

NEBRASKA

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COMMISSION ON LAW ENFORCEMENT
AND CRIMINAL JUSTICE

Federal Grants and Programs FY 2019 Byrne JAG Funding Opportunity Announcement

AWARD PERIOD

October 1, 2019 – September 30, 2020

AWARD AMOUNT

\$1,046,824

DEADLINE

All applications are due by 5:00 p.m. (CST) on Tuesday September, 17th 2019.

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact:

Kellie Rabenhorst, Director | 402.471.2266 | kellie.rabenhorst@nebraska.gov

Application and Instructions are available for download from the Nebraska Crime Commission website at <https://ncc.nebraska.gov/>

In accordance with the Americans with Disabilities Act, Nebraska will provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission at 402.471.2194. (TTY 711 or TDD 1.800.833.7352)

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Introduction:

This application kit is intended for Bryne Justice Assistance Grant applicants who wish to apply for competitive funds under the Nebraska JAG grant program. For the purposes of this solicitation a Local Program is one that is a local unit of government (town, city, county, township, etc), federally recognized tribe or a non-profit operating within the jurisdiction of the local unit of government and have their support for the project. Eligible programs for the State portion are those that are within the State of Nebraska government.

Funds Available:

The estimated amount of funds available for this solicitation are identified below and will cover a twelve month project period of October 1, 2019-September 30, 2020.

\$556,225 Local

\$329,006 State

\$161,593 NSP or jurisdictions on the less than \$10,000 list

Applicants are advised to strategically plan for future program development and sustainability of programs independent of federal funding to ensure long-term success of their criminal justice services programs. Projects requesting one-time expenses (such as equipment and technology needs) will need to integrate those into the first quarter of the 12 month budget to ensure that the project can fully benefit from these types of purchases.

Project Period: October 1, 2019-September 30, 2020

ALL Projects:

- ALL Projects for FY 2019 will be reviewed as competitive applications.
- Start date for the initial year can be no earlier than 10/1/2019 with an end date of 9/30/2020.
- Projects with unspent funds at the end of the fiscal year (9/30/20) will be required to de-obligate those dollars.

Grant Commencement and Duration:

All funded projects are required to be implemented within 30 days from the start date listed on the Grant Award or another date as specified by the grant manager. Failure to implement a project within the time frame, or time frame agreed upon by the grant manager, may result in the loss of grant funds. Please note that all grant correspondence will be sent to the Project Point of Contact listed on the Application Information Page.

Funding Process and Tentative Timeline: (listed times are CST) (Subject to change, updates will be posted on NCC Website)

August 7	Solicitation Announced
August 20 (1pm)	Application Webinar (email Kellie Rabenhorst by August 19 th at noon for instructions)
September 17	All Applications Due in the Crime Commission office by 5 p.m.
September 20	Technical/Administrative Review begins
October 1	Staff Review conducted
October 8	Crime Commission Funding Panel Meeting
October 10	Letters mailed to applicants advising of funding determination
October 30	Award Contingencies due to the Crime Commission
Nov/Dec	Grant Award documents sent and due to NCC within 30 days

FEDERAL – Byrne Justice Assistance Grant

Eligibility:

To be eligible **for this specific application** for Byrne Justice Assistance (JAG) funding, the applicant must be one of the following:

- A unit of local government (i.e., city, county, town);
- An Indian tribal government which has its own law enforcement;
- A community-based or faith-based organization that is private and non-profit.
- A state operated criminal justice program

Non-Profit and Community –Based Organizations

As permitted by the JAG program statute, JAG funds can be awarded to private non-profit neighborhood or community –based organizations in the below scenarios:

- Criminal justice projects that would benefit the entire state.
- A criminal justice project that will benefit a local jurisdiction.
- A private non-profit that is in partnership with a local law enforcement agency to provide criminal justice services to designated units of local government.

Non-profit and/or community based organizations wishing to apply for JAG funds must submit a waiver, as part of this application, indicating that the local jurisdiction recognizes the funds in question are set aside for local government use; believes the proposed project will provide a direct local benefit; and agrees that funding the project at the state level is in the best interests of the unit of local government.

Faith-Based and Community Organizations: Consistent with Executive Order 13279, December 12, 2002 and 28 CFR Part 38, it is the policy of the Nebraska Crime Commission that faith-based and community organizations that statutorily qualify as eligible applicants under BJA are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards as are other eligible applicants, and if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, or religious name. Faith-based and community organizations are required to abide by the same regulations and requirements specifically associated with the program under which they are awarded a grant, as any other agency awarded funding.

FEDERAL PURPOSE AREAS

The federal requirements allow projects to be funded under the following purpose areas:

Purpose Area	Description
1	Law Enforcement Programs
2	Planning, Evaluation & Technology
3	Prevention and Education Programs
4	Drug Treatment & Enforcement
5	Corrections/Community Corrections
6	Prosecution & Courts (including Indigent Defense)
7	Crime Victim and Witness Programs (other than compensation)
8	(NEW for FY 2019) Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.

JAG Allocation Categories

Prosecution & Courts (Including Indigent Defense, Mental Health Courts, etc.) 25%
Law Enforcement 25%
Drug Treatment 15%
Prevention & Education 15%
Planning & Technology 15%
Community Corrections 2.5%
Victim Witness 2.5%
Discretionary (New Purpose Area 8)

Nebraska Priority Areas for FY 2019 Funding

Examples of Evidence Based/Effective Programs can be found at the end of the instructions.

