



**NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE**

301 Centennial Mall South • Lincoln, NE • 68509-4946 • 402/471-2194 • 402/471-2837 (Fax)

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 for qualified counties and tribes in the state of Nebraska.

## **2016 Community-based Juvenile Services Aid Request for Application (RFA)**

### **ELIGIBILITY**

Applicants are limited to individual counties, multiple counties, federally recognized or state recognized Indian tribes, or by any combination of the entities listed above. Applicants are required to develop, adopt, and submit a comprehensive juvenile services community plan to the Nebraska Crime Commission. High priority will be given to those grant applications funding programs and services that will divert juveniles from the juvenile justice system, impact and effectively treat juveniles within the system, and reduce the juvenile detention population or assist juveniles in transitioning from out-of-home placements to in-home treatments.

### **AWARD PERIOD**

July 1, 2016 – June 30, 2017

### **AWARD AMOUNT**

\$6,300,000

### **DEADLINE**

All applications are due by 5:00 p.m. (CST) on Monday, January 11, 2016

### **CONTACT INFORMATION**

For assistance with the requirements of this solicitation, contact:

Cynthia Kennedy, Community Aid Chief, at 402/471-2196 or [cynthia.kennedy@nebraska.gov](mailto:cynthia.kennedy@nebraska.gov)  
Amy Hoffman, Diversion Chief, at 402/471-3846 or [amy.hoffman@nebraska.gov](mailto:amy.hoffman@nebraska.gov)

*In accordance with the Americans with Disabilities Act, the State would like to 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, (402) 471-2194 (TDD 800-833-7352).*

Release Date: November 6, 2015

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# 2016 Community-based Juvenile Services Aid Request for Application (RFA)

## OVERVIEW

The Nebraska Crime Commission is designated by the Governor of Nebraska as the State Administering Agency for criminal justice and victims' assistance programs. Pursuant to Nebraska Revised Statute §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 or state recognized Indian tribes who are twelve through eighteen years of age. The predetermined funding amounts are located on pages 16 – 18 of this request for application. Ten percent of the Community-based Juvenile Services Aid Program shall be set aside for the development of a common data set and evaluation of the program's effectiveness. All programs funded through Community-based Juvenile Services Aid that served juveniles shall report data on the individual youth served. All programs that are not directly serving youth shall include program-level data.

## DEADLINE

The 2016 Community-based Juvenile Services Aid [CB] Application and 2016 Community-based Juvenile Services Aid Enhancement [EB] Application must be submitted to the Nebraska Crime Commission by 5:00 p.m. (CST) on Monday, January 11, 2016.

## ELIGIBILITY

Applicants are limited to individual counties, multiple counties, federally recognized or state recognized Indian tribes, or by 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. Communities may contract with private or non-profit agencies to administer programs and services with community-based funds; however, communities cannot require contracted agencies to provide the match. Ultimately, the *Lead County/Lead Tribe* is responsible for all funds and must adhere to all requirements and contingencies as outlined by the Nebraska Crime Commission.

Applicants are required to develop, adopt, and submit a comprehensive juvenile services community plan [community plan] to the Nebraska Crime Commission. Funding priorities shall be identified within this community plan. Local data and community collaboration will assist in determining the importance of the priorities identified and the strategies used to address these priorities. Funding requests must be directly correlated with the community planning priorities that have been identified by the community planning collaborative. High priority will be given to those grant applications funding programs and services that will divert juveniles from the juvenile justice system, impact and effectively treat juveniles within the system, and reduce the juvenile detention population or assist juveniles in transitioning from out-of-home placements to in-home treatments. This process allows communities to identify priorities which will establish programs and services that will divert juveniles from the juvenile justice system. Community plans are located at:

[http://www.ncc.ne.gov/crime\\_commission/organization\\_and\\_functions/grants/juv\\_justice.html#County\\_Comprehensive\\_Juvenile\\_Services\\_Plans](http://www.ncc.ne.gov/crime_commission/organization_and_functions/grants/juv_justice.html#County_Comprehensive_Juvenile_Services_Plans).

## **FUNDING PURPOSE**

Funds received under 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 comprehensive juvenile services 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; 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 that are aligned with evidence-based practices or best practices; and other services that will positively impact juveniles and families in the juvenile justice system.

Priority for funding will be for those grant applications funding programs and services that will divert juveniles from the juvenile justice system, impact and effectively treat juveniles within the juvenile justice system, and reduce the juvenile detention population or assist juveniles in transitioning from out-of-home placements to in-home treatments.

In partnership with the Administrative Office of Probation, it has been agreed that programs, services, and placements primarily benefiting youth adjudicated delinquent, do not qualify for funding through the Community-based Juvenile Services Aid Program.

## **COMPREHENSIVE JUVENILE SERVICES COMMUNITY PLAN**

To be eligible for the Community-based Juvenile Services Aid Program, a three year comprehensive juvenile services community plan [community plan] shall be developed, adopted, and submitted to the Nebraska Crime Commission. The community plan must be developed by a community team representing juvenile justice system stakeholders. The community team may be comprised of individual counties, multiple counties, federally recognized or state recognized tribes, or any combination of the listed communities. Community plans shall:

- Provide relevant county-level data, including but not limited to, types of data listed within the community planning resources that supports 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 affects 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 community plan dealing with administration, procedures, and programs of the juvenile court will not be submitted to the Nebraska Crime 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 will conform to the family policy tenets prescribed in sections 43-532 to 43-534 and will 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. To be eligible for funding, community plans shall be submitted to the Nebraska Crime Commission for the timeframe July 1, 2015 – June 30, 2018. For assistance in submitting a community plan, please contact Cynthia Kennedy.

