



# 2021-2023 Community-based Juvenile Services Aid Request for Application (RFA)

## YEAR 1

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

### PROJECT PERIOD

July 1, 2021 – June 30, 2023

### ESTIMATED AWARD AMOUNT

\$6,048,000.00

### DEADLINE

March 26, 2021 by 5:00 p.m. (CDT)

### CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact:

Trent Chestnutt, Grant Administrator | 402.471.3450 | [Trent.Chestnutt@nebraska.gov](mailto:Trent.Chestnutt@nebraska.gov)  
Jessica Svoboda, Grant Administrator | 402.910.7815 | [Jessica.Svoboda@nebraska.gov](mailto:Jessica.Svoboda@nebraska.gov)  
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*In accordance with the Americans with Disabilities Act, Nebraska will provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission at 402.471.2194. (TTY 1.800.833.7352)*

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## OVERVIEW

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The Community-based Juvenile Services Aid Program (CBA) is a grant program within the Juvenile Services Act (Nebraska Revised Statute 43-2401 to 43-2412) to serve eligible youth who are eleven through eighteen years of age as described in the funding purpose. Pursuant to NRS §43-2404.02, the Community-based Juvenile Services Aid Program shall be apportioned as aid in accordance with a formula based on the total number of residents per county and federally recognized or state-recognized Indian tribe who are twelve years of age through eighteen years of age and other relevant factors as determined by the Commission. On January 15, 2021, the Commission voted and approved the determination of other relevant factors that may be included in the formula. The other relevant factors included in the 2021 formula include percent of children under age 18 in poverty, percent change in population since 2010, and percent of population that is non-white. The formula allocation amounts are located on page 21 of this request for application. Counties and tribes may request an amount not to exceed the predetermined allocation on the 2021 Community-based Juvenile Services Aid [CB] Application.

Ten percent of the Community-based Juvenile Services Aid Program shall be set aside for the development of a common dataset and evaluation of program effectiveness. All programs funded through Community-based Juvenile Services Aid Program that serve youth shall report individual-level data. All programs that are not directly serving youth shall report program-level data as deemed appropriate.

## FUNDS AVAILABLE

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The Nebraska Crime Commission will award \$6,048,00.00 for this solicitation that covers Year 1 of a 24 month (2 year) project period. For Year 2 (2022-2023), applicants will be asked to submit the second year budget and any program request changes. Requests for Year 2 should take into consideration grant management and successful grant performance, including expending awarded funds, complying with all funding requirements, and meeting expected program outcomes. Projects requesting one-time expenses (such as program equipment and technology needs) will need to integrate those into the first quarter of the 24-month project to ensure that the project can fully benefit from these types of purchases.

Amount of funds available is contingent upon legislative appropriation. Should a different amount be appropriated, a new distribution of funds will be released with updated allocations. The formula allocation amounts are located on page 21 of this request for application.

## DEADLINE

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The 2021 Community-based Juvenile Services Aid [CB] Application and 2021 Community-based Juvenile Services Aid Enhancement [EB] Application must be submitted by 5:00 pm. (CDT) on Friday, March 26, 2021. Only electronic submission to [Kristy.Nguyen@Nebraska.gov](mailto:Kristy.Nguyen@Nebraska.gov) will be accepted. Refer to application submission section on page 11 for instructions.

## ELIGIBILITY

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

To be eligible for funding, applicants are required to develop, adopt, and submit a comprehensive juvenile services community plan (community plan) to the Nebraska Crime Commission. Funding priorities shall be identified within this community plan. Local data and community collaboration will assist in determining the priorities and strategies used to address needs of the community. **Funding requests must directly align with the community planning priorities that have been identified by the community planning team.** This process allows communities to identify priorities which will establish programs and services that will divert youth from the juvenile justice system.

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

## FUNDING PURPOSE

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

The Community-based Juvenile Services Aid Program shall be used in alignment with the Juvenile Services Act purpose<sup>1</sup> and to promote the development and implementation of community-based programs designed to prevent unlawful behavior and to effectively minimize the depth and duration of the juvenile's involvement in the juvenile justice system. Programs and services shall be designed to serve and target youth who are eleven through eighteen years of age. Aid recipients shall prioritize programs and services that will divert juveniles from the juvenile justice system, reduce the population of juveniles in juvenile detention and secure confinement, and assist in transitioning juveniles from out-of-home placements.

For purposes of the Community-based Juvenile Services Aid Program, the population of youth being served must be youth in the juvenile justice system or be at risk of entering the juvenile justice system. Youth at risk shall include youth who are identified as being at risk of violating the law, those whose behavior is such that they endanger themselves or others, youth with low protective factors,<sup>2</sup> youth with risk factors for delinquency<sup>3</sup>, youth with criminogenic needs factors,<sup>4</sup> and at-risk youth as defined by the federal act.<sup>5</sup> Programs and services targeting non-criminogenic risk factors alone (such as mental health, anxiety, low self-esteem, creative abilities, and medical needs) for a general population of youth that are not for the specific purpose of including in the programming of the at-risk population do not align with the purpose of this grant program. Low self-esteem is a prime example of a non-criminogenic factor. Although a youth's low self-esteem may suggest a need for counseling, it is not a risk factor for delinquency, and changing a youth's self-esteem level will not change the likelihood of reoffending.<sup>6</sup>

**Programs or services that are not developed for the purpose of serving this population of youth are not eligible for funding under this grant program, regardless if previously funded.**

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

<sup>2</sup> Protective factors are characteristics of youth or the environment surrounding the youth that interact with risk factors to reduce the odds of involvement in the juvenile justice system. A listing of Risk and Criminogenic Need Factors and Protective Factors and Assets can be found in Appendix A.

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

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

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

<sup>6</sup> Vincent, Gina M., Laura S. Guy, and Thomas Grisso. 2012. Risk Assessment in Juvenile Justice: A Guidebook for Implementation. New York, N.Y.: Models for Change. [https://njjn.org/uploads/digital-library/Risk\\_Assessment\\_in\\_Juvenile\\_Justice\\_A\\_Guidebook\\_for\\_Implementation.pdf](https://njjn.org/uploads/digital-library/Risk_Assessment_in_Juvenile_Justice_A_Guidebook_for_Implementation.pdf)

## Allowable Program Type Requests

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

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

A listing of program definitions can be found in Appendix B.

### **Please Note:**

#### *Alternative to Detention Facility*

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

#### *Crisis Response Programs*

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

#### *Mental Health Programs*

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

#### *Prevention/Promotion Programs*

The brief in Appendix C of the Appendices will be utilized to determine funding for prevention and promotion programs that are requested through the 2021 Community-based Juvenile Services Aid Program. This brief outlines nine key components for principles of effective programs which include the following categories:

- 1) Program Characteristics
- 2) Matching the Program with Target Populations
- 3) Implementation and Evaluation

To receive funds through the Community-based Juvenile Services Aid Program, prevention and promotion programs must demonstrate how they are striving to meet all nine principles of effective programming in the 2021 grant application. It has been a challenge for prevention and promotion programs to justify alignment with the statutory purpose of these funds. In order for the Juvenile Justice Institute to evaluate recidivism and other important measures to determine the effectiveness of programs funded through this grant program, prevention and promotion programs must adhere to the principles of effective programs.

### *School Resource Officers*

School resources officers will not be funded through the Community-based Juvenile Services Aid Program effective July 1, 2021. Other programs intended to reduce risk and promote positive relationships between law enforcement and at-risk and delinquent youth may be considered, so long as the practices are evidence-based and in alignment with the funding purpose as outlined on page 4.

