NEBRASKA
Good Life. Great Service.

COMMISSION ON LAW ENFORCEMENT
AND CRIMINAL JUSTICE

FY2023 Juvenile Services Commission Grant Program Request for Application (RFA)

Pursuant to Nebraska Revised Statute §43-2405, the Nebraska Commission on Law Enforcement and Criminal Justice (Nebraska Crime Commission) is pleased to announce that it is seeking applications for qualified applicants in Nebraska for the Juvenile Services Commission Grant Program.

AWARD PERIOD
July 1, 2022 – June 30, 2023

FUNDS AVAILABLE
$564,600.00

DEADLINE
March 21, 2022 by 5:00 p.m. (CDT)

CONTACT INFORMATION
For assistance with the requirements of this solicitation, contact:

Jessica Svoboda, Grant Administrator | 402.910.7815 | Jessica.Svoboda@nebraska.gov
Amy Hoffman, Director | 402.471.3846 | Amy.Hoffman@nebraska.gov

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

Release Date Monday, February 7, 2022

Table of Contents

2023 Juvenile Services Commission Grant Program Request for Application (RFA)

OVERVIEW

Pursuant to Nebraska Revised Statute §43-2406, the Juvenile Services Commission Grant Program (Juvenile Services) shall be apportioned as aid to the Nebraska Crime Commission (Commission) and the Commission shall award grants on a competitive basis to eligible applicants based upon criteria determined by the Commission. Grants provided under the Commission Grant Program may be used for developing programs under the Juvenile Services Act (Neb. Rev. Stat. § 43-2401 to 43-2412). **All programs funded through Juvenile Services Commission Grant Program that serve youth shall report individual-level data through the Juvenile Case Management System (JCMS). All programs not directly serving youth shall report program-level data as deemed appropriate.**

DEADLINE

The 2023 Juvenile Services Grant [JS] Application must be submitted by 5:00 pm. (CDT) on Monday, March 21, 2022. Only electronic submission to jessica.svoboda@Nebraska.gov will be accepted. Refer to application submission section on page 8 for instructions.

ELIGIBILITY

Applicants are limited to community-based agency or organization, political subdivision, school district, federally recognized or state-recognized Indian tribe, or any combination of the entities listed. If two or more entities partner on a single application, there must be one entity designated as the *Lead Agency* to receive and disburse grant funds. Applicants may give consideration to contracting with private non-profit agencies to administer programs and services with Juvenile Service funds. The *Lead Agency* is responsible for all funds and must adhere to all requirements and conditions as outlined by the Nebraska Crime Commission.

To be eligible for participation in the Juvenile Services Grant Program, a comprehensive juvenile services community plan shall be developed, adopted, and submitted to the Commission. The application shall include a comprehensive juvenile services plan. 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 in the community plan submitted to and approved by the Commission. If you are not familiar with your community planning team, please reach out to the Commission.

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

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).

Funds received through the Juvenile Services Grant Program shall be used exclusively to assist the recipient in the implementation and operation of programs or the provision of services identified in the recipient's community plan, including; Programs for local planning and service coordination; screening, assessment, and evaluation; diversion; alternatives to detention; family support services; treatment services; reentry services; truancy prevention and intervention programs; and other services documented by data that will positively impact juveniles and families in the juvenile justice system. Programs and services shall be designed to serve and target youth who are eleven through eighteen years of age.

For purposes of the Juvenile Services Grant, 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,[1] youth with risk factors for delinquency[2], youth with criminogenic needs factors,[3] and at-risk youth as defined by the federal act.[4] 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.[5]

Mental Health Specific 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.

Programs or services not developed for the purpose of serving the above described population of youth are not eligible for funding under this grant program, regardless if previously funded. Applications not clearly identifying the population of youth served by the proposed program and how they meet the funding requirement will not be awarded funding.

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

---

[1] 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.

[2] 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.

[3] 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.

[4] 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)).