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/or gaps in services to youth and focus on effective, research-proven strategies.

Examples of community plans, the community planning manual, and the community planning template are found at the following website:  
[http://www.ncc.state.ne.us/crime\\_commission/organization\\_and\\_functions/grants/juv\\_justice.html#County\\_Comprehensive\\_Juvenile\\_Services\\_Plans](http://www.ncc.state.ne.us/crime_commission/organization_and_functions/grants/juv_justice.html#County_Comprehensive_Juvenile_Services_Plans)

## **COMMUNITY-BASED JUVENILE SERVICES AID ENHANCEMENT**

Pursuant to Nebraska Revised Statute §43-2404.02, funds that are not distributed to counties or tribes under the Community-based Juveniles Service Aid Program [CB] are retained by the Nebraska Crime Commission as the Community-based Juvenile Services Aid Enhancement Program [EB]. The EB Program is applied for and awarded separately on a competitive basis.

The EB program must adhere to the requirements of the CB program. The deadline, eligibility, funding purpose, community planning requirements, funding requirements, funding limitations, match requirements, grant commencement and duration, grant approval timeline, application format, application submission, and evidence-based practice expectations for the EB program are the same as the requirements outlined in the CB program. Additionally, the EB grant application must maintain the same Project Director listed on the CB grant application.

**EB Application Instructions:** Please use the application instructions on pages 10 – 15 of this Request for Application. The EB application includes the following sections:

- Section I: Applicant Information
- Section II: Budget Summary
- Section III: Program Summary
- Section IV: Memorandums of Understanding
- Section V: Required Forms

## FUNDING REQUIREMENTS

**Quarterly Reporting** – Any program funded through the Community-based Juvenile Services Aid Program that served juveniles shall report data on the individual youth served. Any program that is not directly serving youth shall include program-level data. In either case, data collected shall include, but not be limited to, the following: type of juvenile service, how the service met the goals of the comprehensive juvenile services community plan, demographic information on the juveniles served, program outcomes, the total number of juveniles served, and the number of juveniles who completed the program or intervention (Neb. Rev. Stat. §43-2404.02).

**Office of Civil Rights** – Pursuant to 28 C.F.R. Section 42.302, all recipients of federal funds must be in compliance with Equal Employment Opportunity Plans (EEO) and Civil Rights requirements. Although the Community-based Juvenile Services Aid Program is funded through the Nebraska State Legislature, the Nebraska Crime Commission implements best practices as responsible stewards for all grant monies within our agency.

**Equal Employment Opportunity Assurance of Compliance** – Compliance is required with the following federal laws which prohibit discrimination on the basis of race, color, national origin, religion, sex, age or disability. These are Title VI of the Civil Rights Act of 1964; Omnibus Crime Control and Safe Streets Act of 1968; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; and the Title IX of the Education Amendments of 1972.

**Non-supplanting of Funds** – Community-based Juvenile Services Aid funds cannot be used to supplant (replace) other existing funds. Funds presently appropriated for the project may not be deliberately decreased due to additional state funds made available through the Nebraska Crime Commission. The non-supplanting requirement mandates that grant funds cannot be used to supplant (replace) state, local, or tribal 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 state, local, or tribal funds that were already budgeted for grant purposes. The application's budget narratives should clearly explain requests to ensure supplanting will not occur by including how position(s) or costs were funded, why funding is no longer available, when support ends or any temporary funding agreements or arrangements.

**Certified Assurances, Lobbying, Drug-Free Workplace, and Debarment** – Certified Assurances, Lobbying, Drug-Free Workplace, and Debarment forms must be signed and included with the grant application.

**Special Conditions** – Awarded applicants must sign 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 and reporting.

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

- Separate accountability of receipts, expenditures, disbursements and balances.
- Itemization of all supporting records of grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
- Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
- Maintain hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities. Match hours must be documented in same manner.
- Maintenance of payroll authorizations and vouchers.
- Maintenance of records supporting charges for fringe benefits.
- Maintenance of inventory records for equipment purchased, rented, and contributed.
- Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- Provisions for payment by check.
- Lease agreements and contracts for services (if applicable).
- Maintenance of travel records (i.e., mileage logs, gas receipts).

