

NEBRASKA

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COMMISSION ON LAW ENFORCEMENT
AND CRIMINAL JUSTICE

Federal Grants and Programs FY 2020 Coronavirus Emergency Supplemental Funding Program Announcement

AWARD PERIOD

Earliest: January 20, 2020

Latest: January 31, 2022

AWARD AMOUNT

\$3,904,020.90

DEADLINE

This is a rolling funding opportunity, applications are to be submitted as needed.

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:

<https://ncc.nebraska.gov/>

UPDATED: May 7, 2020

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)

Table of Contents

| | |
|---|-----------|
| INTRODUCTION: | 3 |
| FUNDS AVAILABLE: | 3 |
| PROJECT PERIOD: | 3 |
| ALL PROJECTS: | 3 |
| GRANT COMMENCEMENT AND DURATION: | 3 |
| FUNDING PROCESS: | 3 |
| ELIGIBILITY: | 4 |
| FEDERAL PURPOSE AREAS: | 4 |
| UNALLOWABLE ITEMS: | 5 |
| GRANT REQUIREMENTS: | 5 |
| INDIRECT COSTS: | 9 |
| MATCH REQUIREMENTS: | 10 |
| APPLICATION INSTRUCTIONS | 11 |
| ➤ Applicant Information: | 11 |
| ➤ Budget Template: | 11 |
| Category A – Personnel:..... | 11 |
| Category B – Fringes: | 12 |
| Category C – Travel Expenses: | 12 |
| Category D – Equipment: | 13 |
| Category E – Supplies:..... | 13 |
| Category F – Construction: | 14 |
| Category G - Subawards (Subgrants): | 14 |
| Category H - Procurement Contracts:..... | 15 |
| Category I - Other Costs:..... | 15 |
| Category J - Indirect Costs: | 16 |
| ➤ Application Form | 18 |
| Project Summary:..... | 18 |
| Project/Activity Description:..... | 18 |
| Funding Request for Personnel Positions | 18 |
| Disclosure of Coronavirus Response Funding..... | 18 |
| ➤ FG&P CESF Required Forms | 19 |
| FY20 CESF APPLICATION REQUIRED FORMS CHART | 20 |

INTRODUCTION:

This application kit is intended for applicants who wish to apply for U.S. Department of Justice funds under the Nebraska Coronavirus Emergency Supplemental Funding grant program. For the purposes of this solicitation eligible entities include, but are not limited to: State agencies, City/County governments (1 application per City or County), Non-Profits, For-Profits, and other entities that are preparing for, preventing or responding to the coronavirus pandemic. Priority will be given to projects that are criminal justice related.

FUNDS AVAILABLE:

There is \$3,904,021 available under this funding opportunity.

PROJECT PERIOD:

- Projects must start on or after January 20, 2020 and end on or before January 31, 2022.
- Projects can span any length of time within the dates above.

ALL PROJECTS:

- Applications will be reviewed and awarded on a rolling basis (as they come in).
- Projects with unspent funds at the end of the approved project period 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:

The funding process for these dollars will not follow Operating Instruction #10, as approved by Governor Ricketts. This is to allow a quick and efficient funding process to ensure the dollars are available as soon as possible to address the coronavirus pandemic.

Applications will be reviewed as they are submitted. The review process will be completed by the NCC Executive Director, Federal Grants and Programs Director, and the Systems and Research Director.

Applicants will be notified via email of the status of their application and next steps.

FEDERAL – U.S. DOJ Coronavirus Emergency Supplemental Funding (CESF)

ELIGIBILITY:

To be eligible **for this specific application** for U.S. DOJ CESF 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
- A state operated program

As a reminder priority will be given to criminal justice projects, however, all applicants will be considered.

NOTE: Only **ONE** application is to be submitted per jurisdiction or organization. For example, one application is to be submitted for the City that encompasses all funding requests. Additionally, be sure the correct organization is identified as the applicant. If a police department is requesting funding, the City is the applicant, not the police department. Once initial funding is awarded to an organization, if there is a need for additional funding and it is available that will be handled through a grant amendment.

Applicants that are eligible for direct funding from U.S. Department of Justice under the Coronavirus Emergency Supplemental Funding solicitation must apply for that funding directly to U.S. DOJ. Those applicants may apply under this funding opportunity from the state, however, the additional need must be well identified and for items not included in the direct funding application.

Applicants that are eligible for funding from FEMA or Nebraska Emergency Management Agency (NEMA) must apply for that funding prior to submitting an application for these CESF funds.

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 requirement allows projects to be funded under the following purpose areas:

Funds awarded under the CESF Program must be utilized to prevent, prepare, for and respond to the coronavirus. Allowable projects and purchases include, but are not limited to, overtime, equipment (including law enforcement and *medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the

distribution of resources to the most impacted areas), and addressing the medical needs of inmates in state, local and tribal prisons, jails and detention centers.

