

NEBRASKA

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COMMISSION ON LAW ENFORCEMENT
AND CRIMINAL JUSTICE

**Federal Grants & Programs
Division
SFY 2022 Bryne JAG
Funding Opportunity Announcement**

AWARD PERIOD

July 1, 2021– June 30, 2023

AWARD AMOUNT

\$675,966

DEADLINE

January 22, 2021 by 5:00 p.m. (CST)

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact:

Benjamin Rogers, Criminal Justice Grant Section Administrator | 402.875.1312 | benjamin.rogers@nebraska.gov

Kellie Rabenhorst, Director of Federal Grants & Programs | 402.471.2266 | kellie.rabenhorst@nebraska.gov

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

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Introduction:

These instructions are for applicants who wish to apply for competitive funds under the Nebraska JAG Grant Program. For the purposes of this solicitation a Local Program is one that is a local unit of government (town, city, county, township, etc), federally recognized tribe or a non-profit operating within the jurisdiction of the local unit of government and have their support for the project.

Funds Available (estimates):

The Nebraska Crime Commission will award \$675,966 for this solicitation that covers Year 1 of a 24 month (2 year) project period. Funding for Year 2 will be determined by availability of funds, grant management, and successful grant performance measurement. That is defined as 90% expenditure of awarded funds, and Performance Measures being met by at least 90% in Year 1, unless extenuating circumstances are communicated to Grant Manager.

\$517,883 Local

\$158,083 NSP or jurisdictions on the less than \$10,000 list

****No State funds are available for Year 1. Should State funds be available for Year 2, eligible entities will be notified.**

Applicants are advised to continue to strategically plan for future program development and sustainability of programs independent of federal JAG funding to ensure long-term success of their criminal justices programs. Projects requesting one-time expenses (such as equipment and technology needs) will need to integrate those into the first quarter of the 24-month budget to ensure that the project can fully benefit from these types of purchases.

Match:

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

Training and Technical Assistance:

- **Funding Announcement Webinar**
Monday, December 14, 2020
11 a.m. – 12:30 p.m. (CST)
Webinar access information located at: <https://ncc.nebraska.gov/grant-apps>
- **Instructional video** on the submission and application process for GrantVantage is available for viewing at <https://ncc.nebraska.gov/grant-apps>. This site also offers a helpful budget tool.
- For assistance or questions regarding the JAG Grant Program please contact Benjamin Rogers, Criminal Justice Grant Section Administrator at (402) 875-1312 or benjamin.rogers@nebraska.gov.
- **Grant Management Training** is offered on-line and is required within the first year for any newly funded project or when a project has personnel changes in the Project Point of Contact or the Fiscal Point of Contact. All other projects are required to complete the training every three (3) years. This training is recommended for others as a learning experience. GMT can be accessed through the Nebraska Crime Commission's Nebraska Crime Victim – Training and Technical Assistance Program (NCV-TTAP) portal available at <https://ncc.nebraska.gov/ncv-ttap>. This portal does require the user to set up a log-in.

Project Period: July 1, 2021 - June 30, 2023

Projects:

- Projects will be reviewed as competitive applications.
- Start date for the initial year can be no earlier than 7/1/2021.
- Projects with unspent funds at the end of the fiscal year (6/30/2022) will be required to de-obligate those dollars.
- New applicant organizations can expect a Pre-Award on-site visit or a virtual meeting the week of January 26, 2021. The individual listed as the Project Point of Contact on the application must be present. Arrangements will be made by the Nebraska Crime Commission.

Grant Commencement:

Implementation of funded projects must be within 30 days from the start date listed on the Grant Award or another date as specified by the project's designated Nebraska Crime Commission representative noted on the award document. Failure to implement a project within the time frame, or time frame agreed upon by the grant administrator, may result in the loss of grant funds.

Correspondence:

All grant correspondence will include the applicant's identified Project Point of Contact. Contacts such as the Financial Point of Contact, the Authorized Official or other applicant-designated individuals may be included in correspondence, as deemed appropriate.

GrantVantage: The grant management system utilized by the Nebraska Crime Commission. Funded projects receive information on user's licenses and system permissions to conduct reporting activities, make transactions, and request drawdowns at time of award notification.