### *Teen Court Programs*

Teen court programs will not be funded through the Community-based Juveniles Services Aid Program effective July 1, 2021. Other diversion programs will be considered, so long as the practices are evidence-based and in alignment with the funding purpose as outlined on page 4.

## **FUNDING LIMITATIONS**

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All funds and rates requested must be reasonable and consistent with those paid for similar services in the marketplace and in alignment with the work proposed. A market analysis may be required for any rate that is not verifiable as consistent with the rates in the market. Rates shall not exceed reimbursement rates from Probation Administration for the same or similar service. For more information on Probation Administration Juvenile Services Definitions and Rates, see:

<https://supremecourt.nebraska.gov/probation/community-based-programs-field-services-division/rehabilitative-services/juvenile-service-definitions>

### *System Improvement Programs*

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

### *Personnel*

Employees covered by collective bargaining management agreements may receive increases as directed by the provisions of their labor agreements. Increases to grant funded county/tribe personnel should be in alignment with county/tribe wide salary increase approved and implemented by the respective governing board. All other annual salary increases shall be in accordance with the Consumer Price Index (CPI), Midwest Region as established by the Bureau of Labor Statistics, U.S. Department of Labor and shall not exceed 1% increase to his/her base pay for FY2021-2022. For additional information about the CPI-U, Midwest Region data, see:

[https://www.bls.gov/regions/mountain-plains/news-release/ConsumerPriceIndex\\_Midwest.htm](https://www.bls.gov/regions/mountain-plains/news-release/ConsumerPriceIndex_Midwest.htm)

### *Operating Expenses*

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

## Allowable Operating Expenses

<b>Communication Expense:</b> Includes voice, data, internet, and videoconferencing; costs for services necessary and directly related the program.
<b>Conference Registration:</b> Registration fee for employees' attendance at a conference or similar event relevant to the program or service funded through the Community-based Juvenile Services Aid Program. Retention of a conference agenda is required.
<b>Dues &amp; Subscription Expense:</b> Costs of dues, subscription, memberships, and annual license fees; as it pertains to the Community-based Juvenile Services Aid Program and directly related to and necessary in effectively meeting the program goals and outcomes. Subject to reviewer discretion.
<b>Educational &amp; Program Materials:</b> Supplies used for educational and recreational purposes such as teaching aids, books, manuals, workbooks, videos, etc. Program supplies include items necessary for youth to participate in the program.
<b>External Fees for Youth:</b> Costs of youth fees paid to organizations for external activities directly related to effectively meeting program goals and outcomes.
<b>Food and/or Beverage for Youth:</b> Food and/or beverage costs for youth in conjunction with a program or service funded through the Community-based Juvenile Services Aid Program.
<b>Incentives:</b> Costs for incentives provided to youth directly related to effectively meeting program goals and outcomes. Provide proper documentation that illustrates a positive effect on youth.
<b>Postage Expense:</b> Postage meter expenses or stamps.
<b>Program Equipment:</b> On a case-by-case basis, programs may request approval to purchase computers, tablets, software programs, software subscriptions, or related items reasonable and necessary to carry out the functions of the program or service. Such requests will be considered once every four years.
<b>Transportation for Youth:</b> Costs of transporting youth to and from placements, evaluations, or services.

## Unallowable Operating Expenses

<b>Auditing Expense:</b> Contractual services for the state auditor or other auditing, accounting, and CPA firms.
<b>Construction of Facilities:</b> Construction of secure detention facilities, secure youth treatment facilities, secure youth confinement facilities, capital construction of facilities, capital expenditures, and the lease or acquisition of such facilities, beyond the one-time use outlined in Nebraska Revised Statute §43-2404.02(3)(c).
<b>E-Commerce Expense:</b> Costs of renting webpage space and related fees. Costs and fees for using online information services and databases.
<b>Drug testing:</b> Includes testing supplies and lab confirmation fees.
<b>Food and/or Beverage:</b> Food and/or beverages for any meeting, conference, training, etc. This restriction does not impact direct payment of per diem amounts to individuals attending a meeting or conference, in adherence with meal guidelines in the application instructions. Additionally, this restriction does not impact costs for youth in programs or receiving services through the Community-based Juvenile Services Aid Program.
<b>Indirect Organizational Costs:</b> Costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.
<b>Lobbying:</b> The Anti-Lobbying Act, 18 U.S.C. §1913, contains significant restrictions on the use of funding for lobbying.
<b>Office Equipment:</b> Includes purchase and rent of all office equipment and furniture, office furnishings, desks, chairs, bookcases, photocopiers and fax machines, etc.
<b>Office Supplies:</b> Costs of office supplies, such as stationery, forms, paper, ink, unexposed film, desk mat, calendars, stapler, floor mats, pens, pencils, pictures, inkjet/toner cartridges, ribbons, bookends, key, batteries, books, etc. These include expenses incurred in publishing reports and legal notices, advertising, duplication and copying services, book binding, picture framing, film processing, photographic services, etc. Cost of postal services and post office box rental.
<b>Office Space and Utilities:</b> Includes purchase and rent of space for office, warehousing, parking and storage. Utilities include natural gas, electricity, water, sewer, coal, propane, and steam.
<b>Overtime Costs:</b> Costs of wages in excess of base rate of pay, to include any employee bonuses. This includes personnel for agencies who are subcontracted through this grant.
<b>Stipends and Scholarships:</b> Stipends and scholarships are unallowable. Fee Waivers are encouraged.

## FUNDING REQUIREMENTS

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

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

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

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

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

**Special Conditions** – Awarded grantees must sign Special Conditions which include, but are not limited to requirements under federal and state laws in addition to requirements for records retention, accounting, data collection, reporting, and any additional requirements of the Community-based Juvenile Services Aid Program. Grantees sub-awarding any of the award must also receive signed Special Conditions from the sub-award subgrantee.

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

**Sub-Awards and Contracts** – Counties and tribes may sub-award the Community-based Juvenile Services Aid award to private or non-profit agencies to administer programs with community-based funds. Sub-awards involve the passing down of grant funds to a partner agency based on actual costs. The awarding county/tribe must provide a sub-award with special conditions to be signed and agreed to by the sub-awarded subgrantee. All sub-award requests must be included in the program summary and sub-award budget category in the application. Counties and tribes may also contract with service providers to provide a program or service. The county or tribe must have a current contract with the contractor that complies with the requirements in the Juvenile Programs and Interventions Guidebook.

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

## COMPREHENSIVE JUVENILE SERVICES COMMUNITY PLAN

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To be eligible for the Community-based Juvenile Services Aid Program, a comprehensive juvenile services community plan (community plan) shall be developed, adopted, and submitted to the Nebraska Crime Commission. To be eligible for 2021 funding, community plans shall be submitted to the Nebraska Crime Commission for the timeframe July 1, 2021 – June 30, 2025.

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

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

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

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

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

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

## COMMUNITY-BASED JUVENILE SERVICES AID ENHANCEMENT

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

The EB program must adhere to the requirements of the CB program. The deadline, eligibility, funding purpose, funding requirements, funding limitations, community planning requirements, grant commencement and duration, grant approval timeline, application format, application submission, and evidence-based practice expectations for the EB program are the same as the requirements outlined in the CB program. Additionally, the EB grant application must maintain the same project personnel listed on the CB grant application. Priority for funding will be for those grant applications funding programs and services that will divert juveniles from the juvenile justice system, impact and effectively treat juveniles within the juvenile justice system, and reduce the juvenile detention population or assist juveniles in transitioning from out-of-home placements to in-home treatments. Funding determinations may be based on the applicant grant management, compliance history, and capacity of the applicant to adequately expend the funds with minimal turn back at the close of the grant.