## FUNDING LIMITATIONS

<b>Operating Expenses</b>	
<b>Allowable</b>	<b>Unallowable</b>
<p><b>Postage Expense:</b> cost of postal services, including advances for postage meter expenses, post office box rental, stamps, etc.</p>	<p><b>Office Equipment:</b> includes purchase and rent of all office equipment and furniture, office furnishings, desks, chairs, bookcases, copying and faxing machines, etc.</p>
<p><b>Communication Expense:</b> includes voice, data, and internet; costs for telephone and other telecommunications services.</p>	<p><b>Office Space:</b> includes purchase and rent of space for office, warehousing, permanent parking facilities (state cars only) and storage.</p>
<p><b>Food and/or beverage:</b> costs for youth in conjunction with a program or service through the Community-based Juvenile Services Aid Program.</p>	<p><b>Overtime Costs:</b> costs associated with overtime rate of pay for personnel. This includes personnel for agencies who are subcontracted through this grant.</p>
<p><b>Dues &amp; Subscription Expense:</b> costs of dues, subscription, memberships, royalty fees, annual license fees, notary fees; as it pertains to the Community-based Juvenile Services Aid Program. Subject to reviewer discretion.</p>	<p><b>Office Supplies:</b> 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, etc.</p>
<p><b>Conference Registration:</b> registration fee for employees' attendance at a conference or similar event. An agenda is required before final payment can be made.</p>	
<p><b>E-Commerce Expense:</b> costs of renting webpage space and related fees. Costs and fees for using online information services and data bases.</p>	
<p><b>Educational &amp; Recreational Expense:</b> supplies used educational (including training sessions and conferences) and recreational purposes such as sporting equipment, teaching aids, books, manuals, workbooks, videos, etc.</p>	<p><b>Indirect Organizational Costs:</b> charges to a grant or contract for indirect costs which include 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.</p>
<p><b>Utilities Expense:</b> includes natural gas, electricity, water, sewer, chilled water, coal, propane, and steam.</p>	<p><b>Construction of Facilities:</b> 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.</p>
<p><b>Auditing Expense:</b> contractual services for the state auditor or other auditing, accounting and CPA firms.</p>	
	<p><b>Food and/or beverage:</b> costs are unallowable under any grant, cooperative agreement, and/or contract. Therefore, food and/or beverages cannot be purchased for any meeting, conference, training or other event. This restriction does not impact direct payment of per diem amounts to individuals attending a meeting or conference, as long as they fall within the guidelines. Additionally, this restriction does not impact costs for youth in programs or receiving services.</p>

## MATCH REQUIREMENTS

Communities are required to provide a 10% match of the total project requested through the Community-based Juvenile Services Aid Program. The predetermined allotment and match calculations are located on pages 16 – 18 of this document. A community can designate the 10% match directly towards the program described in the application or the match can be documented as new or existing expenditures for community-based programs or services for juveniles. Any local expenditure for community-based programs for juveniles may be applied toward such match requirements. A community must be able to document all match expenditures and these expenses must be incurred during the project's stated grant period. In-kind match from service providers or other sources is not allowable.

## GRANT COMMENCEMENT AND DURATION

Nebraska Crime Commission requires that funded projects be implemented within 30 days from the start date listed on the grant award, or as specified by the Chief of the Community-based Juvenile Services Aid Program. The project period for the 2016 Community-based Juvenile Services Aid Program is July 1, 2016 – June 30, 2017. The project period may start on July 1, 2016; however, disbursement takes place several weeks thereafter.

## GRANT APPROVAL TIMELINE

6	Nov	2015	Grant Announcement
11	Jan	2016	Application Due Date
TBD	Feb	2016	NCJJ Community Planning Advisory Subcommittee Review
TBD	Feb	2016	NCJJ Grant Review Subcommittee Review
TBD	Mar	2016	Commission Funding Panel Final Review and Funding Determination
6	May	2016	Nebraska Crime Commission (Appeals)

## APPLICATION FORMAT

- Applications must be typewritten.
- Delete blank sections.
- The original must be stapled and 2-hole punched at the top.
- The remaining 2 copies must be stapled in the upper left hand corner (2-hole punch not required).
- The 2 copies of the application may be double sided; the original must be single sided.
- The completed application must be sent in PDF format to [stephanie.booyer@nebraska.gov](mailto:stephanie.booyer@nebraska.gov).
- If the applicant recreates the application on their computer, the application format and layout is to be exactly (word for word and design) as the Nebraska Crime Commission's official application. The application and instructions may change from year to year.
- Do not include cover letters or cover pages.
- Do not put applications in folders.
- Charts and/or graphs must be in black and white on 8 ½ x 11 paper.
- Application must be single spaced, 1" margins on top, bottom, left and right, 12 point font, and all pages numbered.
- Additional information in the form of Appendixes will not be accepted.
- Adhere to the page limits listed for each section of the application.
- Sources of data and/or statistics must be cited immediately following the information or under the graph/chart, etc.

## APPLICATION SUBMISSION

Faxed copies will not be accepted. Submit 1 original, 2 copies and 1 PDF of the application. The Nebraska Crime Commission will not be held responsible for late applications due to mail service issues. The Nebraska Crime Commission is located on the 5<sup>th</sup> floor of the Nebraska State Office building at 14<sup>th</sup> and M streets. In the case of severe weather, contact the Nebraska Crime Commission office prior to attempting to deliver your application.

You must submit the following by 5:00 p.m. (CST) on Monday, January 11, 2016:

- 1) PDF copy of your application emailed as an attachment to [stephanie.boohar@nebraska.gov](mailto:stephanie.boohar@nebraska.gov)
- 2) One (1) original and two (2) copies to the Nebraska Crime Commission:

**Submit Applications to Mailing Address:**

Nebraska Crime Commission  
P.O. Box 94946  
Lincoln, NE 68509

**Personal Delivery/Overnight:**

Nebraska Crime Commission  
5<sup>th</sup> Floor  
301 Centennial Mall South  
Lincoln, NE 68509

## RESOURCES

Please reference the following sites for further definition, clarification, and examples that you can relate to within your own community:

- Office of Justice Programs, National Institute of Justice: <http://www.crimesolutions.gov/>
- Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, Model Programs Guide: <http://www.ojjdp.gov/MPG/>
- Shared Resources from the Public: <http://www.findyouthinfo.gov/shared-resources>
- Promising Practices Network: <http://www.promisingpractices.net/>
- Technical Assistance Partnership for Child and Family Mental Health: <http://www.tapartnership.org/content/juvenileJustice/publications.php?id=topic10>
- National Center for Mental Health and Juvenile Justice: <http://www.ncmhjj.com/resources/default.shtml>
- Guidebook: Measuring Success: A Guide to Becoming an Evidence-Based Practice: <http://www.vera.org/pubs/measuring-success-guide-becoming-an-evidence-based-practice>
- Vera Institute of Justice, Models for Change, Systems Reform in Juvenile Justice: <http://www.vera.org/sites/default/files/resources/downloads/measuring-success-v2.pdf>
- Guidebook: Improving the Effectiveness of Juvenile Justice Programs: A New Perspective on Evidence-Based Practice : <http://www.modelsforchange.net/index.html>
- SAMHSA National Registry of Evidence-Based Programs and Practices: <http://nrepp.samhsa.gov/>
- Center for the Study and Prevention of Violence Institute of Behavioral Science, Blueprint Programs: <http://www.colorado.edu/cspv/blueprints/>
- Search Institute: <http://www.search-institute.org/content/what-kids-need>
- Foundation Strategy Group, Collective Impact: <http://www.fsg.org/tabid/191/ArticleId/211/Default.aspx?srpush=true>
- National Clearinghouse on Families & Youth: <http://ncfy.acf.hhs.gov/tags/evidence-based-practice>
- New Jersey, Listing of Evidence-Based Programs: <http://www.state.nj.us/humanservices/das/prevention/curricula/EBP%20link%20page.pdf>

# APPLICATION INSTRUCTIONS

## Section I: Applicant Information

**Lead County or Tribe** is the county and/or tribe acting as the applicant. If a group of counties or tribes are pooling their funds, only one county/tribe can be designated as the *Lead County/Lead Tribe*.

**Federal I.D. number** must be for the county or tribe serving as the applicant or lead agency.

**Project Director** is the individual who will serve as the main point of contact and will receive all grant correspondence. It is recommended that the Project Director and Project Coordinator be different when possible.

**Fiscal Officer** can only be the *Lead County or Lead Tribe's* Fiscal Officer and **cannot** be the Project Director or Project Coordinator.

**Authorized Official** is the County Board Chair or Tribal Council Chair.

## Section II: Budget Summary

**Budget Summary Page:** On this page you will indicate the total amount of grant funds requested in each category. Provide budget numbers by rounding up or down to the nearest dollar. If the county or tribe is providing the 10% match directly to the program, please indicate this in the appropriate category. The following are additional clarifications for filling out the budget summary pages for each detailed category:

- **Category A – Personnel:** Funds in this category should reflect positions hired directly by the county/tribe with Community-based Juvenile Services Aid funds. Personnel refer to wages and fringe benefits for regular full-time or part-time salaried employees. Other persons working on the project who are not on the regular payroll must be classified either as contractual or consultant. 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 and/or match must be 100% dedicated to the grant program's allowable activities.
  - ❖ **Direct Salaries:** Write in the title or position of each employee who will be involved in the project, including new positions to be filled. Indicate if position is new or existing. If the position is existing, but is a new request, it will need to be indicated how this position was being funded prior to this request. Across from each position listed, enter the annual salary of the position; percent of the time to be devoted to the project (2080 hours annually = 100% or full-time); amount of funds being requested for the position; the amount of matching funds; the source of matching funds; fringe benefits; and the total cost for the position. Each line you will enter the subtotal of the amount of funds being requested, matching funds and total of all direct salaries. **We are now asking to identify if each personnel position is full-time or part-time, new or existing, current annual salary and requested annual salary.**
  - ❖ **Fringe Benefits:** 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.
  - ❖ **Total Personnel Budget:** Enter the total amount of funds being requested, matching funds and total of all salaries and fringe benefits for the each position in the Total Cost section. You will need to enter the total cost for each column and line in the Total Personnel Budget. Also enter these totals on the "Budget Summary" pages.

- ❖ Personnel Budget Narrative: A budget narrative must be attached if funds are requested and/or match is provided. The narrative must include the following for **each** position:
  1. Check whether the position is new or existing;
  2. If the position was previously funded, provide an explanation of the funding sources used to fund this position;
  3. Provide explanation that funding being requested for this position will not be used to supplant (replace) state, local, or tribal funds that would, in the absence of Community-based Aid funds, be made available for grant purposes;
  4. Job description for each position requested;
  5. Provide a personnel budget breakdown:
    - a) Breakdown of how the cost for each position was determined (i.e. 500 hours x \$5.00 an hour = \$2,500) for both the requested funds and matching funds, (including funding source for matching funds);
    - b) Fringe Benefits requested for each position. In the example, note how fringe benefits are appropriately pro-rated based on the amount of state dollars requested. Only include basic fringe benefits and provide details explaining each benefit requested or matched. Example: Health Insurance @ \$6,000 per year/single coverage; FICA @ .0765 of total salary, etc.
  6. Provide data to support the need for this funding request. The data must be current, local, and representative of the applicant's county(s) or tribe(s), and directly supports the need for the requested position;
  7. List the priority in your community plan that is being addressed by this funding request;
  8. Check "yes" or "no" to indicate whether this specific request is one of the strategies in your community plan. If no, then please provide documentation that there was agreement among the community team stakeholders for this funding request; and
  9. Describe what makes this funding request evidence-based and/or effective in benefiting juvenile services within your community. Please provide data or documentation that demonstrates this position is effective or benefits youth in your community.
  