Applicants are strongly encouraged to seek funding to implement programs or practices as identified in Nebraska 2016-2018 JAG Strategic Plan <https://ncc.nebraska.gov/strategic-plans>

Law Enforcement Example:

Specialized Multi Agency Response Team

- Goal: Reduce drug-related problems and improve living conditions of problem sites
- Target population: Drug hot-spots
- Program activities: Police work with community stakeholders to clean up an area. Combines problem-solving tactics with traditional law enforcement. Includes a landlord training program.
- Evaluation outcomes: 45.8% of treatment sites experienced improvements in rates of contact or arrest to only 13% of treatment sites growing worse

- A useful matrix of evidence-based policing programs and strategies is available through the Center for Evidence-Based Crime Policy at George Mason University. In the reentry field, a summary of research-based reentry strategies is available on the National Reentry Resource Center's What Works in Reentry Clearinghouse link. BJA offers a number of program models designed to effectively implement evidence-based strategies including Smart Policing, Smart Supervision, Smart Pretrial, Smart Defense, and Smart Prosecution. BJA encourages states to use JAG funds to support these "smart on crime" strategies, including effective partnerships with universities and research partners and with non-traditional organizations.

RESTRICTIONS ON USE OF FUNDS

JAG funds shall not be used directly for security enhancements or equipment to nongovernmental entities that are not engaged in criminal justice or public safety. In addition, JAG funds shall not be used for vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters), luxury items, real estate, or construction projects.

Buy Money

Requests for confidential funds will not be accepted due to the referenced strict federal procedures regarding these funds. [DOJ Financial Guide](#)

Law Enforcement Agency Training Information

Any Law Enforcement agency receiving JAG funding must submit quarterly accountability metrics data related to training on use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the

public that officers have received. Any grantees that fail to submit this data will have their grant funds frozen.

Evidence Based/Projects Funding Priority

Funding priority will be given to applicants who propose new initiatives in evidence/research based, data driven projects. OJP places a strong emphasis on the use of data and evidence in policy making and program development in criminal justice. OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by casual evidence, generally obtained through one or more outcome evaluations. Casual evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Casual evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of casual evidence based on the factors described above, will influence the degree to which the program or practice is considered to be evidence-based.

One resource that applicants may use to find information about evidence-based programs in criminal justice is <https://www.crimesolutions.gov>

Further information about the types of programs that fit these purpose areas can be found at the NCJA and BJA websites listed below.

RESOURCES FOR EVIDENCE BASED PRACTICES FOR JAG PURPOSE AREAS:

NCJA: <http://www.ncja.org/>

BJA: <http://www.ojp.usdoj.gov/BJA/>

NIC: <http://nicic.gov/>

NIJ criminal justice training: <http://www.ojp.usdoj.gov/nij/training/welcome.htm>

- <http://cebcp.org/wp-content/evidence-based-policing/Sherman2015-TippingPointEBP.pdf>
- <http://cebcp.org/evidence-based-policing/what-works-in-policing/research-evidence-review/>
- <http://cebcp.org/evidence-based-policing/evidence-based-Policing-workshop/>
- <https://www.ncjrs.gov/pdffiles1/digitization/143709ncjrs.pdf>
- <http://www.courtinnovation.org/research/community-prosecution-strategies-three-examples>

Grant Requirements:

- **Performance Measurement Tool-** BJA requires all funded agencies (subrecipients) to submit statistical data on a quarterly basis using the on-line Performance Measurement Tool (PMT) system. Each subrecipient must designate a point of contact within their agency to enter the required data. The individual assigned as a point of contact will be assigned a unique log in and password to access the system. Agencies will be required to create internal data collection processes to collect the specific data points for reporting on the PMT system. In addition to the quarterly statistical data, funded agencies must report on specific qualitative data in narrative form at the end of every Federal fiscal year. Information regarding the process to access the PMT system will be provided upon receipt of a Nebraska Crime Commission grant award.
- **Proof of Non-profit Status -** Non-profit organizations must submit a copy of their non-profit certification with their application for funding and their most recent 990. This can include: 1) a copy of 501(c)(3) designation letter; 2) a letter from the state taxing body or attorney general stating that the applicant is a non-profit organization operating within the state; or 3) a copy of the state certificate of incorporation that substantiates the applicant's non-profit status.

In addition, all non-profits applicants who are funded will be required to make their financial statements available online (either on the organization's website or another publically available website). Those organizations that have federal 501(c)(3) tax status will be considered in compliance with this requirement, to the extent that the

organization files IRS Form 990 or equivalent, as several sources already provide searchable online databases of such financial statements.