**EB Application Instructions:** Please use the application instructions located in this Request for Application. The EB application includes the following sections:

- Section I: Applicant Information
- Section II: Program Summary
- Section III: Budget
- Section IV: Memorandum of Understanding, if applicable.
- Section V: Electronic Submission
- Section VI: Assurances and Signature

## GRANT COMMENCEMENT AND DURATION

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Nebraska Crime Commission requires funded projects be implemented within 30 days from the start date listed on the grant award, or as specified by the Community-based Juvenile Services Aid Program Administrator. The project period for the 2021 Community-based Juvenile Services Aid Program is July 1, 2021 – June 30, 2023. Funds will not be disbursed until the prior month's expenditures have been incurred and requested for reimbursement.

The Crime Commission utilizes GrantVantage as the grant management system. Funded projects will receive information on user licenses and system permissions at time of award notification.

## APPLICATION FORMAT

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- All documents must be type written with unedited formatting, saved and submitted in PDF. Scanned copies will not be accepted other than signed certifications.
- Delete blank sections and pages.

## APPLICATION SUBMISSION

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All applicants applying for 2021 Community-based Juvenile Services Aid Program [CB] and 2021 Community-based Juvenile Services Aid Enhancement Program [EB], shall submit an application electronically in PDF format to [Kristy.Nguyen@Nebraska.gov](mailto:Kristy.Nguyen@Nebraska.gov). Applications are due March 26, 2021 at 5:00 p.m. (CDT).

**Prior to submitting the application,** have all documents from the Required Documents Checklist in Appendix D completed and ready. **All documents are required for a complete application and must be submitted in ONE E-MAIL.**

The Nebraska Crime Commission will not accept late applications due to issues that could have been mitigated with proper planning and time management. Applicants will be required to complete all grant sections, review required attachments, obtain signed certifications, and submit all application sections and attachments. Please plan time accordingly.

The Crime Commission will host an application webinar to answer questions on the grant application on Tuesday, February 2, 2021 at 1:30 p.m. (CST). Participation is not required. Webinar access information will be posted on the Crime Commission [website](#).

## GRANT APPROVAL TIMELINE (Tentative)

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January 15, 2021	Grant Announcement
March, 26, 2021	Application Due Date
April 21-23, 2021	Staff Review
April 29-30, 2021	Grant Review
May 7, 2021	Commission Funding Panel Final Review and Funding Determination
May 14, 2021	Final Funding Determination Notices to Applicants (award contingencies due within 30 days)
June 14, 2021	Award Contingencies due to the Crime Commission
June 18, 2021	Grant Award documents emailed and due the NCC within 30 days
August 13, 2021	Appeals to the Crime Commission

# APPLICATION INSTRUCTIONS

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## **SECTION I: APPLICANT INFORMATION**

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

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

**List of Partnering Counties/Tribes** are counties and tribes who agree, through a memorandum of understanding, to receive funds and provide services as outlined in the grant application.

**Lead Project Contact** is the individual who will serve as the main point of contact for the Crime Commission and Juvenile Justice Institute, and will receive all grant correspondence. This person is responsible for the daily management of the grant, including reporting requirements. This person will receive a license to GrantVantage to manage the grant once it is awarded, unless a designee is appointed. This individual is best suited to answer questions and be most knowledgeable on the programs funded in the grant.

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

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

**Authorized Official** is the County Board Chair or Tribal Council Chair of the Lead County or Lead Tribe. This individual may be included in correspondence as deemed appropriate.

## **SECTION II: PROGRAM SUMMARY**

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

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

Instructions for each column:

- **Program Title:** Include the name of the program (e.g., Happy Kids program), and not the name of the program component being funded (e.g., after school director).
- **Over-arching Type, Program Type, and Sub-program Type:** Definitions are available on JJI's [website](#). To select each of these, choose the program types that best align with the goals of the program and how those goals are achieved. If the JJI definitions do not apply to your program or if you are unsure, please contact JJI or NCC to assist you with selecting program types. Program Type Definitions can be [here](#).
- **Currently Funded by CBA or New Request:** Indicate if this is an existing program through the 2020 CBA grant or a new program that will need access to JCMS for reporting.
- **Amount Requested for each Program:** Round up or down to the nearest dollar.

**Program Narrative:** The Program Narrative will be used for both currently funded requests and new requests. Complete all questions applicable to the type of request. Fill out system improvement narrative only for all system improvement requests. Delete unused narratives.

1. **Is this program or service currently funded by Community-based Juvenile Services Aid:** Check "yes" or "no". If "yes" answer questions a-e, if "no" move onto question 2.
2. **What allowable program type request on page 5 of the Request for Application does this program fall under:** Choose the appropriate allowable program from the pick list. See page 5 for program types.

3. **Describe all practices this program or service uses that are supported by current evidence-based research:** Describe how the practices being used are supported by evidence and are effective or positively impacting youth. Examples may include, but are not limited to the following:
  - a. Use of evidence-based curriculums and incorporating evidence-based practices; and
  - b. Use of screening and assessment tools.
  
4. **Describe the specific identified need in your community plan that will be addressed by this program:** In accordance with Title 75, Chapter 1, each funding request is to be written consistent with the program development strategies outlined in the community plan. If the program or service is not written consistent with the development strategies in your community plan, then the request shall be denied, unless a revised community plan is submitted to the Nebraska Crime Commission to include the necessary revisions.
  
5. **Provide the data from the Community Needs Assessment that supports identified need:** Refer to the needs assessment that was provided by JJI and incorporated into you community plan. Use specific data points to show the program request addresses the identified need.
  
6. **What are the specific goals of the program as it relates to the problem identified above?** This is a two year project proposal, goals, and services explained will cover years 1 and 2.
  - a. Explain what services will be provided in year 1 and what needs are going to be addressed.
  - b. Explain what services will be provided in year 2 and what needs are going to be addressed.
  
7. **Provide a description of the program or service by answering the following:**
  - a. List the agency(s) that will be providing services for the proposed program.
  - b. Explain the purpose of the program: Explain how the program will be addressing the needs identified in the community, including activities and services provided to the youth, and skills and knowledge gained by the youth.
  - c. List the expected changes that the program will likely bring to your community: Identify positive outcomes that will result from the services
  - d. Identify how success will be measured by the services provided: How will the community measure and determine the impact necessary has been achieved?
  
8. **Describe the target population being served by this program or service.** Target population refers to the group(s) of youth a program or service is designed to serve. Applications should define the target population by answering the following:
  - a. Age, Gender, and Race/Ethnicity: List the age, gender, and race/ethnicity targeted by your program. Ensure that the program request is targeting the appropriate demographics based on best practices.
  - b. Juvenile Justice System Point: Use the definitions below to identify the juvenile justice system point that is being targeted with the program request.
    - i. Voluntary Services: law enforcement may or may not have contact with youth, but no citation has been issued and no referral has been made to the county/city attorney.
    - ii. Pre-filing: law enforcement citation or referral has been made to the county/city attorney, but there has not yet been a formal filing made in court.
    - iii. Pre-adjudicated: there has been a formal filing with the court that has not been adjudicated and the county is responsible for the cost of services.
    - iv. Post-adjudicated: the youth has been adjudicated in court and the state is responsible for the cost of services.
  - c. List the risk and criminogenic need factors being targeted by this program: See Appendix A in the Appendices for the list of risk and criminogenic need factors to be used in the grant application to answer this question.
  - d. List the protective factors and assets being strengthened that address the risk and criminogenic need factors identified above: See Appendix A in the Appendices for the list of protective factors and assets to be used in the grant application to answer this question.
  - e. Explain how the youth population served meets the definition of a youth in the juvenile justice system or at risk of entering the juvenile justice system as outlined in the Funding Purpose of the Request for Application: Review the funding purpose on page 4 and the description of eligible youth. Explain the population of youth served by the proposed program and how they are eligible pursuant to the funding purpose outlined in this RFA.