Timeline (tentative): (listed times are CST) (Subject to change, updates will be posted on NCC Website)

December 7th	Solicitation Announced
December 14th	Funding Announcement Webinar 11am CST
January 22nd	Application DUE by 5 p.m. CST
January 25th	Technical/Administrative Review begins
January 26-29th	Pre-Award Site Visits (or web meeting) NEW Applicants Only
March 8-11	Staff Review conducted
March 31	Crime Commission Funding Panel Review (final determination)
April 14th	Letters mailed to applicants advising of funding determination
April 29th	Award Contingencies due to the Crime Commission
May/June	Grant Award documents mailed and due to NCC within 30 days

Purpose:

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

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

Priority Areas:

Based on results of the Strategic Planning efforts that took place throughout 2020, several recommendations were made by stakeholders across to address the needs of the Nebraska Criminal Justice System. The Nebraska Byrne Justice Assistance Grant Program (JAG) Strategic Plan FFY 2021-2025 is pending approval by the Nebraska Crime Commission Board. However, below are the focused recommendations for the SFY 2022 JAG funding opportunity based on the proposed plan:

1. Corrections and Community Corrections programs in Nebraska that address the behavioral health needs of adults involved in those systems will be increased by adding 2 programs through the utilization of JAG grant funds.
2. Crisis Intervention teams or services for people with behavioral health that come into contact with law enforcement in Nebraska will be increased by the development or enhancement of 2 programs to be located within law enforcement agencies in Nebraska.
3. Community Corrections and community based programs that address prevention and education programs for adults in the criminal justice program will be increased by adding 1 community corrections and 1 community based program through the utilization of JAG grant funds.

Applications that address one of the three above funding recommendations will be prioritized for consideration of funding. Projects that provided services to Juveniles are encouraged to utilize other funding programs administered by the Nebraska Crime Commission such as Community Based Aid, Juvenile Services and Office of Violence Prevention. JAG applications for the purpose of services to juveniles will have lowest priority due to multiple other funding sources being available.

Eligibility:

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

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

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

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

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

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

RESTRICTIONS ON USE OF FUNDS

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

Buy Money

Requests for confidential funds will not be accepted due to the referenced strict federal procedures regarding these funds.

[DOJ Financial Guide](#)

Law Enforcement Agency Training Information Any Law Enforcement agency receiving JAG funding must submit quarterly accountability metrics data related to training on use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public that officers have received. Any grantees that fail to submit this data will have their grant funds frozen.

Evidence Based/Projects Funding Priority

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

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

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

RESOURCES FOR EVIDENCE BASED PRACTICES FOR JAG PURPOSE AREAS:

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

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

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

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

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

Grant Requirements:

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

All non-profits funded are required to make their financial statements available online (either on the organization's website or another publically available website). Those organizations that have federal

501(c)(3) tax status will be considered in compliance with this requirement, to the extent that the organization files IRS Form 990 or equivalent, as several sources already provide searchable online databases of such financial statements.

- **Office of Civil Rights** – Pursuant to 28 CFR Section 42.302 all recipients of federal funds must be in compliance with EEO and Civil Rights requirements. All programs that receive BJA funds or are subawarded BJA funds via program agreements are required to conform to the grant program requirements. If there is a violation to this it may result in suspension or termination of funding, until such time as the recipient is in compliance.
- **Nondiscrimination (Civil Rights)** – Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. All subgrantees must prepare a written policy regarding how the agency will actively notify staff and program participants of nondiscrimination policies.
- **Limited English Proficiency (LEP) Individuals** – In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with Limited English proficiency. All subgrantees must develop a written LEP plan. For more information access: <http://www.lep.gov>.
- **Equal Employment Opportunity Assurance of Compliance** – Compliance is required with the following federal laws which prohibit discrimination on the basis of race, color, national origin, religion, sex, age or disability. These are Title VI of the Civil Rights Act of 1964; Omnibus Crime Control and Safe Streets Act of 1968; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; and the Title IX of the Education Amendments of 1972. All subgrantees must prepare an Equal Opportunity Employment Plan of Certification form and a written policy regarding how the agency will actively notify staff of nondiscrimination policies. An EEO Reporting Tool is available at: <https://ocr-eeop.ncjrs.gov>
- **Employment Eligibility Verification** – Any award recipients (at any tier) must properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. § 1324a(a)(1) and (2).
- **DUNS Number** – All applicants are required to include a DUNS (Data Universal Numbering System) number in their application. This unique nine-digit sequence number is recognized as the universal standard for identifying and keeping track of entities receiving federal funds. It is used for tracking purposes and to validate the address and point of contact information for federal assistance applicants, recipients, and subrecipients. Obtaining a DUNS number is a free, simple, one-time activity. To obtain a DUNS number or to see if the applicant agency already has a DUNS number, call 1-866-705-5711 or go to: <http://fedgov.dnb.com/webform>.
- **System for Award Management (SAM) Registration** – All applicants must be registered on the SAM (formerly Central Contractor Registration/CCR) database. This is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration. Information to

register or update your entity records can be accessed at <http://www.sam.gov/>. All applicants must provide a PDF copy of their SAM registration that shows the current status of the registered entity. The name of the applicant organization must match what is on the SAM registration.