- **Category B – Consultants and Contracts**: Funds in this category should reflect programs/services contracted out to individuals or agencies. If the county/tribe does not directly operate the program, but relies on a non-profit or other entity to run the entire program, the whole budget is shown as a contract. There must be a current legal contract on file between the county/tribe (lead) and the contractor. **IMPORTANT** – The County/Tribe is still fiscally responsible and must ensure all funds are spent properly by any contracted programs/services. Consultant and Contracts must adhere to the federal guidelines of the maximum rate of **\$81.25/hour or \$650/day**. The rate for independent consultants must be reasonable and consistent with that paid for similar services in the market place. To breakdown the costs for the consultant, please use the categories or fully explain what is included in the \$650.00 per day cost. The prior approval threshold for noncompetitive procurements (sole source) is \$50,000. Lodging, meals, and travel costs should be included in the daily rate, which would prohibit additional charges above the full daily rate. Adherence to procurement procedures outlined in Nebraska State Statute 23-3108 applies to consultant and contractual agreements. If the estimated value is \$20,000 or more then the agency must adhere to the competitive sealed bidding process. If the estimated value of the purchase is equal to or exceeds \$5,000, but is less than \$20,000, then a record of at least three informal bids must be documented. In the situation that a purchase is less than \$5,000, the county/tribe must adhere to their procurement procedures.
  
- ❖ Purpose: List the purpose for using a consultant or contractor, i.e. conduct study, facilitate support group, develop and/or present training, diversion services, etc.

- ❖ Type of Consultant: Check the box for the type of consultant to be used for the stated purpose.
- ❖ Consultant Fees: Consultant and Contracts must adhere to the federal guidelines of the maximum rate of **\$81.25/hour or \$650/day**.
- ❖ Travel Expenses of the Consultant/Contract: Please use the same information for travel expenses as listed below for Category C – Travel. Mileage rate is \$.575 cents/mile.
- ❖ Operating Expenses of the Consultant/Contract: Please see “Funding Limitations” in the Request for Application to receive guidance on unallowable/allowable operating expenses.
- ❖ Consultants and Contracts Total: Total the figures for the consultant fee, consultant travel, and consultant operating expenses for **each** consultant/contractual request.
- ❖ Consultants/Contracts Budget Narrative: A budget narrative must be attached if funds are requested and/or match is provided. The narrative must include the following for **each** position:
  1. Check whether the consultant/contract is new or existing;
  2. If the consultant/contract was previously funded, provide an explanation of the funding source(s) used to fund this consultant/contract;
  3. Provide explanation that funding being requested for this consultant/contract will not be used to supplant (replace) state, local, or tribal funds that would, in the absence of Community-based Aid funds, be made available for grant purposes;
  4. List the job duties for each consultant/contract;
  5. Consultant/Contract budget breakdown:
    - a) Breakdown of how the cost for each consultant/contract was determined (i.e. 500 hours x \$5.00 an hour = \$2,500) for both the requested funds and matching funds, (including funding source for matching funds);
    - b) Fringe Benefits requested for each consultant/contract. In the example note how fringe benefits are appropriately pro-rated based on the amount of state dollars requested. Only include basic fringe benefits and provide details explaining each benefit requested or matched. Example: Health Insurance @ \$6,000 per year/single coverage; FICA @ .0765 of total salary, etc.
  6. Provide data to support the need for this funding request. The data must be current, local, and representative of the applicant’s county(s) or tribe(s), and directly supports the need for the requested consultant/contract;
  7. List the priority in your community plan that is being addressed by this funding request;
  8. Check “yes” or “no” to indicate whether this specific request is one of the strategies in your community plan. If no, then please provide documentation that there was agreement among the community team stakeholders for this funding request; and
  9. Describe what makes this funding request evidence-based and/or effective in benefiting juvenile services within your community.
- Category C – Travel: Program related travel for personnel hired by the county or tribe and paid with Community-based Aid funds should be shown in this category.
  - ❖ Mileage: List the cost for mileage. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column. Mileage rate is \$.575 cents/mile.

- ❖ Air Fare: List the cost for air fare (coach or least expensive class). Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.
- ❖ Meals: List the cost for meals. Enter the amount requested and the amount provided as match. Meal allowance for Omaha is \$59 (breakfast \$15, lunch \$16, dinner \$28); the remainder of Nebraska is \$46 (breakfast \$11, lunch \$12, dinner \$23). Enter the total cost in the "total" column.
- ❖ Lodging: List the cost for lodging. Enter the amount requested and enter the amount provided as match. Enter the total cost in the "total" column. In-state lodging allowance is \$89 per night for all areas except Omaha, which is \$104 per night.
- ❖ Other Costs: List other anticipated costs associated with the consultant. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column. Per Diem Rates: <http://www.gsa.gov/portal/category/21287>
- ❖ Travel Budget Narrative:
  1. Provide the purpose for this funding request and how it will benefit juvenile services within your community. Explain how this travel will contribute to the goal of the program and/or service provided to youth;
  2. Provide local data to justify the need for this request in your community. For example, travel is being requested for training in Washington, D.C. on school-justice partnerships at the Center for Juvenile Justice Reform. Provide local data regarding school relationships and the justice system such as: juvenile arrests, cases diverted, truancy referrals, cases involving secure detention, DMC rates, etc.; and
  3. List the priority in your community plan that is being addressed by this funding request.
- **Category D – Operating Expenses**: Funds in this category should reflect expenses incurred by the county/tribe as part of any direct operation of the program(s). Operating expenses for a contracted agency are reported under Category B. Please see “Funding Limitations” in the Request for Application to receive guidance on unallowable/allowable operating expenses.
  1. If you are requesting funds for educational materials, please describe how this will benefit juvenile services within your community;
  2. If you are requesting funds for conference registration, educational materials, auditing or other operating expenses, provide a breakdown of costs; and
  3. List the priority in your community plan that is being addressed by this funding request.
- **Category E – Other**: Funds requested in this category are those that do not fit anywhere else. Ensure that totals in the Budget Summary and Budget Narrative match. Contact Program Administrator before using this section to ensure requested expenses will not “fit” elsewhere.
  1. Provide the purpose for this funding request and how it will benefit juvenile services within your community;
  2. Provide current, local data that directly supports the need for this request in your community; and
  3. List the priority in your community plan that is being addressed by this funding request.