- **Office of Civil Rights** – Pursuant to 28 CFR Section 42.302 all recipients of federal funds must be in compliance with EEO and Civil Rights requirements. All programs that receive BJA funds or are subawarded BJA funds via program agreements are required to conform to the grant program requirements. If there is a violation to this it may result in suspension or termination of funding, until such time as the recipient is in compliance.
- **Nondiscrimination (Civil Rights)** – Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. All subgrantees must prepare a written policy regarding how the agency will actively notify staff and program participants of nondiscrimination policies.
- **Limited English Proficiency (LEP) Individuals** – In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with Limited English proficiency. All subgrantees must develop a written LEP plan. For more information access: <http://www.lep.gov>.
- **Equal Employment Opportunity Assurance of Compliance** – Compliance is required with the following federal laws which prohibit discrimination on the basis of race, color, national origin, religion, sex, age or disability. These are Title VI of the Civil Rights Act of 1964; Omnibus Crime Control and Safe Streets Act of 1968; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; and the Title IX of the Education Amendments of 1972. All subgrantees must prepare an Equal Opportunity Employment Plan of Certification form and a written policy regarding how the agency will actively notify staff of nondiscrimination policies. An EEO Reporting Tool is available at: <https://ocr-eeop.ncjrs.gov>
- **DUNS Number** – All applicants are required to include a DUNS (Data Universal Numbering System) number in their application. This unique nine-digit sequence number is recognized as the universal standard for identifying and keeping track of entities receiving federal funds. It is used for tracking purposes and to validate the address and point of contact information for federal assistance applicants, recipients, and subrecipients. Obtaining a DUNS number is a free, simple, one-time activity. To obtain a DUNS number or to see if the applicant agency already has a DUNS number, call 1-866-705-5711 or go to: <http://fedgov.dnb.com/webform>.
- **System for Award Management (SAM) Registration** – All applicants must be registered on the SAM (formerly Central Contractor Registration/CCR) database. This is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration. Information to register or update your entity records can be accessed at <http://www.sam.gov/>. **Please note that applicants will be required to submit a PDF of their SAM Registration as part of the application.**
- **Certified Assurances and Certifications Regarding Lobbying; Suspension and Other Responsibility Matter; and Drug Free Workplace** - As recipients of federal funds, the Crime Commission must sign and pass on certain Certified Assurances and requirements to subgrantees. Certified Assurances and Certifications Regarding Lobbying; Suspension and Other Responsibility Matter; and Drug Free Workplace must be signed and returned with the grant application.

- **Supplemental Funding** –Agencies must provide information on the entire budget and sources of funding for the program.
- **Supplanting** - To deliberately reduce state or local funds because of the existence of federal funds. A state or local government agency cannot use federal funds to supplant (replace) other existing funds. Any request to support a state or local government agency with federal funds must address how the request is NOT supplanting of funds. Supplanting must also be addressed when a non-profit submits a project that includes any type of contract or subaward with a state or local government entity. In that case, the portion of the request to support the state or local government agency must address supplanting by clearly outlining the following:
 - a) how the costs were previously funded;
 - b) why the funds are no longer available; and
 - c) when the funds ended and/or any temporary funding agreements or arrangements.

Nebraska defines a local government or political subdivision as any unit of government within the state including villages, cities of all classes, counties, school districts, learning communities, public power districts, and entities created pursuant to the Interlocal Cooperation Act or Joint Public Agency Act.

- **Special Conditions** - Awarded applicants must sign Special Conditions that include but are not limited to requirements under federal and state laws in addition to requirements for accounting, data collection and reporting. This information will be inputted on the Performance Measurement Tool by the subgrantee on a quarterly basis.
- **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:
 - a) Separate accountability of receipts, obligations, expenditures of all grant funds, disbursements, and balances.
 - b) Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
 - c) Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
 - d) Hourly timesheets 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.
 - e) Maintenance of payroll authorizations and vouchers.
 - f) Maintenance of records supporting charges for fringe benefits.
 - g) Maintenance of inventory records for equipment purchased, rented, and contributed.
 - h) Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
 - i) Provisions for payment by check.
 - j) Maintenance of travel records (i.e., mileage logs, gas receipts).
 - k) Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.
 - State agencies are governed by procedures of the Department of Administrative Services (DAS), these are located at <http://das.nebraska.gov/materiel/purchasing.html>
 - Counties must follow the process outlined in Nebraska statute located at <http://www.nebraskalegislature.gov/laws/statutes.php?statute=23-3108&print=true>

- All other agencies (i.e., nonprofit, city) must adhere to the written process of the agency or if none exists, it reverts back to the Crime Commission's process (i.e. the DAS Procurement Process)
- **Equipment** (including replacements) purchased in whole or in part with federal funds must be maintained, at a minimum, meeting the following requirements: (To fully benefit project purchases should be made at the beginning of the project period.)
 - a) Maintain property records which include all of the following:
 - b) Description of the property
 - c) Serial number or other identification number
 - d) Source of the property Identification of the title holder
 - e) Acquisition date
 - f) Cost of the property
 - g) Percentage of Federal participation in the cost of the property
 - h) Location of the property
 - i) Use and condition of the property
 - j) Disposition data, including the date of disposal and sale price
 - k) A physical inventory of the property and reconcile the results with the property records at least once every 2 years.
 - l) Loss, damage, or theft:
 - A control system must be in place with adequate safeguards to prevent these occurrences.
 - Promptly and properly investigate any loss damage, or theft.
 - Establish and use adequate maintenance procedures to keep the property in good condition.
 - If authorized or required to sell the property, a proper sales procedure must be establish to ensure the highest possible return.
 - m) Original or replacement equipment acquired under the funded project that is no longer needed for the original project must be disposed. This is also true when equipment acquired under the funded project will be used for other activities. The following must be adhered to in equipment disposition:
 - If the item to be disposed of has a current per-unit fair market value of less than \$5,000, it may be retained, sold, or otherwise disposed of with no further obligation to the Crime Commission.
 - If the item has a current per-unit fair market value of \$5,000 or more, it may be retained and sold, but the Crime Commission will have a right to a specific dollar amount.
- **Payments** – All payments from the Crime Commission will be on a reimbursement basis. Required documentation must be submitted by the 15th of the month following the month to be reimbursed in the online grant management system. Reimbursement will not be made until all required documentation has been approved. **Positions** – Any position 100% funded through grant funds and/or match must be 100% dedicated to the grant program allowable activities. Bi-Annual Certifications that certify all activities performed in the previous six months was spent on allowable activities must be completed and submitted with reimbursement documentation.
- **Applicant Disclosure of Pending Applications** – Applicants are to disclose whether they have any pending application for federally and/or state funded grants that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget in the application under this solicitation. The Crime Commission seeks this information to help avoid any inappropriate duplication of funding. Applicants that have pending applications as

described above are to provide the following information about pending applications submitted within the last 12 months:

- federal or state funding agency;
- solicitation name/project name; and
- point of contact information at the application funding agency.