9. **Explain the referral process by answering the following:**
  - a. Explain what would prompt a referral to the program or service (including the referral process to the program, and a list the agencies and/or individuals who refer youth to this program or service: Describe what situation would result in a referral to this program, who your program receives referrals from on a regular basis.
  - b. Explain the process used to determine appropriateness of youth for the program: For example, explain how a youth is the right “fit” for this program and how they would come to the attention of the agency or individual making the referral. Provide a step-by-step process used to determine how the youth enters the program, ensuing the youth is appropriate for the program.
  - c. List the screening and/or assessment tools used to determine eligibility and appropriateness: List all screening and assessment tools used by the program.
  - d. Do all referrals get accepted? Check the applicable box of “yes” or “no”. If no, explain why referrals would not be accepted and under what circumstances(s) this may happen.
10. **FOR PREVENTION/PROMOTION PROGRAMS ONLY: Describe how the program meets all nine principles of effective programming.** Refer to prevention/promotion programs section on page 4 and Appendix C of this Request for Application regarding the nine principles of effective program. List all nine principles and how this program or service meets those principles. If the program does not meet all nine principles, describe what changes the program will implement to strive to meet all nine principles.

**Program Narrative: SYSTEM IMPROVEMENT:** Fill out system improvement narrative only for all system improvement requests regardless if new or existing.

1. **Describe the specific identified need in your community plan that will be addressed by this program:** In accordance with Title 75, Chapter 1, each funding request is to be written consistent with the program development strategies outlined in the community plan. If the program or service is not written consistent with the development strategies in your community plan, then the request shall be denied, unless a revised community plan is submitted to the Nebraska Crime Commission to include the necessary revisions.
2. **Provide the data from the Community Needs Assessment that supports the identified need:** Refer to the needs assessment that was provided by JJI and incorporated into you community plan. Use specific data points to show the program request addresses the identified need.
3. **Does this program or service fall under administration, including financial administration, grant administration, coordination, and grant writing:** Check “yes” or “no”
4. **Does this program or service fall under community engagement, including collective impact, community planning, and backbone support:** Check “yes” or ‘no”
5. **What are the specific goals of the program as it relates to the problem identified above?** This is a two year project proposal, goals, and services explained will cover years 1 and 2.
  - a. Explain what services will be provided in year 1 and what needs are going to be addressed.
  - b. Explain what services will be provided in year 2 and what needs are going to be addressed.
6. **Provide a description of the system improvement service by answering the following:**
  - a. Provide an explanation of services that will be addressing the needs identified in the community plan.
  - b. Provide an explanation of how these activities will address needs in the community.
  - c. Provide an explanation of the changes/objectives your services will provide in the community.
  - d. Provide an explanation of how the system improvement service will address the needs identified in the community plan and if this service has made a positive impact.
  - e. Provide an explanation of how this service will measure what kind of impact the key activities will have on the community need identified.
7. **Describe any accomplishments and progress this service has made with system improvement efforts over the last year:** Briefly provide a narrative on what this service has accomplished over the previous year to meet the priorities in the community plan and why the service needs to be funded to continue to meet those priorities.

8. **Describe any barriers encountered with system improvement implementation and how they were addressed:** Briefly provide a narrative on any barriers with moving system improvement forward in your community, how they are being addressed, how this service will overcome those barriers and why this service needs to be funded to do that.

### **SECTION III: BUDGET**

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

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

#### **Personnel Table (County/Tribe Employees)**

- **Program Title-** List the program title associated with the Program Type Table.
- **Position Title and Name** – List title of the position that is being requested and individual name of the person holding the position.
- **Agency Name-** List the name of the agency employing the position being requested.
- **Full-time or Part-Time** – Indicate whether a position is full-time by typing “F” or part-time by typing “P”.
- **New or Existing** – Indicate whether a position is new by typing “N” or existing by typing “E”. If a position is being requested for the first time through Community-based Juvenile Services Aid, but has been existing then that position is considered “E”.
- **Current Annual Salary** – List the current annual salary of the corresponding position.
- **Projected Annual Salary** – List the projected annual salary that will become effective on July 1, 2021.
- **Percent Time Devoted** – List the percentage of time devoted to Community-based Juvenile Services Aid for each position listed. This includes the time projected to be spent on all allowable requests listed in the grant application. (2080 hours annually = 100% or full-time)
- **Requested Wages** – List the amount of wages being requested through the grant application.
- **Requested Fringe** – List the amount of fringe benefits being requested through the grant application. All fringe benefits are to be based on the employer's share only. The employee's share is to be withheld from his/her wages. Only basic fringe benefits of insurance offered by the agency (health, life, professional liability, etc.), FICA, unemployment insurance, workers compensation, costs of leave (holidays, sick leave, vacation), and pension/retirement can be included. Vacation and leave time are included in normal working hours (FTE 2080 hours/year) and are not added benefits. Funds to support cafeteria plans are not allowed by the Nebraska Crime Commission.
- **Requested Total** – List the sum of the “requested wages” and “requested fringe”. This will provide the amount of total funds being requested for each position to include wages and fringe benefits.
- **Total Project Cost** – List the sum of the “requested wages”, and “requested fringe”. This is the total cost of a position that is being requested by the county/tribe.

**Personnel Table Budget Breakdown:** A budget breakdown must be completed for **each** position:

1. **Program Title and Position Title:** List the title of the program and title of the personnel position. This will match the program and position listed in the Personnel Table.
2. **Is this position new or existing:** Check “new” or “existing”.
3. **If existing, describe how this position was previously funded:** Some examples of previous funding may include, but are not limited to: county funds, tribe funds, different grant source, Community-based Juvenile Services Aid, DHHS, etc.
4. **Briefly describe how this request complies with the non-supplanting requirement:** Provide an

explanation that funds being requested for this position will not be used to supplant (replace) existing funds that would, in the absence of Community-based Aid funds, be made available for grant purposes.

5. **Provide job description:** Complete one of the following options:
  - a) If the position is already created and existing then paste in the official job description.
  - b) If the position is new then write a summary of the anticipated job duties in the space provided for this question. If the position is new and a job description has already been created then paste in the official job description into the grant application.
6. **Provide justification for an annual salary increase:** If this position is expected to obtain an annual salary increase, provide the reason and include documentation to justify the increase. Review the personnel paragraph on page six of this RFA for information on allowable increases.
7. **Provide a personnel budget breakdown on the following:**
  - a) Breakdown of wages requested for each position.
    - Example 1: 1,900 hours x \$20.00/hour = \$38,000
    - Example 2: 2,080 hours x \$18.75/hour = \$39,000
  - b) Breakdown of fringe benefits requested for each position. In the example, note how fringe benefits are appropriately pro-rated based on the amount of state dollars requested. Only include basic fringe benefits and provide details explaining each benefit requested. Consider the following: Health Insurance @ \$6,000 per year/single coverage; FICA @.0765 of total salary, etc.
    - Example 1: \$38,000 x .0765 (FICA) = \$2,907 + \$6,000 (health insurance) = \$8,907
    - Example 2: \$39,000 x .0765 (FICA) = \$2,984 + \$6,000 (health insurance) = \$8,984