- **Certified Assurances and Certifications Regarding Lobbying; Suspension and Other Responsibility Matter; and Drug Free Workplace** - As recipients of federal funds, the Crime Commission must sign and pass on certain Certified Assurances and requirements to subgrantees. Certified Assurances and Certifications Regarding Lobbying; Suspension and Other Responsibility Matter; and Drug Free Workplace must be signed and returned with the grant application.
- **Determinations of suitability to interact with participating minors** – Any award recipients (at any tier) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual’s employment status. The details of this requirement will be provided in Special Conditions upon award of grant funds.
- **Special Conditions** - Awarded applicants must sign Special Conditions that include but are not limited to requirements under federal and state laws in addition to requirements for accounting, data collection and reporting.
- **Supplemental Funding** – Agencies must provide information on the entire budget and sources of funding for the requested program.
- **Supplanting** - To deliberately reduce state or local funds because of the existence of federal funds. A recipient cannot use federal funds to supplant (replace) other existing funds. Any request to support a project with federal funds must address how the request is NOT supplanting of funds. The applicant must address supplanting by clearly outlining the following:
 - a) how the costs were previously funded;
 - b) why the funds are no longer available; and
 - c) when the funds ended and/or any temporary funding agreements or arrangements.
- **Contracts** – Any request for a noncompetitive approach for a contract of \$250,000 or more will require additional approval from the federal Office of Justice Programs. Contracts must adhere to established procurement processes. Contracts are utilized to purchase specific services and are based on set fees.
- **Subawards** – Also referred to as sub-subrecipients. Projects involving subawards must be issued and monitored for compliance with federal requirements by the lead agency identified on the application information page. Subawards involve the passing down of federal funds to a partner agency based on actual costs.
- **Fiscal Requirements - Commingling of funds on either a program-by-program or project-by-project basis is prohibited.** The subrecipients accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:
 - a) Separate accountability of receipts, obligations, expenditures of all grant funds, disbursements, and balances.
 - b) Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
 - c) Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.

- d) Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities. Match hours must be documented in same manner.
 - e) Increased oversight of Pro-rating of costs that are pro-rated to grant are required to be calculated by utilizing the Proration of Costs Spreadsheet and submitting this spreadsheet with every monthly drawdown request that those expenses are being requested. The NCC Grant Manager assigned to your organization will ensure that only the actual costs for that reporting period are reimbursed.
 - f) Maintenance of payroll authorizations and vouchers.
 - g) Maintenance of records supporting charges for fringe benefits.
 - h) Maintenance of inventory records for equipment purchased, rented, and contributed.
 - i) Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
 - j) Provisions for payment by check.
 - k) Maintenance of travel records (i.e., mileage logs, gas receipts).
 - l) Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.
 - o State agencies are governed by procedures of the Department of Administrative Services (DAS), these are located at <http://das.nebraska.gov/materiel/purchasing.html>
 - o Counties must follow the process outlined in Nebraska statute located at <http://www.nebraskalegislature.gov/laws/statutes.php?statute=23-3108&print=true>
 - o All other agencies (i.e., nonprofit, city) must adhere to the written process of the agency or if none exists, it reverts back to the Crime Commission's process (i.e. the DAS Procurement Process)
- **Equipment** (including replacements) purchased in whole or in part with federal funds must be maintained, at a minimum, meeting the following requirements: (To fully benefit project purchases should be made at the beginning of the project period.)
 - a) Maintain property records which include all of the following:
 - b) Description of the property
 - c) Serial number or other identification number
 - d) Source of the property Identification of the title holder
 - e) Acquisition date
 - f) Cost of the property
 - g) Percentage of Federal participation in the cost of the property
 - h) Location of the property
 - i) Use and condition of the property
 - j) Disposition data, including the date of disposal and sale price
 - k) A physical inventory of the property and reconcile the results with the property records at least once every 2 years.
 - l) Loss, damage, or theft:
 - o A control system must be in place with adequate safeguards to prevent these occurrences.
 - o Promptly and properly investigate any loss damage, or theft.
 - o Establish and use adequate maintenance procedures to keep the property in good condition.
 - o If authorized or required to sell the property, a proper sales procedure must be establish to ensure the highest possible return.
 - m) Original or replacement equipment acquired under the funded project that is no longer needed for the original project must be disposed. This is also true when equipment

acquired under the funded project will be used for other activities. The following must be adhered to in equipment disposition:

- If the item to be disposed of has a current per-unit fair market value of less than \$5,000, it may be retained, sold, or otherwise disposed of with no further obligation to the Crime Commission.
- If the item has a current per-unit fair market value of \$5,000 or more, it may be retained and sold, but the Crime Commission will have a right to a specific dollar amount.