If the applicant does not have any pending applications indicate “None” on the form.

Indirect Costs: Agencies that request indirect cost funding must be able to report their indirect cost rate as it applies to the agency. Indirect costs are those costs that are general or centralized expenses necessary for the overall administration of an organization. They are costs of an organization that are not readily assignable to a particular project costs, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, rent, supplies, telephone expenses, and administrative salaries are examples of the types of costs that are usually treated as indirect costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs means those costs that are included in the organization’s established indirect cost rate. Such costs are generally identified with the organization’s overall operations and are further described in the Office of Management and Budget Circulars 2 CFR 200. **Please note that the Nebraska Crime Commission does not negotiate Indirect Cost Rates.**

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

- Federally Approved Indirect Cost Rates: Agencies who have an established federally approved indirect cost rate agreement in place may include the allocation for indirect costs. These agencies must provide a copy of their current federally approved indirect cost rate agreement with the budget request for funding.

OR ...

- De Minimis Rate: Agencies who have NEVER had a federally approved indirect cost rate agreement can elect to charge a de minimis rate of 10% of the modified total direct costs (MTDC) which may be used indefinitely. Costs must be consistently charged as either indirect or direct (not both). Agencies must provide: a) list of the requested administrative costs items and the corresponding cost of each item; b) a copy of the agency’s written allocation policy for the costs; and c) a written certification that the agency has never had a federally approved indirect cost rate agreement. An example for calculating a 10% de minimis rate is provided on page 20.

OR ...

- Pro-rating: Projects can pro-rate various administrative and general expenses. These types of allocations must identify the specific costs involved and indicate the percentage allocated of the total costs. All costs must be considered necessary, allowable, reasonable and allocable..

Match Requirements:

Please note that Match is **no** longer required for Byrne/JAG funds. However, it is encouraged for sustainability purposes. If Match is included in the successful application, the amount indicated will be required to be met regardless of the dollar amount of federal funds utilized. Match will be reviewed and monitored at the same level federal funds are.

Letters of Support and Memorandums of Understanding:

1. Letters received separately from the grant application will not be considered or returned. Applicant will not be notified letters have been received. It is the applicants' responsibility to assure all letters are attached to the application.
2. Applicants are required to include at a minimum of 3, maximum of 5 letters of support from law enforcements, criminal justice agencies, community organizations and stakeholders. Letters should be signed by an agency lead such as the Chief of Police, Sheriff, County Attorney or Executive Director. It is acceptable for agencies that serve multiple counties to have a Letter of Support that is signed by all county agency leads. Letters of support from employees or commissioners of the Crime Commission will not be accepted.
3. Memorandums of Understanding developed with coordinating partners should be submitted to demonstrate support of the vital functions of the agency, if applicable.

Organizational Questionnaire:

All applicants will be required to complete and submit the

Application Submission: Applications must be submitted by 5:00 p.m. (CST) on Tuesday, September 17, 2019; the following (Please note, Applicants not submitting as instructed below may be considered invalid submissions):

1. A PDF copy of the complete (signed with all attachments excluding those noted below) application (label as Application) emailed as an attachment to: Marcella.johnson@nebraska.gov. The **subject line** in the email for submissions must include the grant year, title of grant (JAG), and agency name. (e.g., 2019 JAG (agency name))

Please see the Application Required Forms Chart for a list of documents that must be provided when applicable.

Application Format:

Please note that Crime Commission applications change from year to year.

- ✓ Must be typewritten.
- ✓ Re-created applications must adhere (word-for-word and design) to the Crime Commission's official application format and layout. Do NOT reformat and modify the Budget or Objective Template nor modify formulas.
- ✓ Federal Identification Number must be included on the application. Applicant must be the entity that will receive and disburse grant funds. The Federal ID Number must be that of the applicant.
- ✓ No cover letters.
- ✓ Do not put applications in folders.
- ✓ Use 12 point font, number pages in lower right hand corner and adhere to page limits.
- ✓ Sources of data and/or statistics must be cited immediately following the information or under the graph/chart provided.
- ✓ Additional information in the form of Appendixes will not be accepted.
- ✓ Include ALL Required Forms (Budget Summary page, Certified Assurances, Drug Free Workplace form, Debarment form, Lobbying form) with appropriate signatures of the authorized official (i.e., county board chair, mayor, city administrator, chair or vice-chair of a non-profit agency)

Training and Technical Assistance:

1. A **Technical Webinar** will be held **on Tuesday August, 20th**, from **1:00 pm to 2:00 pm (CST)** . Please email Kellie Rabenhorst at kellie.rabenhorst@nebraska.gov prior to 12pm CST on Monday August 19, 2019 for instructions to view the webinar. The instructions will then be emailed out prior to the end of the day on August 19th.
2. **Grant Management Training** (GMT) is required for new projects, continuation projects who have not attended GMT since 2016 and those with new project personnel (Project Point of Contact or Fiscal Point of Contact). Others are welcome to attend. A GMT is scheduled for Friday August 9th in Lincoln. However, more sessions will be scheduled in the coming months as well as an online version.