**\*All rates, item descriptions, and budgeting requirements are derived from the Department of Administrative Services – State Accounting Division, Office of Justice Programs 2014 Financial Guide, or Operating Instructions at the Nebraska Commission on Law Enforcement and Criminal Justice.**

**Budget Breakdown for Priority Areas:** This chart allows communities to view and illustrate a commitment to the range of priority areas identified in their Comprehensive Juvenile Services Community Plan.

**1) Priority Area**

All priorities are to be listed by the *full text*. For example, if your priority area is: “Reduce recidivism and barriers to success for youth re-entering home placements following disruptions in home, school, and community as a result of formal legal actions”, please list this *entire statement* within the chart, rather than “Reentry”. This chart should include all priority areas listed in your current community plan, *to include newly developed* priority areas (see Column 6). If your community has more than the number listed, please add numbers to this chart. This chart may extend to more than one page.

**2) Amount of funding requested in THIS grant application**

This column is for the total dollar amount requested across *all* budget areas *within each* of the specific priority areas. For example, if your request includes \$10,000 in Personnel, with \$5,000 allocated for a Reentry Coordinator and \$5,000 allocated toward an After School Program Director, each of the \$5,000 amounts will be listed in this chart *within each* of the specific priority areas. The sum total of all amounts listed in Column 2 should equal the total requested amount for *this* RFA.

**3) Amount of funding in previous CB grant application**

This column will include the funding requested and received in the last Community-based Juvenile Services Aid Request for Application. This was the fiscal allocation resulting from Community-based Aid for the project period of 7/1/2015 – 6/30/2016.

**4) Amount requested for newly developed programs**

This total should include programs and services that were developed as a result of this grant funding. The details of these programs (list them by name, purpose, program operation, etc.; as well as full fiscal specifics) should be provided within the budget narratives and community plan updates. If you are not requesting any funds for new programs, mark “n/a”.

**5) Updated Priority Area**

Mark “yes” or “no” regarding this priority area. Mark “yes” only if this priority area has been *updated* since the last grant application. Detailed information will be provided within the section addressing community plan updates.

**6) New Priority Area**

Mark “yes” or “no” regarding this priority area. Mark “yes” only if this priority area is *new* since the last grant application. Detailed information will be provided within the section addressing community plan updates.

**Section III: Program Summary**

The Nebraska Crime Commission, in consultation with the University of Omaha, Juvenile Justice Institute is administering a statewide system to evaluate programs receiving funds. Evidence-based practices include programming, which has demonstrated by research to effectively reduce youth involvement in the juvenile and criminal justice system. Different types of programming use varied models and theory to demonstrate why their program is effective at reducing delinquency. As such, program outcomes are evaluated within program types using common definitions. This evaluation process will assist counties in improving existing programs, implementing new programs, or improving the process for measuring outcomes for youth.

Complete the table to identify the primary goal of each program, service, or system improvement for which you are applying CB/EB funds and select the program type it best aligns with. The first line includes an example. Program types and definitions are located at <http://www.unomaha.edu/college-of-public-affairs-and-community-service/juvenile-justice-institute/resources/evidence-based-nebraska.php>.

#### **Section IV: Community Planning Team Information**

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

- a) *Did your planning group meet quarterly?* It is highly recommended that the community team meet at a minimum quarterly. If your group met quarterly or more often respond yes, if less than quarterly respond no.
- b) *If no, explain the barriers that prevented regular community meetings.* Please be specific about the issues that prevented the group from meeting regularly (i.e. geography, staffing, resources, schedules, etc.).
- c) *Please describe the proposed solutions to the barriers discussed above.* Provide specific details for addressing these barriers and the planning process for the community team to schedule regular meetings.
- d) *List the regular stakeholders at your community team meetings.* Please list those agencies that are represented at your community team meetings on a regular basis.
- e) *List the dates that your planning group met:* The Nebraska Crime Commission appreciates information on meeting dates for future auditing purposes. Please provide meeting dates from July 1, 2014 to current.
- f) *Is there an agenda created for each meeting?* It is also recommended that an agenda be created and minutes taken at meetings to provide a reference for the Nebraska Crime Commission.
- g) *If yes, please list regular items on the agenda. If no, please explain the reasoning.* The Nebraska Crime Commission may require meeting minutes in the future.
- h) *If your group met quarterly (or more often) please describe the strategies used to keep members engaged?* Describe key strategies used to ensure commitment to the community team, maintaining member engagement through the process, and managing work product.
- i) *Discuss how your community team came together to identify and prioritize the requests for funding in this application?* Please thoroughly explain how the decision was made for this specific funding request.