- **Payments** -- All payments from the Crime Commission will be on a reimbursement basis. Required documentation must be submitted by the 15th of the month following the month to be reimbursed in the online grant management system. Reimbursement will not be made until all required documentation has been approved.
- **Positions** – Any position 100% funded through grant funds and/or match must be 100% dedicated to the grant program allowable activities.
- **Applicant Disclosure of Pending Applications** – Applicants are to disclose whether they have any pending application for federally and/or state funded grants that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget in the application under this solicitation. The Crime Commission seeks this information to help avoid any inappropriate duplication of funding. Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:
 - federal or state funding agency;
 - solicitation name/project name; and
 - point of contact information at the application funding agency.

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

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

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

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

OR ...

De Minimis Rate: Agencies who have NEVER had a federally approved indirect cost rate agreement can elect to charge a de minimis rate of 10% of the modified total direct costs (MTDC) which may be used indefinitely. Costs must be consistently charged as either indirect or direct (not both). Agencies must provide: a) list of the requested administrative costs items and the corresponding cost of each item; b) a copy of the agency's written allocation policy for the costs; and c) a written certification that the agency has never had a federally approved indirect cost rate agreement. An example for calculating a 10% de minimis rate is provided on page 26.

OR ...

Pro-rating: Projects can pro-rate various administrative and general expenses up to 10% (which is consistent with the de minimus rules). These types of allocations must identify the specific costs involved and indicate the percentage allocated of the total costs. All costs must be considered necessary, allowable, reasonable and allocable. Additional project allocations can be made; however, they must be for the provision of direct services. For example, the position of Executive Director could be allocated up to 10% for the administrative tasks conducted that are necessary to the project's success. These costs still must be justified. An additional percentage of this position's time could be allocated to the project if the position conducts direct services activities. In this case, a job description would be required outlining the percentages of time that the position spends in various administrative duties versus direct services tasks. **Projects using pro-rating methods will be required to submit with each request for reimbursement / drawdown a Proration of Costs Spreadsheet (provided by the Crime Commission) to verify actuals. Method of pro-rating must be consistently (FTEs, square footage, etc.) applied and cannot vary from month to month.**

Letters of Support and Memorandums of Understanding: (Required)

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

Application Submission:

Only electronic submissions through the GrantVantage Pre-award platform will be accepted. Documents must be uploaded as PDFs, Word or Excel documents. This platform requires users to register. If you already have a profile in the system do not create a new one. If you are unsure reach out to the contact on these instructions.

NOTE: If your agency has applied for: Community-Based Aid; Juvenile Services; STOP or the Law Enforcement E-Citation Grant since December 2019 then your agency is registered in the system. If you currently receive funding from Nebraska Crime Commission, this is not the same GrantVantage system that your grant is managed in.

GrantVantage Pre-award link: <https://ncc.grantvantage.com/account/Announcement>.

The GrantVantage Pre-Award platform closes at the time and date of the deadline indicated on the cover page of this document. No applications or attachments will be accepted once the system closes. **It is recommended that the submission process be completed 72 hour prior to the deadline to avoid delays that may result from technical difficulties. Once attachments upload open documents to ensure the correct items properly loaded. There will not be technical assistance provided after 24 hours before the application is due.** Log in to the system well in advance to ensure there are no issues. If technical issues arise with the system email: support@grantvantage.com.

Standardized grant application, instructions, and forms for the SFY 2022 JAG Grant Program are available at <https://ncc.nebraska.gov/grant-apps> and in the GrantVantage application system.

Attachments -- Applicants who fail to submit the specified elements and the attachments listed below will negatively affect the eligibility and review process. If an award is granted, it may result in conditions that preclude the recipient from accessing or using award funds until conditions are satisfied. Chart of attachments is provided on the next page.