Applicant Information

Provide all requested information. The applicant must be the agency that will receive and disburse the grant funds. The Federal Identification Number and the DUNS number must be that of the applicant. Project must provide separate individuals for each project position (Project Point of Contact, Fiscal Point of Contact and the Authorized Official).

Project Summary is a concise statement, of 150 words or less, highlighting the major aspects of the proposed project.

Budget Template

All costs must be necessary, reasonable, allowable, allocable and substantiated.

Please download and complete the Budget Template.

The Budget Template will be submitted in the Excel Format provided. Title the document "Agency Name-Budget Template".

Budget Workbook Instructions

Utilize the information below to ensure that you have a complete Budget Template as the Examples in the template are generic and not specific to the needs of the Nebraska Crime Commission.

Each line item listed on a budget worksheet must have a corresponding budget narrative that is thorough and includes all required information. Items with an incomplete budget narrative will not be awarded. All narratives must address the following components: Justification of the line item to the project, basis for calculation (how was the cost pro-rated to the grant, this may require FTE information in the narrative), sources of Match (if included), and supplanting. Calculations are only needed in the narrative if the line item in the budget worksheet does not provide adequate information for reviewers to determine how the cost was calculated.

Category A-Personnel

Personnel are the wages for regular full-time or part-time salaried employees. All volunteer in-kind matches MUST be listed under the personnel category. Funding requests for positions that are not on the regular payroll or are not volunteers must be classified either as contracts and/or consultants.

Salaries cannot exceed those normally paid for comparable positions in the community and/or the unit of government.

Wages/ Salaries

Indicate title/position and full-time or part-time for each employee involved in the project including new positions to be filled.

- Indicate if position is New (N) or Existing (E).
- New positions are additional personnel to the agency requested through the current funding application.
- If request is for an existing position, the narrative must explain how the position was funded prior to this request to ensure the funding request complies with non-supplanting requirements. For a position that is existing, provide both current annual salary and requested annual salary amounts for the next fiscal year.
- For each position listed, indicate the TOTAL hours of the personnel's work week and the percent of the time to be allocated/devoted to the project. JAG funding can only support the percentage of personnel time that is allocated/devoted to the JAG project.
- In narrative section, outline the job duties/responsibilities for each position and indicate their relevance to the project.
- Raises must be indicated and provide justification for the pay increases to include any agency wide cost of living increases.

Category B- Fringes

All fringe benefits are to be based on the **employer's share only**. Fringe benefits can only be requested for the personnel positions that are also requesting funding for wages at the percent allocated to JAG.

Only basic fringe benefits of insurance offered by the agency (health, life, professional liability, etc.), FICA, unemployment insurance, workers compensation, costs of leave (must be identified and consistent with established applicant agency policies) and pension/retirement can be included. The employee's share is to be withheld from their wages.

- Funds to support cafeteria plans are not allowed by the Crime Commission.
- Vacation and leave time are included in normal working hours (FTE 2,080 hours/year) and are not considered added benefits to the point that they are accrued per agency policy.
- Additional types of leave must be included in the budget narrative and supported with submission of the agency leave policy. (i.e. Administrative leave, maternity leave, etc)
- Narratives should include all components of the fringe benefits to provide a lump sum percentage of the JAG devoted salary calculated for fringes. See the Example tab on the Budget Template.
- Workman's Comp and other fringes not calculated specific to each position must be shown as an Operating Expense in Category I-Other

Category C – Travel Expenses

Each line item in travel must have an associated narrative. Do not lump costs together. For example: baggage fees for air travel are separate from the cost of the airline ticket.

1. **Expenses:** List expenses by purpose (i.e., training, conference, daily travel for job) and complete the applicable expenses associated with the purpose (i.e., mileage, air fare, meals, lodging, other). If destination or training is unknown, indicate that prior approval will be received by NCC.
 2. Mark the travel as local, in-state or out-of-state and the departure and destination points.
 3. Calculate the costs by completing the areas relevant to travel for each purpose.
 4. Use current GSA rates: [GSA Per Diem Rates](#)
- **Travel Expenses Narrative:** For each travel purpose complete a budget narrative explaining the purpose, the position traveling and how this travel relates and is necessary to the project. The narrative must include the allocation and calculation of each line item if not clearly identifiable in the budget worksheet.

Category D - Equipment

Purchases of equipment must adhere to established procurement processes and equipment purchased must be managed in accordance with Federal Property and Equipment guidelines. For capitalized expenses, recipients must follow the policy developed by the agency. If the recipient agency does not have a written capitalization policy, it will be required to follow the state's capitalization policy. It is strongly recommended that agencies adopt a policy in-line with the federal policy which allows equipment items costing under \$5,000.00 to be included in supplies. Equipment procurement and management standards are outlined in the Grant Requirements section of this document. Refer to grant program guidelines for allowable items. Items requiring bids will not be funded absent a showing that bids were obtained as required by law, rules or regulations.

Equipment Narrative:

For all equipment expenses requested, include a budget narrative to address the following:

- a. Describe all equipment expenses. Explain why the requested expenses are necessary to support the project.
- b. Explain the cost breakdown and how match funds were determined (i.e., whether based on actual prior year's costs and justification of any increases for the next fiscal year)
- c. For existing equipment expenses, describe how this funding request complies with non-supplanting requirements.

Category E – Supplies

Supplies: Includes office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, and other items utilized. Supply costs encompass materials which are expendable or consumed during the course of the project. Lists supply items by type (e.g., postage, office supplies, training materials), quantity, unit costs and total costs. Note that daily costs, such as office supplies, do not have to be itemized separately in the budget but must be described in the narrative to verify reasonableness of the costs. (i.e., office supplies can be budgeted together in one category and do not need to be broken into individual budget line items such as pens, paper, folders, etc.) Higher cost items should be listed separately and identified (e.g. items such as computers, copiers, etc.) and a procurement process should be developed to justify the selection of the budget item upon purchase.

