



In accordance with Legislative Bill LB63 in 2009 (Nebraska Revised §81-1447 thru 1451), the Nebraska Commission on Law Enforcement and Criminal Justice (Nebraska Crime Commission) is seeking applications for qualified agencies in the State of Nebraska.

# Federal Grants & Programs Division SFY 2022 Office of Violence Prevention Request for Application

## AWARD PERIOD

July 1, 2021– June 30, 2022

## AWARD AMOUNT

\$591,160

## 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](mailto:benjamin.rogers@nebraska.gov)  
Kellie Rabenhorst, Director of Federal Grants & Programs & Director of Office of Violence Prevention |  
402.471.2266 | [kellie.rabenhorst@nebraska.gov](mailto: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 Office of Violence Prevention (OVP) Grant Program. OVP aids privately funded organizations, local government subdivisions, and other community leaders and advocacy groups in developing projects throughout Nebraska that work in the areas of street or gang violence reduction, reduction of homicides and injuries caused by firearms, and youth employment opportunities in high-crime areas.

**Funds Available (estimates):**

The Nebraska Crime Commission will award \$591,160 this solicitation. Applicants are advised to continue to strategically plan for future program development and sustainability of programs independent of OVP funding to ensure long-term success of their programs.

**Match:**

Please note that Match is **not** required for OVP 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 OVP funds utilized. Match will be reviewed and monitored at the same level OVP funds are. Subgrantees contracting with non-profit agencies or service providers cannot require the contracting agency to provide the required matching fund amount.

**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 OVP Grant Program please contact Benjamin Rogers, Criminal Justice Grant Section Administrator at (402) 875-1312 or [benjamin.rogers@nebraska.gov](mailto: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, 2022****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 22th    | 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 1st       | Staff Review conducted   |
| March 15th      | OVP Advisory Council Review                                    |
| March 31st      | 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 14th        | Nebraska Crime Commission Meeting in case of appeals           |
| May/June        | Grant Award documents mailed and due to NCC within 30 days     |

**Purpose:**

The purpose of these funds is to address street and gang violence, homicides and injuries caused by firearms as outlined in LB63 in 2009 (N.R.S. §81-1447 through 1451). In March 2015, the Nebraska Legislature passed LB 167 which also included the creation of youth employment opportunities in high-crime areas as an additional priority focus. The Legislature found that to effectively address these issues, communities must develop a multi-faceted approach that includes violence prevention activities, intervention, enforcement and rehabilitation. Priority for funding is given to communities and organizations seeking to implement violence prevention programs which appear to have the greatest benefit to the state and which have, as goals one of the three identified purpose areas.

1. Reduction of street or gang violence
2. Reduction of homicides and injuries caused by firearms
3. Youth Employment opportunities in high-crime areas

**Eligibility:**

To be eligible **for this specific application** for Office of Violence Prevention funding, the applicant must be one of the following:

- Community-Based Agency or Organization, including Faith-Based Organizations;
- Community team;
- State Agency;
- Unit of local government (i.e. city, county, town)
- School District
- Federally or State recognized Native American Tribe
- 501(c)(3) Non-Profit Organization

If an applicant, without the 501(c)(3) status is interested in applying, they must seek out an eligible applicant listed above to apply on their behalf to act as the fiscal agent.

Eligible applicants, who are not non-profit agencies, may contract with non-profit agencies for the provision of services.