**Travel-County/Tribe:** All travel requests will abide by the policies and procedures of the Nebraska Crime Commission and the Nebraska Department of Administrative Services. Currently, out-of-state travel is unallowable. In-state travel is limited to mission critical initiatives. If the out-of-state travel ban is removed in the future, grantees will submit an Out-of-State Travel Request form at least 6 weeks prior to travel. Copy the travel expenses form and complete it for each travel purpose. Rates for meals and lodging are listed on the General Services Administration website (GSA) and are subject to change every year on October 1. **\*All travel expenses listed below are reimbursed for actual expenses incurred within allowable rates only.\***

- **Program Title-** List the program associated with the Program Type Table.
- **Travel Purpose** – List the purpose funds are being requested for travel.
- **Type of Travel** – Check whether the travel is within the community (local) or in-state. Currently, out-of-state travel is unallowable.
- **Justification for Travel** – Provide an explanation for this travel request and how it will benefit youth being served by programs and services in the community. If this travel request is for administration, provide an explanation for this travel request and how it will benefit the community and youth being served. Explain how this request aligns with the funding purpose listed in this Request for Application.
- **Position(s) which will be traveling for this purpose** – List the positions that will be traveling for the purpose stated.
- **Cost breakdown:**
  - ✓ **Mileage** – Reimbursable at the rate listed for business travel specified on the IRS website: <https://www.irs.gov/tax-professionals/standard-mileage-rates>
  - ✓ **Lodging** – Available for reimbursement the night before an activity begins through the night before an activity ends. Rates must not exceed those listed for the location of travel which is found on the General Services Administration (GSA) website: <http://www.gsa.gov/portal/category/100120>
  - ✓ **Meals** – Meal expenses incurred during travel shall be reimbursed on a per diem basis pursuant to Neb. Rev. Stat. § 81-1174. Reimbursement will be based on the following:
    - The Per Diem Rate shall be 70% of the daily federal per diem rate (GSA Per Diem Rates <http://www.gsa.gov/portal/category/100120>).
    - The first and last day of travel will be prorated at 75% of the State Per Diem Rate.

- Any meal that is provided, such as at a conference or breakfast at Hotel, shall be deducted from the daily Per Diem Rate, unless there are extenuating circumstances.
- Allowable timeframe to request reimbursement for meals when traveling overnight:
  - Breakfast: When individual leaves for overnight travel at or before 6:30 a.m.
  - Lunch: When individual leaves for overnight travel at or before 11:00 a.m. or returns from overnight travel at or after 2:00 p.m.
  - Dinner: When individual returns from overnight travel at or after 7:00 p.m.
- One-day travel: meals for same day travel are not allowable for reimbursement.
- Incidentals are not allowable for reimbursement.

**Operating Expenses-County/Tribe:** See “Funding Limitations” in this document to receive guidance on unallowable/allowable operating expenses. Complete all blanks in the table when requesting funds for operating expenses to include the rate per month, amount requested, and total cost. **If requesting funds for the one-time use to convert an existing juvenile detention facility or other existing structure for use as an alternative to detention, please contact the Community-based Juvenile Services Aid Program Manager to complete a separate form that is required to be submitted in addition to the grant application.**

**Operating Expenses Budget Breakdown:**

1. **If you are requesting funds for educational materials, list the name and purpose for each material:** List the name or title of the educational materials being requested. Additionally, list why this specific educational material is utilized for the youth being served.
2. **Provide research that supports the selection of the educational materials:** List any information or resources that were utilized to choose the educational materials that are being listed. Grant reviewers desire to understand the reason and method used when deciding to use a specific educational material.
3. **If requesting program equipment, list each item requested and purpose, and three quotes for the equipment requested:** Program equipment requests are requests that will assist in the necessary functions of the program. Provide a description of what is being requested and what this equipment will be used for. Three quotes must be provided; equipment purchased must be managed in accordance with State Property and Equipment guidelines.
4. **Explain how each operating expense listed above will benefit a program or service listed in this grant application:** There are several operating expenses that are allowable and an explanation is needed for each request for this question. For example, if incentives for youth are being requested, then explain how purchasing incentives has benefited that particular service or program. What has been witnessed as a result of purchasing incentives for youth? Did their attendance increase? Did their grades increase? If so, what data or information was used to support the purchase of these incentives?
5. **Provide a breakdown of costs for each line item above:** Answer this question for all requests in the operating expenses table. For example, if incentives for youth are being requested at a rate of \$500/month in the operating expenses table, this does not provide a detailed breakdown. Therefore, for this question, a breakdown would be provided such as: \$50 incentives for 10 youth per month = \$500/month.

**Contract Fee For Service– County/Tribe:** Funds in this category should reflect programs/services contracted out to agencies or individuals. Fee for service contracts must have a current legal contract between the lead county/tribe and the contractor. Only utilize one table (Contract Fee for Service) for each request. Contracts must adhere to the federal guidelines of the maximum rate of **\$81.25/hour or \$650/day**. The rate for independent contractors must be reasonable and consistent with those paid for similar services in the marketplace and in alignment with the work proposed. A market analysis may be required for any rate that is not verifiable as consistent with the rates in the market. Rates shall not exceed reimbursement rates from Probation Administration for the same or similar service. For more information on Probation Administration Juvenile Services Definitions and Rates, see: <https://supremecourt.nebraska.gov/probation/community-based-programs-field-services-division/rehabilitative-services/juvenile-service-definitions>. Lodging, meals, and travel costs should be included in the daily rate, prohibiting additional charges above the full daily rate. Grantees must adhere to Nebraska Revised Statute §23-3108. All other entities must follow their written procurement process and if a process is not in place, then the entity must use Nebraska’s procurement process governed by DAS.

**Contract Fee for Service Table:** Use this table for independent contractors who provide service for a flat fee rate.

- **Program Title**- List the program title associated with the Program Type Table.
- **Service Type** – List the type of service being requested such as tracker, electronic monitoring, mediation, counseling, presenter, etc.
- **Provider Name** – List the agency or contractor responsible for providing service type.
- **Rate** – list the dollar amount that is being requested either hourly or daily.
- **Number of Hours/Days** – List the amount of hours or days this service is being requested. Then check the box to denote whether the rate is being charged either by the hour or day.
- **Amount Requested** – List the amount that is being requested in this box. Multiply the rate by the number of hours/days.
- **Total cost** – List the total project cost which is the sum of the amount requested.

**Sub-Awards:** Funds in this category should reflect programs/services sub-awarded out to agencies. If the county/tribe does not directly operate the program, but relies on another entity to run the entire program, the whole budget is shown as a sub-award. There must be a sub-award with signed special conditions with the sub-award agency.