An agency's capitalization policy will determine whether equipment items are listed in this category or under Category D - Equipment. If an agency has no written policy, then they will be required to follow the state's policy which currently carries a higher level of restrictions than the federal policy. Should an agency base a written policy on the federal policy then equipment in this category will have a useful life of more than one year with a fair market value of under \$5,000 per item.

Pro-rating of expenses must be explained in the narrative and adequately demonstrated in the budget fields. See the Example tab for further illustration.

Supplies Narrative:

For all supplies and operating expenses requested, include a budget narrative to address the following:

- a. Describe all supply expenses. Explain why the requested expenses are necessary to support the project
- b. Explain the cost breakdown and how match funds were determined (i.e., whether based on actual prior year's costs and justification of any increases for the next fiscal year) to include the basis for the pro-rated amount and calculation of each line item if not clear on the budget template;
- c. For existing supplies expenses, describe how this funding request complies with non-supplanting requirements.

Category F-Construction

This category is not allowable for the purposes of this grant announcement

Category G-Subawards (Subgrants)

Subaward: Name the agency or organization.

- Purpose: Agency's role in this project.
- Type of Agency: Check one. If government agency identity the type of government agency.
- Budget Categories: Summary of the agency's (subaward) requested budget.

Subaward Narrative: Include narrative on the following for each subaward:

- Supplanting – Any request to support a position employed by a state or local (City, County) government agency will need to address in the budget narrative how the request is NOT supplanting of funds.
- Expected deliverables; the services and/or product the consultant or contractor will provide.
- How the services, product, or positions relate and will impact the project.
- For consultant and contracts provide a description of the selection process to verify that the procurement procedure was fair, equitable and free from conflicts of interest and/or personal gain by any entity or representative within the organization.
- Breakdown of how the consultant fees were calculated (e.g., 500-hour x \$75 perhours = \$37,500).
- Description of the specific duties for **each** position funded including primary responsibilities.
- Narratives of subawards must explain costs and breakdown expenses.

Category H-Procurement Contracts

Applicants are required to ensure that DOJ Consultant Rates of \$81.25/hr. or \$650/day (8-hour day) are not exceeded without prior approval. This does not mean that above rate can or should apply to all consultants. The rate must be established based on the skills, qualifications and similar services in the marketplace.

Consultant/Contract Narrative: Include narrative on the following for each line item:

- Supplanting – Any request to support a position employed by a state or local (City, County) government agency will need to address in the budget narrative how the request is NOT supplanting of funds.
- Expected deliverables; the services and/or product the consultant or contractor will provide.
- How the services, product, or positions relate and will impact the project.
- Provide a description of the selection process to verify that the procurement procedure was fair, equitable and free from conflicts of interest and/or personal gain by any entity or representative within the organization.
- Breakdown of how the consultant fees were calculated (e.g., 500-hour x \$75 perhours = \$37,500).

Category I-Other Costs

For any applicable “other” budget items, list each item and the total estimated costs with the breakdown utilizing the computation fields available. Pro-rating of expenses must be explained in the narrative and adequately demonstrated in the budget fields. See the Example tab for further illustration.

Examples of costs in this category:

- Rent
- Utilities
- Copying
- Printing
- Janitorial
- Programming funds (i.e. group activities)
- Workman’s Comp
- Single Audit (if required and only the pro-rated share according to total federal funds received by the agency)

Other Costs Narrative:

For all expenses requested, include a budget narrative to address the following:

- a. Describe all other costs expenses. Explain why the requested expenses are necessary to support the project.

- b. Explain the cost breakdown and how match funds were determined to include the allocation and calculation for each line item

- c. For existing “other” costs, describe how this funding request complies with non-supplanting requirements

Category J- Indirect Costs

Agencies may choose to request funding for indirect costs. This rate is determined by either establishment of a federally approved indirect cost rate agreement or a “de minimis” rate of 10% if the agency has never had a federally negotiated indirect cost rate. If the agency is applying the “De Minimis” rate the De Minimis Certification form must be completed and submitted with the application. The certification can be found along with the application instructions on the Nebraska Crime Commission website. If the agency has a federally approved indirect cost rate, applicants must provide a copy of the current federal agreement with their application for JAG funding.

Indirect Costs Narrative

For all indirect costs requested, complete the budget chart and narratives to address the following:

- a. Explain how the indirect cost rate was determined (Federally approved or 10% “de minimis”).
- b. If using a Federal approved indirect cost rate, indicate if which rate is being used; provisional, fixed or final.

If using a de minimis rate a detailed list of the expenses that are included in the modified indirect cost rate and the amounts must be provided in addition to an assurance that these expenses are not included elsewhere in the budget. This chart must be submitted as an Attachment with the application along with the Certification.

Please see de minimis calculation example on the next page.

Example for calculating 10% De Minimis Rate for Indirect Costs:

Direct Costs: The amount listed here must match the Budget Summary. Please note that the Budget Summary amounts must match the corresponding budget sheets and budget narratives.