**Grant Requirements:**

- **Special Conditions** - Awarded applicants must sign Special Conditions that include but are not limited to requirements under state laws in addition to requirements for accounting, data collection and reporting.
- **Supplanting** – Office of Violence Prevention funds cannot be used to supplant (replace) other existing funds. Funds presently appropriated for the project may not be deliberately decreased due to additional state funds made available through the Crime Commission. The applicant’s budget narratives should clearly explain:
  - 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.
- **Subawards** – Also referred to as sub-subrecipients. Projects involving subawards must be issued and monitored for compliance with grant requirements by the lead agency identified on the application information page. Subawards involve the passing down of grant 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) Maintenance of payroll authorizations and vouchers.
- f) Maintenance of records supporting charges for fringe benefits.
- g) Maintenance of inventory records for equipment purchased, rented, and contributed.
- h) Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- i) Provisions for payment by check.
- j) Maintenance of travel records (i.e., mileage logs, gas receipts).
- k) 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 grant 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 grant 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:
    - o 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.
    - o 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 – NEW FOR OVP:** All payments from the Crime Commission will be on a reimbursement basis. Required documentation must be submitted by the 15<sup>th</sup> 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.

- **Formal Third-Party Evaluation-** Each project will require a formal third-party evaluation. Funds can be requested to complete the evaluation. The Office of Violence Prevention may provide an evaluator if the project is in need of an evaluation.
- **Quarterly Performance Reporting** – Funded projects will be required to report on performance measures and activities by the 15<sup>th</sup> of the month following the month to be reimbursed in the online grant management system. Narrative summary reports will be due quarterly, to be submitted in the online grant management system by the 30<sup>th</sup> of the month following quarter end. Reimbursement will not be made if reporting is not timely and in compliance with requirements.

### Evidence-Based Practices:

The Office of Violence Prevention shall prioritize funding to implement evidence-based strategies or standardized replicable practices that have been researched and have demonstrated positive outcomes.

### **Classification System for Evidence Based Programs in Nebraska**

- I. **Model Program/ Fully Evidence Based Practice** – The program satisfies the following five criteria:
  - a. The program demonstrated effectiveness with a randomized experimental study (RCT) or two quasi-experimental studies in which the treatment group showed a significant difference on the target outcome as compared to the control group.
  - b. The effect lasted for no less than 1 year after the intervention.
  - c. There is at least one independent replication with a RCT or two more quasi-experimental evaluations.
  - d. The combination of designs adequately addressed all the threats to internal validity (i.e., the design allowed for a strong inference of causality).
  - e. The program has produced no compromising negative side effects.
- II. **Effective** – One RCT or two quasi-experimental designs document the program’s

effectiveness. Furthermore, an evaluator has replicated the program's effectiveness with an RCT design or two quasi-experimental designs but the researcher was not an independent investigator.

- III. **Promising** – There has been one successful RCT or two quasi-experiments that document the effectiveness of the program but there was no replication study available **OR** the program matches the dimensions of a successful meta-analysis practice.
- IV. **Inconclusive** – There has been one successful RCT or two quasi-experimental evaluations of the program but there are contradictory findings in these or additional studies **OR** the program would be promising or effective but the effects are short in duration.
- V. **Ineffective** – The RCT or two quasi-experimental evaluations failed to show significant differences between the treatment and control group.
- VI. **Harmful** – The RCT or two quasi-experiments showed that the control group scored higher on the targeted outcome than did the treatment group and the difference is statistically significant.
- VII. **Insufficient Evidence** – There is no RCT or less than two quasi-experimental evaluations of the program to date.

## RESOURCES

Please reference the following sites for further definition, clarification, and examples that you can relate to within your own community:

- Office of Justice Programs, National Institute of Justice: <http://www.crimesolutions.gov/>
- Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, Model Programs Guide: <http://www.ojjdp.gov/MPG/>
- Center for Disease Control and Prevention: <http://www.cdc.gov/violenceprevention/youthviolence/prevention.html>
- Technical Assistance Partnership for Child and Family Mental Health: <http://www.tapartnership.org/content/juvenileJustice/publications.php?id=topic10>
- National Center for Mental Health and Juvenile Justice: <http://www.ncmhjj.com/resources/default.shtml>
- Guidebook: Improving the Effectiveness of Juvenile Justice Programs: A New Perspective on Evidence-Based Practice : <http://www.modelsforchange.net/index.html>

## 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.



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**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 federal funding or CBA 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](mailto:support@grantvantage.com).