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

Required Items	Requirement	Upload into GrantVantage
Standardized Grant Application	Fillable document provided. Certifications and assurances must be signed (electronic signatures acceptable).	Yes
Project Narrative	Follow outline provided in Instructions.	Yes
Budget Template	Complete within GrantVantage.	
Objectives Template	Complete within GrantVantage.	
Job Descriptions	For volunteers and employees in budget as requested or as match. Submit as one PDF document.	Yes
Letters of Support	Required; 3 minimum, 5 maximum. Submit as one PDF document.	Yes
Memorandums of Understanding	If applicable. Submit as one PDF document.	Yes
Indirect Cost Rate Agreement	If applicable, copy of current Federally Approved Indirect Cost Rate Agreement	Yes
de minimus Certification	If applicable, form provided	Yes
Non-profit Verification	If applicable	Yes
SAM Registration Verification	Required to submit a PDF of the SAM result for the DUNS number; emails confirming registration are not acceptable verification	Yes
Organizational Questionnaire	Form provided. Must be signed by the Financial Point of Contact listed on application	Yes
Copy of 990	Required for non-profits. Most recent 990.	Yes
Board of Directors	Membership listing.	Yes
Organizational Chart	Current chart illustrating leadership of program/agency	Yes

Format:

- Use only the provided forms and instructions for the SFY 2022 JAG Grant Program.
- No cover letters.
- Use no less than an 11-point font and adhere to space limits.
- Cite all sources of data and any statistics.
- Additional information in the form of Appendixes not accepted.

STANDARDIZED GRANT APPLICATION: (fillable document)

From the menu, select “JAG” grant program.

Applicant Information -- The applicant must be the agency that will receive and disburse the grant funds. The Federal Identification Number and the DUNS number must be that of the applicant. Project requires a Project Point of Contact, Fiscal Point of Contact, and an Authorized Official; each position assigned to a different individual.

Community / Service Area Description -- Information provided should be specific to the service area identified by counties and/or cities served by the project. Marginalized and underserved populations should reflect what is reflected locally in the service area.

Sustainability – A description of the applicant organization to include the mission statement and the numbers of volunteers and employees for the overall agency.

Supplemental Funding Chart -- Complete the chart to show total program income from all sources as well as other funds available to this project. Applicants who are State, County, or City entities with much larger scopes should complete information based on where the proposed project will operate from such as a division, department, unit, etc. All other applicants or lead agencies complete information based on total agency and the agency's most recently completed 12-month budget.

Applicant Disclosures of Pending Applications:

1. Identify any pending applications for federally and or state funded grants that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget in the application under this solicitation.
2. Provide the following information about pending applications submitted within the last 12 months:
 - a) Federal or state funding agency;
 - b) Solicitation name/project name; and
 - c) Point of contact information at the application funding agency.

Certifications and Assurances: Must be read, initialed, and signed by the Authorized Official or applicant representative given the authority as the Authorized Official. Electronic initials and signature are acceptable.

PROJECT NARRATIVE: (Limit 4 pages)

Narrative description of the proposed project which contains the following information [in the order listed below](#) with the item heading in **bold**. Develop as a Word document to be uploaded as an attachment.

1. **Project Period** – indicate start and end dates to include month, day, and year. All projects must start on or after July 1, 2021. All projects must end by 6/30/2023.
2. **Project Summary** – provide a concise statement, of 150 words or less highlighting the major aspects of the proposed project.
3. **Problem Statement** – a concise description of the social problem(s) the project will address. Include local crime rate information/data. If the project is a statewide effort, statewide crime rates are acceptable. Discuss any lack of available services and barriers when accessing needed services and help.
4. **Description of Services** –
 - a) Indicate the population(s) to be served.
 - b) List the services the project will provide along with a brief description. Explain procedures or methods if screening / assessment tools or criteria is utilized to determine eligibility for receiving services.
 - c) Outline outreach effort the project will use and how outreach to marginalized and underserved populations will be accomplished.
 - d) Describe any best practices that will be used for the criminal justice project.
 - e) Discuss how feedback about services received will be gotten from program participants and how this feedback will be integrated into service delivery?
 - f) List, by agency name up to seven (7) other programs and/or services operating within the community or service area that contribute to the solution of the stated problem. Indicate how this project

coordinates with those programs/services (i.e., how does the law enforcement agency coordinate with the jail, community organizations, etc.).

BUDGET:

Timeframe – Applicant should develop the project budget for no more than 12 months of operations. Budget will be considered Year 1 of a two-year project. Year 2 funding will be determined based on availability of funds and successful grant operations of Year 1.

GrantVantage Budget Template -- The project's budget and budget narratives must be entered into the GrantVantage Pre-award platform. After entering the system, to access the budget click on the tab labeled, *Budget Template*. After each section click, *Save*. To edit or modify work saved click, *Return to Draft*. Users are not able to delete budget categories such as Personnel, Fringe, or Travel, however; line items entered under categories can be added or deleted. To complete a category's budget narrative click on the circle labeled "BN" that is located next to the category label (i.e., Personnel). A box will open titled, Budget Justification.