Budget Category	Amount Requested	Comments
Personnel	\$244,000	200,000 Advocate Salaries, \$44,000 Advocate Fringe Benefits
Consultants/Contracts (including subawards)	\$100,000	3 Partner Agency's: #1 receives \$30,000; #2 receives \$28,000 and #3 receives \$42,000
Travel	\$10,000	Training and Outreach
Supplies/Operating	\$4,000	Office Supplies
Equipment		
Other		
Total Direct Costs	\$358,000	

Modified Total Direct Costs (MTDC): Calculations

Total Direct Costs	\$358,000	
Subtract the amounts over \$25,000 for each consultant (these are the 3 Partner Agencies under Consultants/Contracts)	$\$358,000 - \$25,000 = \$333,000$	#1: $\$30,000 - 25,000 = 5,000$ #2: $\$28,000 - 25,000 = 3,000$ #3: $\$42,000 - 25,000 = 17,000$ Total = \$25,000
10% of \$333,000	\$33,300	Modified Indirect Cost Rate
Requested Direct Amount	\$358,000	
Requested Indirect Amount	\$33,300	
Total Federal Request	\$391,300	

Project Description

Community Description

Provide a description of the community which includes aspects that impact the identified issue for the project. Examples include availability of law enforcement or after school programming.

The community description must match the applicant's response on the applicant information page which identifies the area served by the project. The identified community must also fit with the census information provided and, if feasible, the statistics provided in the Problem Statement section.

Problem Statement

1. Identify the problem that requires a solution. Describe the social and economic factors contributing to the problem and explain the effects or impact of the problem on the community. (Note: the problem cannot be stated solely as an applicant's lack of funding.)
2. Complete the statistical documentation of the chart. The table should be completed however, if statistics are not available or they are not relevant to the project indicate "NA" for not applicable. The statistics provided should reflect 12-month time frames for the fiscal year (October-September). All data must be cited with the source.
 - a. For those agencies that are not drug task forces, you will be required to identify specific objectives and performance measures to show the success of the grant. These should be indicated and reported under the statistically area of the grant application. These main points indicated to measure success will need to be utilized during reporting.
3. Provide insight and explanations for any significant fluctuations and discrepancies in data from year to year. Provide any other additional program data that is otherwise not reflected in the application to document the need for the funding request.

Solution

- The solution to the problem must describe the project's daily operations. Explain, step-by-step, how the proposed project will work, including who will be involved and an explanation of their role. Detail the programs successes and barriers faced by the agency.
- This section should detail any documentation and data of current evidence based practices. Applicants should include data relevant to the proposed project and must cite data sources. For proposed projects that seek to replicate an existing model program applicants should describe the program, its fit to the target population, and the national database or other source.

Sustainability, Goals, and Performance Measures

Agency Budget and Funding Sources

- All applicants are to complete the funding chart based on the total agency that is supporting the proposed project. Add lines as needed.
- Explain any expected funding changes for the next fiscal year (e.g., loss of funding from another federal grant, community foundation, etc.) Use this section to fully explain any funding requests that were previously funded through another source.

SUSTAINABILITY

A sustainability plan describes the prospects for continued funding of a project if grant funds are unavailable. It explains the efforts that will be continued or the ideas, methods, techniques and operational continuity of services an organization will have when the grant funded project concludes or is interrupted. Sustainability is not an afterthought that the organization works on as the project comes to an end or grant funds dwindle. It is an essential component of the grant project design. How will the organization sustain services?

PLANNING FOR SUSTAINABILITY

Sustainability is as much a result of the process used in project development as it is a result of the project's design. Who you involve in developing the project and the role of each participant in project development is a factor in determining project sustainability? The community's support for and involvement in project development results in the support for and involvement in project continuation. All NCC applications for funding must include a Sustainability Plan Below are some thoughts to assist you in the design of project and sustainability plan When designing your project, think about strategies to secure and leverage other monetary resources, engage volunteers, and develop strong community partners.

The key element to sustainability of services is leveraging resources. Leveraging community and partner resources allows the organization to multiply the limited resource base through creative approaches. When designing your project and developing the organization's Sustainability Plan, think about how you can leverage resources. To effectively leverage resources, the organization will want to develop a network of individuals, organizations, government agencies, and large and small businesses that work together towards a common goal. Meet with individuals, convene meetings to discuss common issues of interest, cultivate trust, and collaborate generously.

Bringing the right people together requires looking at individuals, organizations, government, and businesses that represent all parts of the local and extended community that have a vested interest in a common goal. Building trust with community partners does not mean that everyone has to agree all the time about how to do things, but it does mean they will work together as they have shared values and are working toward a common goal. Sustained relationships are the foundation of all successful collaborative efforts and to secure partners and leveraged resources, organizations must trust the groups they work with and they must trust you. Trust is the key for successful collaboration. Coordinate actions by identifying and coordinating work that is already being done which allows you to leverage organizational resources, collaborate around common goals, and avoid duplication of efforts.

Collaborate generously is giving to others that you are collaborating with and not just taking or only giving in equal amounts. It is always looking for ways to work with others that support the common goal.

One key to sustainability for any organization is volunteers. Organizations and projects that have a strong volunteer component more effectively address community needs. When an organization leverages volunteers and manages them effectively, the organization is in a better position to grow and

the project or services are valued in the community. To grow an organization/project must recognize the value and contribution of both paid staff and volunteers. Simply recruiting large numbers of volunteers, however, does not translate into success. Successful results are achieved when an organization is able to support, mobilize, and manage its volunteer resources for the greatest possible impact. Volunteers offer great value to organizations and can be a key component to achieving sustainability goals. Consider that volunteers are conduits to the community and volunteers that are effectively managed save money and can be highly effective at helping the organization leverage community and regional resources.