Standardized grant application, instructions, and forms for the SFY 2022 OVP 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                      |
| Non-profit Verification        | If applicable  | 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 OVP 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 "OVP" 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. Programs are not required to have a DUNS number since OVP is a State grant program, if the applicant does not have a DUNS number indicate "N/A".

**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 6/30/2022.
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 to address the purposes of OVP funding.
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 OVP 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.

**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.

**Restrictions on Use of Funds**— please see page 16 for a chart of operating costs that are allowable and those that are unallowable.

**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 state or 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. OVP funding can only support the percentage of personnel time that is allocated/devoted to the OVP 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 OVP.
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 state or federal funds.
3. Narratives should include all components of the fringe benefits to provide a lump sum percentage of the OVP 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 state or 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 State 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 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/unallowable 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
  - 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)
  - 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.
  - Explain how the request is not supplanting of state or federal funds.

## 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 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 prorated amount and calculation of each line item if not clear on the budget template;
- Explain how the request is not supplanting of state or 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 state or 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. These rates are used as a reasonable guideline to ensure funds are used for contracts in a fiscally responsible manner. 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 state or 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)

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 state or federal funds.

**FUNDING LIMITATIONS**

| <b>Operating Expenses</b>  |  |
|--|--|
| <b>Allowable</b>   | <b>Unallowable</b>   |
| <b>Postage Expense:</b> cost of postal services, including postage meter expenses, post office box rental, stamps, etc.  | <b>Overtime Costs:</b> costs associated with overtime of pay for personnel. This includes personnel for agencies who are subcontracted through this grant.   |
| <b>Communication Expense:</b> includes voice, data and internet costs for telephone and other telecommunications services.   | <b>Construction of Facilities:</b> construction of secure detention facilities, secure youth treatment facilities, capital construction of facilities, capital expenditures, and the lease or acquisition of such facilities.  |
| <b>Dues &amp; Subscription Expense:</b> costs of dues, subscription, memberships, royalty fees, annual license fees, notary fees; as it pertains to the submitted program/project.   | <b>Indirect Organization Costs:</b> charges to a grant or contract for indirect costs which includes costs of an organization that are not readily assignable to a particular project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. |
| <b>Food and/or Beverage:</b> costs for youth in conjunction with a program or service through the grant aid.   |  |
| <b>Conference Registration:</b> registration fee for employees' attendance at a conference or similar event. An agenda is required before reimbursement can be made.   |  |
| <b>E-Commerce Expense:</b> costs of renting webpage space and related fees. Costs and fees for using online information services and data bases.   |  |
| <b>Educational &amp; Recreational Expense:</b> supplies for educational (including training sessions and conferences) and recreational purposes such as sporting equipment, teaching aids, books, manuals, workbooks, videos, etc. |  |
| <b>Utilities Expense:</b> includes natural gas, electricity, water, sewer, propane, garbage.   |  |
| <b>Auditing Expense:</b> contractual services for the state auditor or other auditing, accounting and CPA firms.   |  |
| <b>Scholarships:</b> costs for scholarships provided to youth are allowable on a case-by-case basis. Provide proper documentation that illustrates a positive effect on youth.   |  |
| <b>Incentives:</b> costs for incentives provided to youth are allowable on a case-by-case basis. Provide proper documentation that illustrates a positive effect on youth.   |  |



## **GOALS, OBJECTIVES & ACTIVITIES:**

All project goals, objectives, and activities should directly translate to a project's Budget (OVP 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).

**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 entered 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 reduce youth involvement in gangs, then objectives might involve increased community supports and resources available. In this case, measures could include number of youth participating in after school or weekend activities, programs developed to provide skill training. If percentage 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: youth involved in skills training will increase by xx; individuals that are a high-risk for gang involvement that have supports within the community 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 OVP funds or match (if applicable).