[5] 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

FUNDING LIMITATIONS

Juvenile Services Commission Grant Program funds shall not be used to acquire, develop, build, or improve local correctional facilities. Grants received under the Commission Grant Program shall not be used for capital construction or the lease or acquisition of facilities. Grants received by an eligible applicant under the Juvenile Services Commission Grant Program shall not be used to replace or supplant any funds currently being used to support existing programs for juveniles.

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 Salaries
Employees covered by collective bargaining management agreements may receive increases as directed by the provisions of their labor agreements. Increases to grant funded county/tribe personnel should be in alignment with county/tribe wide salary increase approved and implemented by the respective governing board. All other annual salary increases 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 5.8% increase to his/her base pay for FY2021-2022. For additional information about the CPI-U, Midwest Region data, see: consumerpriceindex_midwest_20210713.pdf (bls.gov)

**This is not a recommendation of what a salary increase rate should be, rather if the rate exceeds the CPI Midwest rate then justification by county board action must be provided. **

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
Communication Expense: Includes voice, data, internet, and videoconferencing; costs for services necessary and directly related the program.
Conference Registration: Registration fee for employees' attendance at a conference or similar event relevant to the program or service funded through the Juvenile Services Grant. Retention of a conference agenda is required.
Dues & Subscription Expense: 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.
Educational & Program Materials: Supplies used for educational and recreational purposes such as teaching aids, books, manuals, workbooks, videos, etc. Program supplies include items necessary for youth to participate in the program.
External Fees for Youth: Costs of youth fees paid to organizations for external activities directly related to effectively meeting program goals and outcomes.
Food and/or Beverage for Youth: Food and/or beverage costs for youth in conjunction with a program or service funded through the Juvenile Services Grant.
Incentives: Costs for incentives provided to youth directly related to effectively meeting program goals and outcomes. Provide proper documentation that illustrates a positive effect on youth. Subject to reviewer discretion on a case-by-case basis.
Postage Expense: Postage meter expenses or stamps.
Program Equipment: On a case-by-case basis, programs may request approval to purchase computers, tablets,

software programs, software subscriptions, or related items reasonable and necessary to carry out the functions of the program or service. Such requests will be considered once every four years.

Transportation for Youth: Costs of transporting youth to and from placements, evaluations, or services only. This could be in the form of vouchers, bus passes, etc. This does not include van rentals, agency vehicle gas or maintenance for group outings or activities.

Unallowable Operating Expenses

Auditing Expense: Contractual services for the state auditor or other auditing, accounting, and CPA firms.

Construction of Facilities: Construction of secure detention facilities, secure youth treatment facilities, secure youth confinement facilities, capital construction of facilities, capital expenditures, and the lease or acquisition of such facilities, beyond the one-time use outlined in Nebraska Revised Statute §43-2404.02(3)(c).

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

Drug testing: Includes testing supplies and lab confirmation fees.

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

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

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

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

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

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

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

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

FUNDING REQUIREMENTS

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 (6th grade and older) participating in their program. Programs not complying with the assessment requirement will be out of compliance and will not be eligible for reimbursement and future funding from the Juvenile Services Grant.

- 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 8th grade and older.

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

Annual Reporting – Any recipient of aid under the Juvenile Services Grant 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.

Non-supplanting of Funds –Juvenile Services grant funds cannot be used to supplant (replace) other existing funds. Funds presently appropriated for the project may not be deliberately decreased due to additional 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 Juvenile Services grant funds, be made available for grant purposes. Instead, Juvenile Services 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 that 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 Juvenile Services Grant 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 maintenance of 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 – Agencies, counties and tribes may sub-award the Juvenile Services Grant award to private or non-profit agencies to administer programs with grant funds. The awarding agency 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/contracts budget category in the application. Agencies, counties and tribes may also contract with service providers to provide a service. The agency must have a current contract with the contractor that complies with the requirements in the Juvenile Services Grant.

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/

GRANT COMMENCEMENT AND DURATION

Funded projects must be implemented within 30 days from the start date listed on the grant award, or as specified by the Grant Administrator. The project period for the 2023 Juvenile Services Grant Program is July 1, 2022 – June 30, 2023. Funds will not be disbursed until the prior month's expenditures have been incurred and requested for reimbursement.