**Refer to Personal Protect Equipment (PPE) section for more information on acquiring medical personal protective equipment (PPE) in Nebraska.*

Expenditures which require prior approval - There are no specific prohibitions under the CESF Program other than the unallowable costs that are identified in the DOJ Grants Financial Guide. However, the following items should be identified during the application and appropriately justified as noted:

- **Individual items costing \$500,000 or more-** if the applicant intends to purchase an individual item that costs \$500,000 or more, those item(s) should be identified and thoroughly justified by the applicant and receive written approval from BJA. The request will be coordinated and submitted to BJA by the Federal Grants and Programs Director prior to the funding decision being made.
- **Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA), and/or Unmanned Aerial Vehicles (UAV)-**if the applicant requests to purchase an UAS, UA, and/or UAV, Federal Aviation Administration approval must be obtained. All requests of this nature must be coordinated with the Federal Grants and Programs Director prior to submission of the application.

UNALLOWABLE ITEMS:

- **Personal Protective Equipment (PPE)-** Funding for PPE will not be an allowable cost under this funding opportunity. PPE needs across the state are being coordinated by local health departments, Nebraska Department of Health and Human Services, NEMA, and Nebraska Department of Administrative Services. The above entities are coordinating this effort with FEMA and would be provided at no charge. Requests for PPE are to be made by completing the form below and returning it to your local health department. State of Nebraska agencies that need PPE should complete the below form and email it to the DHHS email address for PPE. If you do not know what the email address is, please contact the Federal Grants and Programs Director for the information.

Click here: [PPE Request Form](#)

GRANT REQUIREMENTS:

- **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:
 1. How the costs were previously funded;
 2. Why the funds are no longer available; and
 3. 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:
 1. Separate accountability of receipts, obligations, expenditures of all grant funds, disbursements, and balances.
 2. Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
 3. Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
 4. 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.
 5. Maintenance of payroll authorizations and vouchers.
 6. Maintenance of records supporting charges for fringe benefits.
 7. Maintenance of inventory records for equipment purchased, rented, and contributed.
 8. Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
 9. Provisions for payment by check.
 10. Maintenance of travel records (i.e., mileage logs, gas receipts).

11. 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.)
 1. Maintain property records which include all of the following:
 2. Description of the property
 3. Serial number or other identification number
 4. Source of the property Identification of the title holder
 5. Acquisition date
 6. Cost of the property
 7. Percentage of Federal participation in the cost of the property
 8. Location of the property
 9. Use and condition of the property
 10. Disposition data, including the date of disposal and sale price
 11. A physical inventory of the property and reconcile the results with the property records at least once every 2 years.
 12. Loss, damage, or theft:
 - A control system must be in place with adequate safeguards to prevent these occurrences.
 - Promptly and properly investigate any loss damage, or theft.
 - Establish and use adequate maintenance procedures to keep the property in good condition.
 - If authorized or required to sell the property, a proper sales procedure must be established to ensure the highest possible return.

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 via the NCC provided reimbursement request form.
- **Positions** – Any position 100% funded through grant funds and/or match must be 100% dedicated to the grant program allowable activities.
- **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:

Match is **not** required for the CESF funding.

APPLICATION SUBMISSION

(Please note, Applicants not submitting as instructed below may be considered invalid submissions)

- **ONE - PDF copy of the complete application form**
 - a. Signed by the Authorized Official
 - b. Label PDF as "Application – Your Agency Name"
- **Email Application form and all required documents as attachments to:**
 - a. ncc.cesf@nebraska.gov.
 - b. The **Subject Line** in the email for submissions **must** include the title of grant (**NE-CESF**), and agency name. (e.g., **NE-CESF (your agency name)**)
 - c. Please see the **Application Required Forms Chart** for a list of documents that must be provided at submission when applicable.
- **Application Format:** *(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 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**) The Authorized Official cannot also be the PPOC or FPOC
- **Training and Technical Assistance:**

Technical Assistance can be requested as necessary by contacting Kellie Rabenhorst, Federal Grants and Programs Director. Kellie.rabenhorst@nebraska.gov or 402-471-2266.

APPLICATION INSTRUCTIONS

➤ 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).

➤ Budget Template:

- All costs must be necessary, reasonable, allowable, allocable and substantiated.
- **Please download and complete the [CESF Budget Template](#).**
 - The Budget Template will be submitted in the Excel Format provided.
 - Title the document "Budget Template-Agency Name".

• 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.
- **Budget requests for items that will have an ongoing cost once the pandemic is over must address sustainability of the cost for the project once the funding has ended.**

➤ 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. CESF funding can only support the percentage of personnel time that is allocated/devoted to the CESF 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 CESF.