#### **Section V: Memorandums of Understanding**

For counties or tribes applying as a group, submit a current copy of an MOU signed by each participating county board chair or tribal council chair confirming the county or tribal commitment to pool their Community-based Aid funds to accomplish the project(s) in this application. This applies to tribal councils that intend to submit an application in collaboration with another county or tribe.

#### **Section VI: Required Forms**

Read all required forms carefully and have them signed by the authorized official (lead county board chair or lead tribal council chair) for the grant application.

**DISTRIBUTION OF FUNDS  
2010 CENSUS**

<b>County</b>	<b>2010 Age 12-18 Pop</b>	<b>% of NE's 2010 Age 12-18 Pop</b>	<b>Allotment</b>	<b>Required Match</b>	<b>Total</b>
<b>Adams</b>	3001	1.69%	\$ 105,600	\$ 11,733	\$ 117,333
<b>Antelope</b>	621	0.35%	\$ 21,852	\$ 2,428	\$ 24,280
<b>Arthur</b>	44	0.02%	\$ 5,000	\$ 556	\$ 5,556
<b>Banner</b>	68	0.04%	\$ 5,000	\$ 556	\$ 5,556
<b>Blaine</b>	54	0.03%	\$ 5,000	\$ 556	\$ 5,556
<b>Boone</b>	590	0.33%	\$ 20,761	\$ 2,307	\$ 23,068
<b>Box Butte</b>	1113	0.63%	\$ 39,164	\$ 4,352	\$ 43,516
<b>Boyd</b>	200	0.11%	\$ 7,038	\$ 782	\$ 7,820
<b>Brown</b>	289	0.16%	\$ 10,169	\$ 1,130	\$ 11,299
<b>Buffalo</b>	4323	2.43%	\$ 152,118	\$ 16,902	\$ 169,021
<b>Burt</b>	626	0.35%	\$ 22,028	\$ 2,448	\$ 24,475
<b>Butler</b>	888	0.50%	\$ 31,247	\$ 3,472	\$ 34,719
<b>Cass</b>	2616	1.47%	\$ 92,052	\$ 10,228	\$ 102,280
<b>Cedar</b>	967	0.54%	\$ 34,027	\$ 3,781	\$ 37,808
<b>Chase</b>	352	0.20%	\$ 12,386	\$ 1,376	\$ 13,762
<b>Cherry</b>	545	0.31%	\$ 19,178	\$ 2,131	\$ 21,308
<b>Cheyenne</b>	911	0.51%	\$ 32,056	\$ 3,562	\$ 35,618
<b>Clay</b>	676	0.38%	\$ 23,787	\$ 2,643	\$ 26,430
<b>Colfax</b>	1049	0.59%	\$ 36,912	\$ 4,101	\$ 41,014
<b>Cuming</b>	924	0.52%	\$ 32,514	\$ 3,613	\$ 36,127
<b>Custer</b>	1056	0.59%	\$ 37,159	\$ 4,129	\$ 41,287
<b>Dakota</b>	2382	1.34%	\$ 83,818	\$ 9,313	\$ 93,131
<b>Dawes</b>	878	0.49%	\$ 30,895	\$ 3,433	\$ 34,328
<b>Dawson</b>	2646	1.49%	\$ 93,108	\$ 10,345	\$ 103,453
<b>Deuel</b>	153	0.09%	\$ 5,384	\$ 598	\$ 5,982
<b>Dixon</b>	643	0.36%	\$ 22,626	\$ 2,514	\$ 25,140
<b>Dodge</b>	3417	1.92%	\$ 120,238	\$ 13,360	\$ 133,598
<b>Douglas</b>	49210	27.65%	\$ 1,731,610	\$ 192,401	\$ 1,924,011
<b>Dundy</b>	199	0.11%	\$ 7,002	\$ 778	\$ 7,780