To view the instructional video that includes information about the Budget Template follow the link <https://ncc.nebraska.gov/grant-app>.

Applicants are encouraged to develop the project budget and budget narratives prior to entering this information into the GrantVantage Budget Template online. To assist applicants, a budget template tool is available for download at <https://ncc.nebraska.gov/grant-apps>. Applicants are not required to use this tool and the tool is not to be uploaded as part of the application.

Budget Narrative -- All costs must be necessary, reasonable, allowable, allocable, and substantiated. Each line item listed in a budget must have a corresponding narrative that addresses required information. Items with incomplete narratives cannot be awarded. All narratives must address the following:

- Justification of the line item as to why the costs are necessary to the project and how the costs will benefit the project.
- Basis for the calculation (how was the cost pro-rated to the grant, this may require FTE information)
- If Match is required, identify sources of Match.
- Explain how the request is not supplanting of federal funds.
- Calculations are only needed in the narrative when line items do not provide adequate information to determine how the cost was calculated.

Personnel:

1. Salaries cannot exceed those normally paid for comparable positions in the community and/or the unit of government.
2. Indicate title/position and full-time or part-time for each employee involved in the project including new positions to be filled.
 - Indicate if position is New (N) or Existing (E).
 - New positions are additional personnel to the agency requested through the current funding application.
 - If request is for an existing position, the narrative must explain how the position was funded prior to this request to ensure the funding request complies with non-supplanting requirements. For a position that is existing, provide both current annual salary and requested annual salary amounts for the next fiscal year.

- For each position listed, indicate the TOTAL hours of the personnel's work week and the percent of the time to be allocated/devoted to the project. JAG funding can only support the percentage of personnel time that is allocated/devoted to the JAG project.
 - In narrative section, outline the job duties/responsibilities for each position and indicate their relevance to the project to include the percentage of time on that duty (or group of duties) requested for the grant.
3. Raises must be indicated and provide justification for the pay increases to include any agency-wide cost of living increases.
 4. All volunteer in-kind matches **MUST** be listed under the personnel category. Funding requests for positions that are not on the regular payroll or are not volunteers must be classified either as contracts and/or consultants.

Fringe Benefits:

1. All fringe benefits are to be based on the **employer's share only**. Fringe benefits can only be requested for the personnel positions that are also requesting funding for wages at the percent allocated to JAG.
2. Only basic fringe benefits of insurance offered by the agency (health, life, professional liability, etc.), FICA, unemployment insurance, workers compensation, costs of leave (must be identified and consistent with established applicant agency policies) and pension/retirement can be included. The employee's share is to be withheld from their wages.
 - Funds to support cafeteria plans are not allowed by the Crime Commission.
 - Vacation and leave time are included in normal working hours (FTE 2,080 hours/year) and are not considered added benefits to the point that they are accrued per agency policy.
 - Additional types of leave must be included in the budget narrative and supported with submission of the agency leave policy. (i.e., Administrative leave, maternity leave, etc.)
 - Explain how the request is not supplanting of federal funds.
3. Narratives should include all components of the fringe benefits to provide a lump sum percentage of the JAG devoted salary calculated for fringes. To calculate the percentage of fringe benefits (use total fringe amounts, not specific to funding sources):
 1. Add up the dollar amount of all fringe benefits (total fringes)
 2. Divide the total fringes by the total salary
 3. Round the percentage to no more than 2 decimal points (i.e. 25.44%).
 When completing the budget, the basis is the salary requested for this project (+match if applicable) and the percentage is the resulting percentage as calculated above.

Travel Expenses:

1. Each line item in travel must have an associated narrative. Do not lump costs together. For example: baggage fees for air travel are separate from the cost of the airline ticket.
 - List expenses by purpose (i.e., training, conference, daily travel for job) and complete the applicable expenses associated with the purpose (i.e., mileage, air fare, meals, lodging, other). If destination is unknown, indicate that prior approval will be received by NCC.
 - Mark the travel as local, in-state or out-of-state and the departure and destination points.
 - Calculate the costs by completing the areas relevant to travel for each purpose.
 - Use current GSA rates: [GSA Per Diem Rates](#)
 - Explain how the request is not supplanting of federal funds.

2. Narrative must explain the purpose, the position traveling, and how this travel relates and is necessary to the project. The narrative must include the allocation and calculation of each line item if not clearly identifiable in the budget worksheet.

