juvenile justice system (mentee) that takes place on a regular basis.
- i) **Community Mentoring:** a mentoring model where a positive adult is engaged in the youth's life by spending time in the community together. The match is based on interests, hobbies, and compatibility in order to spend time together to share fun activities they both enjoy. The goal of this mentoring model is to reduce drug and alcohol use and antisocial behavior through establishing a supportive friendship and providing guidance.
 - ii) **Juvenile Justice Based Mentoring:** a mentoring model where youth with some involvement in the juvenile justice system (ranging from diversion to YRTC) are matched with an adult who will demonstrate prosocial attitudes and behaviors while helping the youth navigate the juvenile justice system. The goal of this mentoring model is to prevent the youth from further involvement with the justice system.
 - iii) **School-based Mentoring:** a mentoring model where youth meet with their mentor on school premises. The goal of school-based programs is to improve youth attendance, grades, and attitudes towards school so that the youth is more likely to graduate.
 - iv) **Youth-initiated Mentoring:** a mentoring model where the youth identifies individuals that he or she already views as a natural support or mentor. A formal program then helps ensure that the match is safe and supportive for the youth. YIM models also help develop natural mentors for more sustainable matches. The goal of youth-initiated mentoring is to help youth identify and sustain healthy support systems.
- j) **Crisis Response:** Teams trained to intervene in cases where juvenile's health or safety is threatened, resolves serious conflicts between parent/guardian and juvenile regarding conduct/repeated disregard for authority, a pattern of repeated absence from school, or runaway behaviors.
- k) **Crisis Respite:** Respite care for children provides temporary relief for parents and other caregivers through a temporary absence of the child from their family; this is not an extended placement.
- l) **Assessment Program:** A location where staff can meet with juveniles to assess the risk and needs of juveniles referred and provide recommendations for services for prevention and intervention to include referrals to a diversion program or informal program to avoid charges filed (i.e., early assessment, pre-diversion). Includes programs utilizing diagnostic techniques and methods that aid in aligning youth with the best services that will promote mental health well-being.
- i) **Referral Service:** Agency that helps juveniles and families locate community services based on the needs of the juvenile. May cover the costs of the services for the family.
 - ii) **Mental Health Assessment:** A service utilizing diagnostic techniques and methods that aid in aligning youth with the best services that will promote mental health well-being.
- m) **System Improvement Programs could include the following:**
- i) **Training**
 - ii) **Planning and Administration:** Individuals responsible for the fiscal administration of the grant, or overall grant administration and overseeing the implementation of the grant program policy and procedures.
 - iii) **Community Engagement:** a person or agency responsible for community plan development and writing; coordinating collective impact efforts in the community, or a backbone support organization serving as the backbone for the entire initiative and coordinates participating organizations and agencies through facilitation and handling logistical and administrative details needed for the initiative to function well.
 - iv) **Juvenile Justice System Improvement:** Programs, research, and other initiatives to examine issues or improve practices, policies, or procedures on a systemwide basis.
 - v) **Data:** Information, tools, and resources used to conduct research and shape policy and practices.
 - vi) **Evaluator:** Complete systematic data-based inquiries and provides competent performance to stakeholders pertaining to an organization, program, or focused community issue.

Appendix D: Program Type Table Program Classification

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

Appendix E

REQUIRED DOCUMENTS CHECKLIST

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