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 CESF devoted salary calculated for fringes. See the Example tab on the Budget Template.

➤ **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.

- **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.

- Mark the travel as local, in-state or out-of-state and the departure and destination points.
- Calculate the costs by completing the areas relevant to travel for each purpose.
- 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:

- Please include the capitalization threshold per agency policy in the narrative for quicker review.
- Describe all equipment expenses. Explain why the requested expenses are necessary to support the project.
- 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)
- 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:

- Describe all supply expenses. Explain why the requested expenses are necessary to support the project
- 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;
- 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 per hour = \$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 per hours = \$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:

- Describe all other costs expenses. Explain why the requested expenses are necessary to support the project.
- Explain the cost breakdown and how match funds were determined to include the allocation and calculation for each line item
- 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 funding.

Indirect Costs Narrative

- For all indirect costs requested, complete the budget chart and narratives to address the following:
 - Explain how the indirect cost rate was determined (Federally approved or 10% “de minimis”).
 - 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 page 17 for the chart and example to calculate the de minimis.

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 | |

Application Form

➤ **Project Summary (100 words or less):**

A concise statement, of 100 words or less, highlighting the major aspects of the proposed project. This will be completed on the application form and will be shared with U.S. Department of Justice and other interested parties.

➤ **Project/Activity Description (limit 3 pages):**

In a separate Word document provide the following information:

1. Expand your CESF proposed Project/Activity Summary to describe the specific coronavirus prevention, preparation, and/or response efforts that will be addressed with this funding.
2. Include the types of services or items that will be funded, the costs of these services/items, and the reasons for the costs being requested. Address the need for each item requested. Provide any quotes that are available.
3. As applicable, explain how individuals come into contact with the service or item and what occurs once the individuals comes into contact with the service/item.
4. Address the role and responsibilities of each position involved in the proposed coronavirus prevention, preparation, and/or response effort.
5. Address the estimated number of jobs to be created or retained by the proposed project or activity.
6. Identify other agencies directly or indirectly involved in the project, their roles, responsibilities, and how coordination is achieved.
7. Include a Time-task plan that will indicate what activities will occur, the projected time frame (month, year) and person responsible. (Does not count toward 3-page limit)

➤ **Funding Request for Personnel Positions**

Use the chart provided on the Application form to indicate the number of positions (jobs) expected to be created or retained utilizing the requested funds. This would not include contract/consultant.

➤ **Disclosure of Awarded Funds & Pending Applications for Coronavirus Response**

The Application form, page 3, has several questions to assist Nebraska Crime Commission with making appropriate funding decisions. Follow the directions on the application to answer each of the three questions pertaining to other funding sources and resources in response to coronavirus. The chart that is provided on page 4 of the application must be completed for all funding sources that the organization has made application to for the purposes of the coronavirus pandemic. If the organization has not made any applications indicate "None."

➤ **Authorized Official Signature**

All documents requiring the signature of the Authorized Official, must be signed by the Authorized Official indicated on page 1 of the Application form. For the purposes of NCC funding, the Authorized Official is typically the Mayor, Board Chair, Board President, Executive Director, or positions of similar authority.

FG&P CESF Required Forms

- **Certified Assurances**
- **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.
- **CESF Application Form**
 - Must be completed in entirety
- **Attachments**
 - All attachments are to be submitted in the following format: **Document Name-Agency Name** (For example: Certified Assurances-NCC)
 - **For a list of all required documents see page 21**
- **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, it is included in the Application Form to assist in expediting the review process.
 - Incomplete applications will not be considered for funding.
 - Submit the completed and signed CESF Application Form and all required documents (as separate attachments) via email to ncc.cesf@nebraska.gov. Other methods of submitting the documents will not be accepted.

FY20 CESF Application Required Forms Chart

| DATE COMPLETED | SECTION NAME & ORDER | PAGE LIMITS |
|----------------|---|---|
| | Grant Applicant & POC Information | Pages as provided. See Application Form. |
| | CESF Propose Project/Activity Description | Maximum of 3-pages. |
| | Budget Template to include narratives | N/A – Provided Excel document. |
| | Funding Request for Personnel Positions | Chart as provided. |
| | Applicant Disclosure of Awarded Funds and Pending Applications | Chart as provided. |
| DATE COMPLETED | ADDITIONAL ATTACHMENTS | |
| | Signed & Dated Debarment and Drug-Free Workplace Forms | Forms provided |
| | Signed & Dated Certified Assurances | Form provided |
| | SAM Registration | PDF of SAM Registration |
| | 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 |
| | 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 |
| | Organizational Questionnaire | PDF form provided to be completed on all direct applicants and any associated sub-applicants. |
| | Emergency/Coronavirus Response Plan | PDF attachment of the Entity's existing Emergency Response Plan or Coronavirus Response Plan. |