1. **Sub-Award Budget Summary Table:** List each sub-award on this table. The County/Tribe is fiscally responsible and must ensure all funds are spent properly by all sub-awarded programs/services. Proceed to fill out separate budget category forms for each sub-award agency.
  - **Agency Name** – List the Agency name receiving the sub-award.
  - **Personnel** – Enter the total for personnel requested from this grant.
  - **Travel** - Enter the total for travel requested from this grant.
  - **Operating Expenses** – Enter the total for operating expenses requested from this grant.
  - **Contract Fee For Service** – Enter the total for contract fee for services requested from this grant.
  - **Requested Amount** - Enter the total amount requested for each sub-award.
  - **Total Amount Requested** – Enter the total amount requested for all sub-awards.
2. **Sub-Award Personnel Table (Non-County/Tribe):** This chart is used for personnel of the sub-awarded agency requesting funds for programs within their corresponding county/tribe. All positions being requested that are not directly funded by the county/tribe will be listed in this table. These positions are personnel of the sub-awarded agency. This table is exactly the same as the County/Tribe Personnel Table; therefore, refer to those same instructions.
3. **Sub-Award Travel Expenses:** Funds in this category should reflect travel expenses of non-county/tribe personnel of the sub-awarded agency. Refer to the travel instructions outlined in County/Tribe Travel, as this section adheres to the same set of guidelines. All travel requests will abide by the policies and procedures of the Nebraska Crime Commission and the Nebraska Department of Administrative Services. Currently, out-of-state travel is unallowable. In-state travel is limited to mission critical initiatives. Copy the travel expenses form and complete it for each travel purpose. Rates for meals and lodging are listed on the General Services Administration website (GSA) and are subject to change every year on October 1. **\*All travel expenses listed below are reimbursed for actual expenses incurred within allowable rates only\***
4. **Sub-Award Operating Expenses:** See “Funding Limitations” in this document to receive guidance on unallowable/allowable operating expenses. Complete all blanks in the table when requesting funds for operating expenses to include the rate per month, amount requested, and total cost.

**Operating Expenses Budget Breakdown:** Refer to the operating expenses budget breakdown outlined in County/Tribe Operating Expenses, as this section adheres to the same set of guidelines.

5. **Sub-Awards Contract Fee for Service Table:** Use this table for independent contractors who provide service for a flat fee rate. Contracts must adhere to the federal guidelines of the maximum rate of **\$81.25/hour or \$650/day**. The rate for independent contractors must be reasonable and consistent with those paid for similar services in the marketplace and in alignment with the work proposed. A market analysis may be required for any rate that is not verifiable as consistent with the rates in the market. Rates shall not exceed reimbursement rates from Probation Administration for the same or similar service. For more information on Probation Administration Juvenile Services Definitions and Rates, see: <https://supremecourt.nebraska.gov/probation/community-based->

programs-field-services-division/rehabilitative-services/juvenile-service-definitions. Lodging, meals, and travel costs should be included in the daily rate, prohibiting additional charges above the full daily rate. Grantees must adhere to Nebraska Revised Statute §23-3108. All other entities must follow their written procurement process and if a process is not in place, then the entity must use Nebraska's procurement process governed by DAS.

- **Program Title**- List the program title associated with the Program Type Table.
  - **Service Type** – List the type of service being requested such as tracker, electronic monitoring, mediation, counseling, presenter, etc.
  - **Provider Name** – List the agency or contractor responsible for providing service type.
  - **Rate** – list the dollar amount that is being requested either hourly or daily.
  - **Number of Hours/Days** – List the amount of hours or days this service is being requested. Then check the box to denote whether the rate is being charged either by the hour or day.
  - **Amount Requested** – List the amount that is being requested in this box. Multiply the rate by the number of hours/days.
  - **Total cost** – List the total project cost which is the sum of the amount requested.
6. **Sub-Awards Total:** Enter the total amount requested for the agency sub-award to include personnel fees, travel fees, operating fees, and contract fees. Place them in the appropriate category.

**\*All rates, item descriptions, and budgeting requirements are derived from the Nebraska Department of Administrative Services – State Accounting Division, Office of Justice Programs 2017 Financial Guide, Title 75, Chapter 1, and Operating Instructions at the Nebraska Commission on Law Enforcement and Criminal Justice**

## **SECTION IV: COMMUNITY PLANNING INFORMATION**

### **COMMUNITY TEAM INFORMATION**

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

1. *Did the community team vote and approve the requests in this application:* Check “yes” or “no”. It is required that funding requests in the application be determined by a majority vote among the community planning team.
  - a) *If no, how was this decision made:* Explain the process in which the funding requests were determined in the application.
  - b) *Provide the meeting date and agenda when the application was approved:* The Nebraska Crime Commission may require meeting minutes in the future.
2. *Did the community planning team meet quarterly:* It is highly recommended that the team meet quarterly or more often. If the team met quarterly or more often check “yes”, if less than quarterly check “no”.
  - a) *If no, explain the barriers that prevented regular community meetings:* Please list the specific issues that prevented the team from meeting regularly (e.g. geography, staffing, resources, schedules, etc.).
  - b) *Describe the proposed solutions to the barriers above:* Provide specific details for addressing these barriers and the planning process for the community team to schedule regular meetings.
  - c) *List the community stakeholders represented at the community team meetings:* List the agencies that are represented at community team meetings on a regular basis.
3. *Did the community team contribute to the development of the community plan:* Check “yes” or “no”.
  - a) If no, explain:
  - b) How were the priorities and strategies in the community plan determined:
  - c) Are all of the priorities in your community plan being addressed: Check “yes” or “no”.
  - d) If no, explain:

## **SECTION V: MEMORANDUMS OF UNDERSTANDING**

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

## **SECTION VI: ELECTRONIC SUBMISSION**

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

## **SECTION VII: ASSURANCES AND SIGNATURE**

Read the required assurances carefully and have them signed by the applicable signatory (Authorized Official (Lead County Board Chairperson or Tribal Council Chairperson) or other grant personnel) for the grant application. This can be done using digital signature or hand signed and scanned. It is advised that the all individuals on the grant also thoroughly read and understand the requirements in the Juvenile Programs and Interventions Guidebook.

# DISTRIBUTION OF FUNDS

## July 1, 2021-June 30, 2022 Allocations

Adams County	\$84,460
Antelope County	\$13,847
Arthur County	\$5,000
Banner County	\$5,000
Blaine County	\$5,000
Boone County	\$11,887
Box Butte County	\$27,552
Boyd County	\$5,000
Brown County	\$5,000
Buffalo County	\$162,898
Burt County	\$13,065
Butler County	\$26,373
Cass County	\$108,272
Cedar County	\$19,034
Chase County	\$16,564
Cherry County	\$27,842
Cheyenne County	\$26,847
Clay County	\$21,417
Colfax County	\$57,210
Cuming County	\$21,334
Custer County	\$33,954
Dakota County	\$87,975
Dawes County	\$31,629
Dawson County	\$82,970
Deuel County	\$5,000
Dixon County	\$23,936
Dodge County	\$121,196
Douglas County	\$1,407,095
Dundy County	\$5,000
Fillmore County	\$12,338
Franklin County	\$5,000
Frontier County	\$5,000
Furnas County	\$20,384
Gage County	\$46,834
Garden County	\$5,000
Garfield County	\$15,612
Gosper County	\$10,926
Grant County	\$5,000
Greeley County	\$10,320
Hall County	\$180,069
Hamilton County	\$38,380
Harlan County	\$10,407
Hayes County	\$5,000
Hitchcock County	\$8,606
Holt County	\$20,735
Hooker County	\$5,000
Howard County	\$32,289
Jefferson County	\$16,852
Johnson County	\$30,057