APPLICATION FORMAT

- 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

All applicants applying for 2023 Juvenile Services Commission Grant Program [JS] shall submit an application electronically in PDF format to Jessica.svoboda@Nebraska.gov. Applications are due March 21, 2022 at 5:00 p.m. (CDT). Late applications will not be accepted.

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

If you have questions about information contained in this document or questions about the application process, please reach out to the Grant Administrator.

GRANT APPROVAL TIMELINE (Tentative)

February 7, 2022	Grant Announcement
March, 21, 2022	Application Due Date
April 4, 2022	Staff Review
April 13, 2022	Grant Review
April 15, 2022	Commission Funding Panel Final Review and Funding Determination
May 2, 2022	Final Funding Determination Notices to Applicants; award contingencies due within 15 days
May 17, 2022	Award Contingencies due to the Crime Commission
June 7, 2022	Grant Award documents emailed and due the Crime Commission within 15 calendar days

APPLICATION INSTRUCTIONS

SECTION I: APPLICANT INFORMATION

Applicant Name (Lead Agency/Organization): is the agency serving as the official applicant. If a group of agencies, counties, or tribes are applying together, only one agency can be designated as the *Lead Agency*. This must be the agency receiving and disbursing grant funds.

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

List of Partnering Agencies/Counties/Tribes are agencies, 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 financial contact in the Lead Agency. 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 typically the Mayor, County Board Chair, City Administrator, Board President or similar position of authority. This individual is likely not involved in day-to-day management of the grant, but 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].
- **New Request or Currently Funded by JS/CBA**: Indicate if this is an existing program through the 2022 JS/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 the Juvenile Services Grant or Community-based Juvenile Services Aid Grant:** Check "yes" or "no". If "yes" answer questions a-e, if "no" move onto question 2.

2. **What allowable program type request on page 18 of the Request for Application does this program fall under:**

Choose the appropriate allowable program from the pick list. See page 18 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 NRS 43-2404, 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?** Explain what services will be provided 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.

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

Personnel Table (Agency 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, 2022.
- **Percent Time Devoted** – List the percentage of time devoted to Juvenile Services Grant Program 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 agency.

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 five 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-Lead Agency: 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 is mission critical, grantees will submit a grant adjustment and an Out-of-State Travel Request form at least 6 weeks prior to travel for pre-approval. Copy the travel expenses form and complete it for each travel purpose. Rates for meals and lodging are listed on the General Services Administration website (GSA) and are subject to change every year on October 1. Meals will be reimbursed following the Nebraska Department f Administrative Services policy ***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 will be reimbursed at the 70% rate.

Operating Expenses- Lead Agency: See "Funding Limitations" in this document to receive guidance on unallowable/allowable operating expenses. Complete all blanks in the table when requesting funds for operating expenses to include the detailed breakdown of costs, amount requested, and total cost. **Do not modify or add budget line items.** Provide a detailed breakdown of each cost. For example, communications expenses might be a Verizon Wireless Cellphone at a rate of $40/month X 12 months = $480. Educational materials would be a breakdown of how much each education material costs, not necessarily broken down by month. Provide the total amount requested for each line item.

1. **If you are requesting funds for educational materials, list the name <u>and</u> 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. **If requesting program equipment, list each item requested <u>and</u> 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.
   a. Purchase date of the equipment being replaced.
   b. Date and description of any other equipment requests by this applicant.

3. **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?