<b>Fillmore</b>	656	0.37%	\$	23,083	\$	2,565	\$	25,648
<b>Franklin</b>	308	0.17%	\$	10,838	\$	1,204	\$	12,042
<b>Frontier</b>	294	0.17%	\$	10,345	\$	1,149	\$	11,495
<b>Furnas</b>	519	0.29%	\$	18,263	\$	2,029	\$	20,292
<b>Gage</b>	2027	1.14%	\$	71,326	\$	7,925	\$	79,252
<b>Garden</b>	170	0.10%	\$	5,982	\$	665	\$	6,647
<b>Garfield</b>	207	0.12%	\$	7,284	\$	809	\$	8,093
<b>Gosper</b>	183	0.10%	\$	6,439	\$	715	\$	7,155
<b>Grant</b>	54	0.03%	\$	5,000	\$	556	\$	5,556
<b>Greeley</b>	234	0.13%	\$	8,234	\$	915	\$	9,149
<b>Hall</b>	5839	3.28%	\$	205,464	\$	22,829	\$	228,293
<b>Hamilton</b>	1045	0.59%	\$	36,772	\$	4,086	\$	40,857
<b>Harlan</b>	329	0.18%	\$	11,577	\$	1,286	\$	12,863
<b>Hayes</b>	113	0.06%	\$	5,000	\$	556	\$	5,556
<b>Hitchcock</b>	234	0.13%	\$	8,234	\$	915	\$	9,149
<b>Holt</b>	1030	0.58%	\$	36,244	\$	4,027	\$	40,271
<b>Hooker</b>	71	0.04%	\$	5,000	\$	556	\$	5,556
<b>Howard</b>	644	0.36%	\$	22,661	\$	2,518	\$	25,179
<b>Jefferson</b>	610	0.34%	\$	21,465	\$	2,385	\$	23,850
<b>Johnson</b>	396	0.22%	\$	13,935	\$	1,548	\$	15,483
<b>Kearney</b>	651	0.37%	\$	22,908	\$	2,545	\$	25,453
<b>Keith</b>	741	0.42%	\$	26,074	\$	2,897	\$	28,972
<b>Keya Paha</b>	84	0.05%	\$	5,000	\$	556	\$	5,556
<b>Kimball</b>	343	0.19%	\$	12,070	\$	1,341	\$	13,411
<b>Knox</b>	871	0.49%	\$	30,649	\$	3,405	\$	34,054
<b>Lancaster</b>	24217	13.61%	\$	852,152	\$	94,684	\$	946,836
<b>Lincoln</b>	3455	1.94%	\$	121,575	\$	13,508	\$	135,084
<b>Logan</b>	69	0.04%	\$	5,000	\$	556	\$	5,556
<b>Loup</b>	59	0.03%	\$	5,000	\$	556	\$	5,556
<b>Madison</b>	3450	1.94%	\$	121,399	\$	13,489	\$	134,888
<b>McPherson</b>	48	0.03%	\$	5,000	\$	556	\$	5,556
<b>Merrick</b>	823	0.46%	\$	28,960	\$	3,218	\$	32,178
<b>Morrill</b>	477	0.27%	\$	16,785	\$	1,865	\$	18,650
<b>Nance</b>	362	0.20%	\$	12,738	\$	1,415	\$	14,153
<b>Nemaha</b>	698	0.39%	\$	24,561	\$	2,729	\$	27,290

<b>Nuckolls</b>	363	0.20%	\$ 12,773	\$ 1,419	\$ 14,193
<b>Omaha Tribe</b>	1569	0.88%	\$ 55,210	\$ 6,134	\$ 61,345
<b>Otoe</b>	1538	0.86%	\$ 54,119	\$ 6,013	\$ 60,133
<b>Pawnee</b>	273	0.15%	\$ 9,606	\$ 1,067	\$ 10,674
<b>Perkins</b>	276	0.16%	\$ 9,712	\$ 1,079	\$ 10,791
<b>Phelps</b>	881	0.50%	\$ 31,001	\$ 3,445	\$ 34,445
<b>Pierce</b>	805	0.45%	\$ 28,326	\$ 3,147	\$ 31,474
<b>Platte</b>	3340	1.88%	\$ 117,529	\$ 13,059	\$ 130,587
<b>Polk</b>	511	0.29%	\$ 17,981	\$ 1,998	\$ 19,979
<b>Ponca Tribe</b>	5	0.00%	\$ 5,000	\$ 556	\$ 5,556
<b>Red Willow</b>	1056	0.59%	\$ 37,159	\$ 4,129	\$ 41,287
<b>Richardson</b>	772	0.43%	\$ 27,165	\$ 3,018	\$ 30,184
<b>Rock</b>	111	0.06%	\$ 5,000	\$ 556	\$ 5,556
<b>Saline</b>	1466	0.82%	\$ 51,586	\$ 5,732	\$ 57,318
<b>Santee Tribe</b>	342	0.19%	\$ 12,034	\$ 1,337	\$ 13,372
<b>Sarpy</b>	16249	9.13%	\$ 571,773	\$ 63,530	\$ 635,303
<b>Saunders</b>	2182	1.23%	\$ 76,781	\$ 8,531	\$ 85,312
<b>Scotts Bluff</b>	3495	1.96%	\$ 122,983	\$ 13,665	\$ 136,647
<b>Seward</b>	1713	0.96%	\$ 60,277	\$ 6,697	\$ 66,975
<b>Sheridan</b>	502	0.28%	\$ 17,664	\$ 1,963	\$ 19,627
<b>Sherman</b>	278	0.16%	\$ 9,782	\$ 1,087	\$ 10,869
<b>Sioux</b>	114	0.06%	\$ 5,000	\$ 556	\$ 5,556
<b>Stanton</b>	654	0.37%	\$ 23,013	\$ 2,557	\$ 25,570
<b>Thayer</b>	474	0.27%	\$ 16,679	\$ 1,853	\$ 18,532
<b>Thomas</b>	56	0.03%	\$ 5,000	\$ 556	\$ 5,556
<b>Thurston</b>	854	0.48%	\$ 30,051	\$ 3,339	\$ 33,390
<b>Valley</b>	380	0.21%	\$ 13,372	\$ 1,486	\$ 14,857
<b>Washington</b>	2194	1.23%	\$ 77,203	\$ 8,578	\$ 85,781
<b>Wayne</b>	925	0.52%	\$ 32,549	\$ 3,617	\$ 36,166
<b>Webster</b>	402	0.23%	\$ 14,146	\$ 1,572	\$ 15,717
<b>Wheeler</b>	97	0.05%	\$ 5,000	\$ 556	\$ 5,556
<b>Winnebago Tribe</b>	1032	0.58%	\$ 36,314	\$ 4,035	\$ 40,349
<b>York</b>	1292	0.73%	\$ 45,463	\$ 5,051	\$ 50,515
<b>Total</b>	<b>177953</b>	<b>100.00%</b>	<b>\$6,300,000</b>	<b>\$700,000</b>	<b>\$7,000,000</b>