Kearney County	\$27,840
Keith County	\$24,010
Keya Paha County	\$5,000
Kimball County	\$11,306
Knox County	\$22,041
Lancaster County	\$1,071,025
Lincoln County	\$119,798
Logan County	\$5,000
Loup County	\$5,000
Madison County	\$117,521
McPherson County	\$5,000
Merrick County	\$31,817
Morrill County	\$9,630
Nance County	\$10,007
Nemaha County	\$27,686
Nuckolls County	\$5,000
Omaha Reservation	\$42,724
Otoe County	\$51,004
Pawnee County	\$5,000
Perkins County	\$10,914
Phelps County	\$29,164
Pierce County	\$25,027
Platte County	\$108,352
Polk County	\$28,190
Ponca Tribe	\$5,000
Red Willow County	\$29,356
Richardson County	\$13,002
Rock County	\$5,000
Saline County	\$55,691
Santee Reservation	\$33,351
Sarpy County	\$548,392
Saunders County	\$80,510
Scotts Bluff County	\$107,807
Seward County	\$73,134
Sheridan County	\$14,552
Sherman County	\$10,401
Sioux County	\$5,000
Stanton County	\$28,233
Thayer County	\$5,644
Thomas County	\$5,000
Thurston County	\$42,704
Valley County	\$11,176
Washington County	\$83,667
Wayne County	\$33,967
Webster County	\$7,911
Wheeler County	\$5,000
Winnebago Reservation	\$64,789
York County	\$34,493

## **APPENDICES**

# APPENDIX A

## Risk and Criminogenic Need Factors

## Protective Factors and Assets

### INDIVIDUAL

Drug/Alcohol use  
 Learning disability  
 Anxiety/depression  
 Mental health disorder(s)  
 Antisocial attitudes  
 Sensation seeking  
 Defiance of authority  
 Lack of concern for others  
 Inappropriate use of time  
 Previous victimization

Positive attitudes, values, and beliefs  
 High personal drive/self-esteem  
 Positive mental, physical, and emotional health  
 Use of positive coping skills  
 Well-developed communication skills  
 Self-regulation/Impulse control  
 Positive attitudes/relations with authoritative figures  
 Compassion for others  
 Constructive use of time (youth programs, athletics, etc.)  
 Problem-solving skills

### FAMILY

Lack of supervision  
 Lack of discipline  
 Low parental warmth  
 Parental hostility  
 Abusive parent(s)  
 Parental substance use  
 Poor prenatal and early childhood health  
 Family violence

Adequate parental monitoring  
 Consistent discipline  
 Positive student-parent bond  
 Language-based discipline  
 Positive adult role models  
 Clear expectations of prosocial behaviors/values  
 Healthy prenatal and early childhood care  
 Supportive adult(s) within the home

### EDUCATION/COMMUNITY

Truancy  
 Low achievement  
 Low attachment  
 Low literacy  
 High crime neighborhood  
 Disenfranchised neighborhood

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

### PEERS

Deviant peer groups

Healthy/Positive peer relationships  
 Supportive social group

#### Resources:

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

# APPENDIX B

## Program Type Definitions

- a) Alternatives to Detention (ATD): A program or directive that increases supervision of a youth that would otherwise be securely detained, in an effort to ensure the youth attends court and refrains from committing a new law violation. The alternative shall least restrict the youth's freedom of movement, provided the alternative is compatible with the best interest of the youth and the community. Examples include: electronic monitoring, day and evening reporting centers, tracker, shelter care, and family crisis response.
- b) Diversion: Programs aimed at steering minor law violations and lower-risk youth away from the juvenile system who would otherwise have charges filed or be adjudicated. Diversion programs may work with Crossover Youth (youth dually involved in child welfare and juvenile justice system). Teen Courts will not be funded.
- c) Family Support: Community-based services that promote the well-being of children and families as well as increase the strength and stability of families. Examples include: family support worker, parenting class, advocacy and social worker.
- d) Mental Health Services: Programs providing mental health services for youth in diversion, in the juvenile justice system or at-risk of entering the juvenile justice system, in need of such services including, but are not limited to programs utilizing screening, diagnosis, and treatment to promote the youth's recognition of their abilities and coping skills to assist with promotion mental health well-being.
- e) Prevention/Promotion: Methods or activities for delinquent and other at-risk youth that seek to reduce or deter specific or predictable problems, protect the current state of well-being, or promote desired outcomes or behaviors. Promotion programs are programs for positive youth development that build on protective factors for, and develop competencies in, delinquent and other at-risk youth, by assisting in obtaining—
  - i) a sense of safety and structure;
  - ii) a sense of belonging and membership;
  - iii) a sense of self-worth and social contribution;
  - iv) a sense of independence and control over one's life; and
  - v) a sense of closeness in interpersonal relationships;
- f) School-based: Education programs or supportive services in traditional public schools and detention/corrections education settings to encourage youth to remain in school or alternative learning programs, support transition to work and self-sufficiency, and enhance coordination between correctional programs and juveniles' local education programs to ensure the instruction they receive outside school is aligned with that provided in their schools and that any identified learning problems are communicated.
  - i) After School Programs: Programs that provide at-risk youth and youth in the juvenile justice systems with a range of age-appropriate activities, including tutoring, mentoring, and other educational and enrichment activities.
  - ii) Alternative Schools: Academic enrichment programs where services are focused on youth expelled or suspended from their home school system.
  - iii) School Interventionist: An individual responsible for identifying and coordinating a behavioral or academic intervention for a student. The intervention process includes clearly identifying the problem, selecting a strategy to address the problem, and measuring the effectiveness of the strategy.
  - iv) Truancy Programs: Programs aimed at steering youth that had an unauthorized absence in an effort to prevent system involvement.
- g) Mediation: A form of conflict resolution in which trained leaders help the victim(s) and offender work together to resolve disputes. Mediators do not make judgements or offer advice, and they have no power to force decisions. Victims are able to have input into an offender's sentence. Includes victim impact statements, defining the restitution owed, or other forms of affecting resolution of a juvenile justice case. Other stakeholders may participate in the process as well.
- h) Restorative Justice: Practices, programs, or services that emphasize repairing the harm caused to victims and the community by persons who have caused the harm or committed an offense. Restorative justice practices may include, but are not limited to, victim youth conferencing, victim-offender mediation, youth or community dialogue, panels, circles, and truancy mediation.
- i) Mentoring: Programs to develop and sustain a one- to-one supportive relationship between a responsible adult age 18 or older (mentor) and an at-risk youth, youth who have offended or youth in the juvenile justice system (mentee) that takes place on a regular basis.
  - i) Community Mentoring: a mentoring model where a positive adult is engaged in the youth's life by spending time in the community together. The match is based on interests, hobbies, and compatibility in order to

spend time together to share fun activities they both enjoy. The goal of this mentoring model is to reduce drug and alcohol use and antisocial behavior through establishing a supportive friendship and providing guidance.

- ii) Juvenile Justice Based Mentoring: a mentoring model where youth with some involvement in the juvenile justice system (ranging from diversion to YRTC) are matched with an adult who will demonstrate prosocial attitudes and behaviors while helping the youth navigate the juvenile justice system. The goal of this mentoring model is to prevent the youth from further involvement with the justice system.
- iii) School-based Mentoring: a mentoring model where youth meet with their mentor on school premises. The goal of school-based programs is to improve youth attendance, grades, and attitudes towards school so that the youth is more likely to graduate.
- iv) Youth-initiated Mentoring: a mentoring model where the youth identifies individuals that he or she already views as a natural support or mentor. A formal program then helps ensure that the match is safe and supportive for the youth. YIM models also help develop natural mentors for more sustainable matches. The goal of youth initiated mentoring is to help youth identify and sustain healthy support systems.
- j) Drug Court: A diversion program addressing criminal behavior driven by or related to substance abuse. Multi-phased program coordinating efforts of treatment, medical, judicial, and corrections officers to direct offenders away from criminal activity.
- k) Reentry: A process that intentionally prepares youth and families for return from an out of home placement back to their communities. Activities and communications prior to discharge strengthen the connection between the youth in placement with their family, home, and community.
- l) Crisis Response: Teams trained to intervene in cases where juvenile's health or safety is threatened, resolves serious conflicts between parent/guardian and juvenile regarding conduct/repeated disregard for authority, a pattern of repeated absence from school, or runaway behaviors.
- m) Crisis Respite: Respite care for children provides temporary relief for parents and other caregivers through a temporary absence of the child from their family; this is not an extended placement.
- n) Assessment Program: A location where staff can meet with juveniles to assess the risk and needs of juveniles referred and provide recommendations for services for prevention and intervention to include referrals to a diversion program or informal program to avoid charges filed (i.e. early assessment, pre-diversion). Includes programs utilizing diagnostic techniques and methods that aid in aligning youth with the best services that will promote mental health well-being.
- o) Referral Service: Agency that helps juveniles and families locate community services based on the needs of the juvenile. May cover the costs of the services for the family.
- p) Juvenile Justice System Improvement Programs: Programs, research, and other initiatives to examine issues or improve practices, policies, or procedures on a system-wide basis (e.g., Data, Evaluator, Racial and Ethnic Disparity Coordinator, JDAI Coordinator)
- q) Planning and Administration: Activities related to community plan development, other pre-award activities, and administration of the grant funds, including reporting, monitoring, and grant compliance (e.g. Grant Coordinator, Collective Impact Coordinator, Backbone Support Organization)