Contract Fee for Service: 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 agency and the contractor. Only utilize one table (Contract Fee for Service) for each request. The rate for independent contractors must be reasonable and consistent with those paid for similar services in the marketplace and in alignment with the work proposed. A market analysis may be required for any rate that is not verifiable as consistent with the rates in the market. Rates shall not exceed reimbursement 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. <u>Lodging, meals, and travel costs should be included in the daily rate, prohibiting additional charges above the full daily rate.</u> Counties 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 Occurrences** – List the amount of hours or days this service is being requested. Then check the box to denote whether the rate is being charged either by the hour or day. If the service is per occurrence, that can be noted in the "Rate" column and Hrs or Days boxes can remain unchecked.
- **Amount Requested** – List the amount that is being requested in this box. Multiply the rate by the number of hours/days.
- **Operating Expenses Total** – 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 other agencies. If the Lead Agency 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 Lead Agency 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-Lead Agency)**: This chart is used for personnel of the sub-awarded agency requesting funds for programs within their corresponding agency. All positions being requested that are not directly funded by the Lead Agency will be listed in this table. These positions are personnel of the sub-awarded agency. This table is exactly the same as the Lead Agency Personnel Table; therefore, refer to those same instructions.

3. **Sub-Award Travel Expenses**: Funds in this category should reflect travel expenses of non-agency personnel of the sub-awarded agency. Refer to the travel instructions outlined in Agency Travel, as this section adheres to the same set of guidelines.

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 detailed breakdown of cost, amount requested, and total cost. Refer to the operating expenses budget breakdown outlined in Agency 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. Refer to the Contracts instructions outlined in County/Tribe Contracts, as this section adheres to the same set of guidelines.

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.

SECTION IV: COMPREHENSIVE JUVENILE SERVICES COMMUNITY PLAN

Pursuant to Nebraska Revised Statute §43-2405(1), the application shall include a comprehensive juvenile services plan. Applications must include a current copy of the Comprehensive Juvenile Services Community Plan for the community in which the program operates. If the program(s) requested in the application is not included in the community plan or serve the purpose of the meeting the needs identified in the community plan, the program will not be eligible to receive grant funding.

SECTION V: MEMORANDUMS OF UNDERSTANDING

For agencies, counties or tribes applying as a group, submit a current copy of the MOU(s) signed by each participating county board chair, tribal council chair, or other agency authorized official confirming the agency, 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: SIGNATURE

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

APPENDICES

APPENDIX A

Risk and Criminogenic Need Factors	Protective Factors and Assets

INDIVIDUAL

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

FAMILY

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

EDUCATION/COMMUNITY

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

PEERS

Deviant peer groups	Healthy/Positive peer relationships
	Supportive social group

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) <u>Alternatives to Detention (ATD):</u> 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) <u>Diversion:</u> 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) <u>Family Support:</u> 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) <u>Mental Health Services</u>: 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) <u>Prevention/Promotion:</u> 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) <u>School-based</u>: 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) <u>Mediation</u>: 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) <u>Restorative Justice</u>: 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) <u>Mentoring</u>: 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) <u>Community Mentoring:</u> 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) <u>Juvenile Justice Based Mentoring:</u> 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) <u>School-based Mentoring</u>: 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) <u>Youth-initiated Mentoring</u>: 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) <u>Drug Court</u>: 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) <u>Reentry</u>: 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) <u>Crisis Response</u>: 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) <u>Crisis Respite</u>: 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) <u>Assessment Program</u>: 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) <u>Referral Service</u>: 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) <u>Juvenile Justice System Improvement Programs</u>: 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) <u>Planning and Administration</u>: 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

REQUIRED DOCUMENTS CHECKLIST

Completed	Application Sections	Description
Section I: Applicant Information		
☐	Applicant Information	See RFA for definitions.
Section II: Program Summary		
☐	Program Type Table	See RFA and UNO EB-NE website for program definitions.
☐	Program Narrative	Each program from the program type table must have its own narrative. See RFA for instructions.
Section III: Budget		
☐	Budget and Narratives	Each request must be in the appropriate budget table with a narrative. See RFA for instructions.
Other Attachments		
☐	Comprehensive Juvenile Services Community Plan	Current, approved Community Plan must be provided with the grant application.
☐	Memorandums of Understanding	Obtain signed MOU for each agency, county, or tribe applying as a group on this application.
☐	Signature	Must be signed by Authorized Official, either Digital Signature or hand signed and scanned.