In the Sustainability Plan, you will need to describe the organizations volunteer program. The most important step in designing your project is the volunteer component. It must be a part of the overall project/organization human capital planning and analysis. When evaluating essential job functions necessary to achieve the project's goal, assess what responsibilities can be filled by staff and what responsibilities can be supported by volunteers. Partners are key to sustaining a project or organization. A formal partnership is a collaborative relationship between organizations that have a formal written agreement to work together on shared objectives through a mutually agreed division of labor." The benefit of establishing formal strategic partners is simple; there is added value in working with other organizations, governmental units, and businesses. The organization's leadership must dedicate time to build, sustain, and evaluate partners.

The Sustainability section in the Application document has a series of questions for the program to consider and answer when developing the Sustainability Plan.

Objectives Template

Projects must indicate how the services provided are impacting and making a difference in the Nebraska criminal justice system. Do not focus on the organizational needs of the program, rather, how that need will make an impact on criminal justice.

The application includes an Objectives Template, in the form of an excel document. For each Objective listed there must be clearly stated performance measures and activities to demonstrate the project's progress towards achieving the stated Objective.

- The broad goals that the project is seeking to achieve.
- A means to measure and enhance decision-making.
- Considered the project priorities.
- Goals that the project has the most direct influence in achieving.

Objectives:

To develop measurable objectives first review the project activities to determine what types of data will need to be tracked about services and those served to show the project's effectiveness.

Criteria for developing measures:

1. Does the measure reflect an important organizational-wide performance dimension?
2. Is the data on this measure likely to lead to improvement?
3. Does the measure reflect stakeholder needs?
4. Can the measure be communicated to and understood by a wide audience?
5. Does it reflect how the project will assist in reaching stated goal(s)?
6. Can units accountable for providing the data be identified?
7. Will the measure be sustainable over a period of years?

An objective must indicate **what will be done**, utilizing the grant funds, **what will be the measure** (percent) and within **what time frame**.

Measurable objectives **increase, decrease** or **maintain** something and are not activity statements such as *to provide (event), to train* or *to establish*.

Required Forms

1. **Certified Assurances**
2. **Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matter; and Drug-Free Workplace Requirements** (1 page each)
 - Both forms must be signed by the Authorized Official and dated.
3. **Applicant Disclosure of Pending Applications** (1 page)
 - Identify any pending applications for federally and or state funded grants submitted within the last 12 months that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget in the application under this solicitation.
 - Provide the following information about pending applications submitted:
 - a) Federal or state funding agency;
 - b) Solicitation name/project name; and
 - c) Point of contact information at the application funding agency.

Attachments

All attachments are to be submitted in the following format: **Agency Name-Document name**
(For example: Nebraska Crime Commission-Organizational Chart)

NOTE: Letters that come into the Crime Commission separately will not be considered and will not be returned.

For a complete list of all required documents see pages 26 and 27

- Volunteer Job Descriptions
 - Employee Job Descriptions (for any positions for which funds are requested, must include job qualifications and % of time spent on job duties).
 - Letters of Support (Minimum of 3, Maximum of 5 letters of support)
 - Memorandums of Understanding (if applicable)
 - Indirect Cost Rate agreement (If applicable)
 - Non-Profit status verification (If applicable)
-
- ✓ All job descriptions can be submitted in one PDF document labeled, Agency Name - Job Descriptions.
 - ✓ Non-Profit status must be submitted as a separated PDF document labeled, Agency Name - Non-Profit Status.

Application Forms & Instructions

Applicants must submit a fully executed application to the Crime Commission, including all required supporting documentation. Do not include other documents in addition to those specified in these instructions. Do not submit the checklist below. Incomplete applications will not be considered for funding.

Date Completed	SECTION NAME & ORDER	PAGE LIMITS
	Grant Applicant Information (see Application Form)	Pages as provided
	Problem Statement	5 pages
	Solution	4 pages
	Agency Budget & Funding Sources	Chart as provided
	Sustainability	3 pages
	Applicant Disclosure of Pending Applications	Form provided
	Signed & Dated Certified Assurances	Form provided
	Budget Template to include narratives	N/A-Excel document
	Objective Template	N/A-excel Document
	Goals, Objectives & Performance Measures	Pages as needed (format provided)
	Signed & Dated Debarment and Drug-Free Workplace Forms	Forms provided
	ATTACHMENTS	
	SAM Registration	PDF of SAM Registration
	Volunteer & Employee Job Descriptions	Required for all agencies (separate PDF)
	Letters of Support	Submit 5 letters of support (separate PDF)
	Memorandums of Understanding	If applicable (separate PDF)
	Indirect Cost Rate Verification, if applicable	Copy of federally approved indirect cost rate agreement (separate PDF)
	De minimus Certification	If applicable, form provided
	Non-profit Status Verification, if applicable	Copy of 501(c)(3) designation letter or other verification (separate PDF)
	Most recent 990 if Non-profit	Copy of most recent filed IRS form 990
	Organization Chart	PDF of most recent Organization chart for applicant program
	Most recent Single Audit or Audit Waiver	If agency expended more than \$750,000 in the most recent completed agency fiscal year, a copy of

		the Single Audit is required. If the agency did not expend more than \$750,000 a letter of Waiver must be submitted on agency letter head, signed by the Authorized official with the agency fiscal year included
	Equal Employment Opportunity Plan (EEO) Compliance	Verified by PDF of most recent submitted document at the federal site EEO Reporting Tool if received JAG or any other federal funding in FY 2018
	Limited English Proficiency Plan (LEP Plan)	PDF of LEP Plan for programs that received JAG funding in FY 2018
	Organizational Questionnaire	PDF form provided to be completed on all direct applicants and any associated sub-applicants.