# APPENDIX C



UNIVERSITY OF NEBRASKA AT OMAHA

JUVENILE JUSTICE INSTITUTE

EVIDENCE-BASED  
NEBRASKA

## Evidence-Based Practices Brief

EB-NE Brief #2: August 2018

in conjunction with **NEBRASKA**

Good Life. Great Service.

COMMISSION ON LAW ENFORCEMENT  
AND CRIMINAL JUSTICE

### Preventing Delinquency & Promoting Prosocial Activities

Recognizing the need to support youth before problem behaviors take shape, prevention programs emerged in the 1970s to address the needs of youth and families; however, these early programs were rarely rooted in either theory or research on childhood development. Consequently, programs began incorporating information gleaned from longitudinal studies to address specific risk factors identified as predictive of problem behaviors in youth. In the 1980s, prevention efforts often focused on a single problem behavior, however in the early 1990s, consensus emerged that programs should expand beyond focusing on a single problem behavior and instead examine co-occurrence of problem behaviors and common predictors of multiple problem behaviors (Catalano et al., 2004). Further, prevention efforts recognized that promoting positive youth development was just as important as avoiding negative behaviors (Catalano et al., 2004; W.T. Grant Consortium, 1992).

#### Communities that Care

Communities that Care (CTC) is a prevention framework system that aims to reduce risk and prevent problem behaviors, while enhancing protection and promoting healthy youth development (Hawkins 1999). CTC seeks to prevent problem behaviors and promote

positive development by creating opportunities for prosocial involvement. To do so, CTC involves trained community stakeholders who assess community risk with epidemiological data, create a community-specific profile of risk, and then target two to five elevated risk factors by implementing evidence-based effective prevention programs in the community. Changes in the prevention service system are expected to reduce risk and strengthen protective factors at the community-level. With respect to protective factors, CTC coalitions are asked to provide developmentally appropriate opportunities for prosocial activities, teach them skills to successfully be involved, and provided consistent recognition of their efforts and achievements (Kim et al., 2015). To empirically test the efficacy of the CTC framework, a randomized control trial in 24 communities and seven states was conducted in which youth in each community were surveyed annually for seven years. The general findings indicated that communities implementing CTC significantly reduced the onset of substance use and delinquency through high school (Catalano et al., 2014).

#### Principles of Effective Programs

In reviewing the vast literature on prevention and promotion programs,

Nation and colleagues (2003) identified nine general principles of effective programs aimed at preventing delinquency-related behaviors.

#### Program Characteristics

- (1) Comprehensive: including a combination of interventions to address the problem behavior, and engaging multiple systems or domains that have an impact on the behavior (e.g., schools, family, community, peers)
- (2) Varied teaching methods: emphasizing the needs for active, skills-based component that provides hands-on experiences that increase the development of cognitive, language, and social skills necessary for the target behavior; but not to rely too much on knowledge, information, or group discussions
- (3) Provided sufficient dosage: enough exposure to the intervention to have an impact (intensity of program measured in quantity and quality of contact hours), with the risk level of the youth taken into account and providing follow-up or booster sessions.

CBA1006- Rev. -18

4) Theory-driven: based on scientific justification, including etiological theories focused on the causes of the problem behavior (e.g., risk or protective factors); and intervention theories focused on the best method for changing etiological risks.

(5) Provided opportunities for positive relationships: providing exposure to individualized, healthy attention from adults (e.g., parents, other adult mentors) and peers that promote strong relationships and support positive outcomes

#### Matching the Program with Target Populations

(6) Appropriately timed: implementing interventions early enough to have an impact on the development of the problem behavior (prior to the problem behavior) and are sensitive to the developmental needs of the youth

(7) Socio-culturally relevant: programming should be both culturally relevant to youth in the program and should be tailored to address the individual needs of the youth (not a one-size -fits all)

#### Implementation and Evaluation

(8) Outcome evaluation: clear goals and objectives that can be systematically evaluated periodically to document outcomes relative to the goals to measure of program effectiveness

(9) Well-trained staff: staff should be sensitive, competent, and receive sufficient training, support and supervision; considering turnover,

morale, and buy-in

## Nebraska Prevention and Promotion Programs

The Community-based Aid (CBA) grant process follows a similar framework to the CTC framework. Nebraska communities select community stakeholders who are responsible for identifying appropriate community-level data to create a community-specific risk profile and then select appropriate evidence-based programs to meet the community's needs. One method for this process, as recommended by the Juvenile Justice Institute (JJI), is to provide the modified Risk and Protective factors survey created by JJI to youth enrolling in CBA-funded programs and then comparing this

data to the state and county-level data provided by the Bureau of Sociological Research (BOSR) at the University of Nebraska-Lincoln (<https://bosr.unl.edu/sharp>).

To assist communities in identifying their community-specific risk profile, the Juvenile Justice Institute has prepared program-specific reports for each CBA-funded promotion/prevention program. There are also other data sources available online to meet these needs. The nine principles of effective programming can then be used to assess whether programs are evidence-based. If a program is not currently meeting these nine, then they should demonstrate how they plan to meet all nine elements in the upcoming year.

#### REFERENCES

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- Catalano, R.F., Haggerty, K.P., & Hawkins, J.D. (2014). More evidence that prevention works: Communities that care significantly reduced substance use, delinquency, and violence through grade 12. *JAMA Pediatrics*, 168, 122-129.
- Hawkins, J. D. (1999). Preventing crime and violence through communities that care. *European Journal on Criminal Policy and Research*, 7, 443-458.
- Kim, B.K.E., Gloppen, K.M., Rhew, I.C., Oesterle, S., & Hawkins, J.D. (2015). Effects of Communities that Care Prevention System on Youth Reports of Protective Factors. *Prevention Science*, 16, 652-662.
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- Nation, M., Crusto, C., Wandersman, A., Kumpfer, K.L., Seybolt, D., Morrissey-Kane, E., & Davino, K. (2003). What works in prevention: Principles of effective prevention programs. *American Psychologist*, 58, 449-456.
- W. T. Grant Consortium on the School-Based Promotion of Social Competence (1992). *Drug and alcohol prevention curricula In Communities that care: Action for drug abuse prevention*, edited by J. David Hawkins, Richard F. Catalano Jr., et al., 129-48. San Francisco: Jossey-Bass.

# APPENDIX D

## REQUIRED DOCUMENTS CHECKLIST

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