Equipment:

1. Purchases of equipment must adhere to established procurement processes and equipment purchased must be managed in accordance with Federal Property and Equipment guidelines. **For capitalized expenses, recipients must follow the policy developed by the agency. If the recipient agency does not have a written capitalization policy, it will be required to follow the state's capitalization policy. It is strongly recommended that agencies adopt a policy in-line with the federal (and state) policy which allows equipment items costing under \$5,000.00 to be included in supplies.** Equipment procurement and management standards are outlined on page 11 in the Grant Requirements section of this document. Refer to grant program guidelines for allowable items. Items requiring bids will not be funded absent a showing that bids were obtained as required by law, rules or regulations.
2. Enter the total costs for the appropriate items. Provide breakdown of the costs by the amount requested, the amount matched and the total costs. Enter the total costs for Equipment. Also enter these totals on the Budget Summary page.
3. Narrative must address the following:
 - Describe all equipment expenses. Explain why the requested expenses are necessary to support the project and will be utilized directly for the requested program
 - Explain the cost breakdown and how match funds were determined (i.e., whether based on actual prior year's costs and justification of any increases for the next fiscal year)
 - Explain how the request is not supplanting of federal funds.
 - Indicate what the Capitalization Policy Threshold is for the agency, if there is not one indicated then the policy of the State of Nebraska will be followed.

Supplies:

1. Supplies include office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, and other items utilized. Supply costs encompass materials which are expendable or consumed during the course of the project.
 - Lists supply items by type (e.g., postage, office supplies, training materials), quantity, unit costs and total costs. Note that daily costs, such as office supplies, do not have to be itemized separately in the budget but must be described in the narrative to verify reasonableness of the costs. (i.e., office supplies can be budgeted together in one category and do not need to be broken into individual budget line items such as pens, paper, folders, etc.)
 - Higher cost items should be listed separately and identified (e.g. items such as computers, printer, copiers, etc.) and a procurement process should be developed to justify the selection of the budget item upon purchase.
 - **An agency's capitalization policy will determine whether equipment items are listed in this category or under Equipment.** If an agency has no written policy then they will be required to follow the state's policy. Should an agency base a written policy on the federal or state policy then equipment in this category will have a useful life of more than one year with a fair market value of under \$5,000 per item.

2. Narrative must address the following:

- Describe all supply expenses. Explain why the requested expenses are necessary to support the project
- Pro-rating of expenses must be explained as to how the calculation was determined.
- Explain the cost breakdown and how match funds were determined (i.e., whether based on actual prior year's costs and justification of any increases for the next fiscal year) to include the basis for the pro-rated amount and calculation of each line item if not clear on the budget template;
- Explain how the request is not supplanting of federal funds.

Subawards (Subgrants):

1. For each subaward:

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

2. Narrative for each subaward must address:

- Expected deliverables; the services and/or product the consultant or contractor will provide.
- How the services, product, or positions relate and will impact the project.
- For consultant and contracts provide a description of the selection process to verify that the procurement procedure was fair, equitable and free from conflicts of interest and/or personal gain by any entity or representative within the organization.
- Breakdown of how the consultant fees were calculated (e.g., 500-hour x \$75 per hours = \$37,500).
- Description of the specific duties for **each** position funded including primary responsibilities.
- Narratives of subawards must explain costs and breakdown expenses.
- Explain how the request is not supplanting of federal funds.

Procurement Contracts:

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

2. In the narrative address:

- Expected deliverables; the services and/or product the consultant or contractor will provide.
- How the services, product, or positions relate and will impact the project.
- Provide a description of the selection process to verify that the procurement procedure was fair, equitable and free from conflicts of interest and/or personal gain by any entity or representative within the organization.
- Breakdown of how the consultant fees were calculated (e.g., 500-hour x \$75 per hours = \$37,500) and justification for the rate provided.
- Explain how the request is not supplanting of federal funds.

Other Costs:

1. For any applicable “other” budget items, list each item and the total estimated costs with the breakdown utilizing the computation fields available. Examples of costs in this category:
 - Rent
 - Utilities
 - Copying
 - Printing
 - Janitorial
 - Programming funds (i.e. group activities)
 - Single Audit (if required and only the pro-rated share according to total federal funds received by the agency)
2. For all expenses requested, include a budget narrative to address the following:
 - Pro-rating of expenses must explain what calculations were used to arrive at the prorated amount.
 - Describe all expenses and explain why the requested expenses are necessary to support the project.
 - Explain the cost breakdown and how match funds were determined to include the allocation and calculation for each line item.
 - Explain how the request is not supplanting of federal funds.

Audit: The cost of an audit is only allowable if the agency is required to complete a Single Audit and then, the costs must be pro-rated according to the total federal funds received by the agency.

