



Jim Pillen, Governor

MEMORANDUM

To: Juvenile Services Commission Grant Program Applicants
From: Amy Hoffman, Director, Juvenile Programs and Interventions Division
Date: May 19, 2023
Re: Juvenile Services Commission Grant Program Notice of Step-Down Procedures

The purpose of this memorandum is to provide notice that future grant awards for programs continually funded by the Juvenile Services Commission Grant Program may be stepped down pursuant to Operating Instruction Number 38. The Juvenile Programs and Interventions Division and the Nebraska Coalition for Juvenile Justice Coalition Grant Review Committee may also take into consideration programs requesting funds through the Juvenile Services Commission Grant Program that have previously been funded through a Community-based Juvenile Services Aid Enhancement Based grant and the Office of Violence Prevention Grant Program.

The funding step-down process is detailed below:

- **Level 1:** To provide sufficient time for a new program to become stable, a project may be funded at the same level of funding for not more than two (2) years.
- **Level 2:** Continuation projects requesting funding for a third year will be reduced at 25% of the awarded amount in Level 1, providing there are sufficient funds available.
- **Level 3:** Continuation projects requesting funding for a fourth year will be reduced 50% of the awarded amount in Level 1, providing there are sufficient funds available.
- **Level 4:** Continuation projects requesting funding for a fifth year will be reduced 75% of the awarded amount in Level 1, providing there are sufficient funds available.

WAIVER OF STEP-DOWN POLICY: Circumstances may arise which validate the funding of a program at the same or greater amount than the step-down policy allows. In such cases, the Committees may grant a waiver to the step-down policy.

Please note that every grant application received by the Juvenile Programs and Interventions Division will be considered and exceptions may be made on a case-by-case basis.

Dr. Don Arp, Jr., Executive Director

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