Indirect Costs:

1. Agencies requesting fund for indirect costs must have a Federally Approved Indirect Cost Rate Agreement or establish a “de minimis” rate of 10%. A de minimus rate can only be established if an agency has never had a federally negotiated indirect cost rate.
 - Agencies applying the “De Minimis” rate must complete the De Minimis Certification form which will be uploaded as an attachment into the GrantVantage Pre-award platform. This form is available for download at <https://ncc.nebraska.gov/grant-app>.
 - Agencies applying a federally approved indirect cost rate, must upload a copy of the current federal agreement into the GrantVantage Pre-award platform.
2. For all indirect costs requested, complete the budget chart and narratives to address the following:
 - Explain how the indirect cost rate was determined (Federally approved or 10% “de minimis”).
 - If using a Federal approved indirect cost rate, indicate if which rate is being used; provisional, fixed or final.
 - If using a de minimis rate a detailed list of the expenses that are included in the modified indirect cost rate and the amounts must be provided in addition to an assurance that these expenses are not included elsewhere in the budget. The chart below must also be provided with the application. It would be best to copy into a Word document and upload the competed chart into GrantVantage.

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

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

Budget Category	Amount Requested	Comments
Personnel	\$244,000	200,000 Advocate Salaries, \$44,000 Advocate Fringe Benefits
Consultants/Contracts (including subawards)	\$100,000	3 Partner Agency's: #1 receives \$30,000; #2 receives \$20,000 and #3 receives \$50,000
Travel	\$10,000	Training and Outreach
Supplies/Operating	\$4,000	Office Supplies
Equipment		
Other		
Total Direct Costs	\$358,000	

Modified Total Direct Costs (MTDC): Calculations

Total Direct Costs	\$358,000	
Subtract the amounts over \$25,000 for each consultant (these are the 3 Partner Agencies under Consultants/Contracts)	\$358,000 - \$30,000 = \$328,000	#1: \$30,000 - 25,000 = 5,000 #2: \$20,000 - 25,000 = 0 #3: \$50,000 - 25,000 = 25,000 Total = \$30,000
10% of \$333,000	\$32,800	Modified Indirect Cost Rate
Requested Direct Amount	\$358,000	
Requested Indirect Amount	\$32,800	
Total Federal Request	\$390,800	

GOALS, OBJECTIVES & ACTIVITIES:

All project goals, objectives, and activities should directly translate to a project's Budget (federal request and match) and the project services outlined in the Project Narrative.

Timeframe – Develop project goals, objectives, and activities for no more than 12 months of operations (July 1, 2020 - June 30, 2021). These will guide the project through Year 1 of a two-year plan. In developing Year 1, applicants should take into consideration what the objectives and activities will look like for Year 2. Projects will have the opportunity to make adjustments to objectives and activities for Year 2 however, overall goals should be consistent with Year 1.

GrantVantage Objectives Template – The project's goals, objectives, and activities must all be entered into the GrantVantage Pre-award platform using the system's [Objectives Template](#). Users can add goals, objectives, performance measures and activities by clicking the > sign. If a goal is deleted it will also delete any objectives and activities entered for that goal. The same is true if an objective is deleted it will delete any activities enter under that objective. To view the instructional video that includes information about the Objectives Template follow the link <https://ncc.nebraska.gov/grant-app>.

Goals – Depending on the size of the project, projects can have one goal or several. The number of goals should be limited because they are broader statements as to what the project is seeking to achieve. Select goals that the project has the most direct influence in achieving. They are considered a project's priorities.

Objectives – For each goal there should be two (2) to five (5) objectives that clearly state what can be expected.

Objectives must be measurable and state **what will be done** utilizing the grant funds, **what will be the measured**, and within **what timeframe**.

Performance Measures--Measurable performance indicators **increase, decrease, or maintain** something and are not activity statements such as *to provide (event), to train, retain employees or to establish*. For example, if the goal is for victims and survivors to know more ways to gain personal safety and wellbeing, then objectives might involve increased safety planning and increased information on methods to be safer and resources available. In this case, measures could include numbers of victims self-reporting increased awareness of their surroundings, numbers of safety plans developed, etc. If percentages are used in objectives, actual numbers will also need to be included. For example, to increase numbers served by 25% should be stated as: to increase numbers served by 80% from 80 to 100.

If the funding request is to increase the number of staff, the Performance Measure would indicate how the increased staff will improve the outcomes for the individuals served. Examples: victims/survivors that know their rights will increase by xx; victims/survivors that have supports within the community at discharge will increase by xx.

Activities – For each objective, applicants must enter activities that will occur to achieve the performance measures and ultimately the goal. When describing or listing activities use concise language and avoid long narrative statements. Remember to stick with activities that are funded either through federal funds or match (if applicable).