

Nebraska Crime Commission



APPLICATION INSTRUCTIONS FOR FY 2011 FEDERAL JUVENILE ACCOUNTABILITY BLOCK GRANT [JABG]

**Applications are due in the
Nebraska Crime Commission Office:
Friday, April 13, 2012
by 5:00 p.m. CDT**

FAXED COPIES WILL NOT BE ACCEPTED

If you have questions, please contact:
Cindy Gans, Juvenile Justice Federal Aid Administrator
Nebraska Crime Commission
(402) 471-3998
Cindy.Gans@nebraska.gov

In accordance with the Americans with Disabilities Act, the State would like to 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, (402) 471-2194 (TDD 800-833-7352).

Release Date: January 30, 2012

NEW INSTRUCTIONS: Please Read Thoroughly

All applications are due in the Crime Commission office by 5:00 p.m. (CDT) on Friday, April 13, 2012.

Faxed copies will NOT be accepted.

You must submit **all of the following below (Item #1 and Item #2):**

1. A PDF copy of your application emailed as an attachment to: Shawn.Roberts@nebraska.gov
2. One original and 2 copies to the Crime Commission

Mailing Address

Nebraska Crime Commission
P.O. Box 94946
Lincoln, NE 68509

Personal Delivery/Overnight

Nebraska Crime Commission
5th Floor
301 Centennial Mall South
Lincoln, NE 68509

For assistance please contact:

Cindy Gans, Juvenile Justice Federal Aid Administrator
Nebraska Crime Commission
(402) 471-3998
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JABG HISTORY AND BASIC INFORMATION

PROGRAM HISTORY

The Juvenile Accountability Incentive Block Grant [JAIBG] program was introduced in 1998 as an appropriation in the federal budget to help states and communities strengthen their juvenile justice systems by implementing accountability based reforms. Public Law 107-273, enacted in November of 2002, renames the program Juvenile Accountability Block Grant [JABG] and establishes the program as a line item in the federal budget. The Office of Juvenile Justice and Delinquency Prevention promulgate rules and regulations for the JABG program.

PURPOSE

The basic premise underlying the JABG Program is that both offender-focused and system-focused activities promote accountability. For the juvenile offender, accountability means an assurance of facing individualized consequences through which he or she is made aware of and held responsible for the loss, damage, or injury perpetrated on a victim. Strengthening the juvenile justice system requires an increased capacity to: develop youth competence, to efficiently track juveniles through the system, and provide enhanced options such as restitution, community service, victim-offender mediation, and other restorative justice sanctions that reinforce the mutual obligations of an accountability-based juvenile justice system.

DISTRIBUTION OF FUNDS

For FY 2011, Nebraska received a total allocation of \$339,449. Of this allocation, five communities will receive predetermined awards of \$10,000 or more as determined through a formula from the Office of Juvenile Justice and Delinquency Prevention which totals \$166,192. Due to annual changes in the statistics utilized to calculate eligible communities and an overall decrease in the award, there are several communities which are predetermined under \$10,000. These communities are not required to receive funding, but may apply for the remaining local dollars which totals \$101,285. Any **local** community is eligible to apply for the remaining local dollars at \$101,285. A listing of the communities receiving predetermined awards can be found below. The Crime Commission is the agency designated to administer the JABG program. While communities may receive a predetermined award, all the proper guidelines must be adhered to in order to receive the predetermined funds.

COMPETITIVE FUNDS AVAILABLE: \$101,285

PREDETERMINED ALLOCATION:

| | |
|----------------------------------|-----------|
| Douglas County/City of Omaha | \$92,631 |
| Lancaster County/City of Lincoln | \$58,571 |
| Sarpy County | \$14,990 |
| Total | \$166,192 |

***The above entities may apply for more than their predetermined amount**

ELIGIBLE APPLICANTS

The city or county may contract with private non-profits or other agencies to provide services. Cities or counties receiving predetermined awards may pool their funds together to maximize the use of funds. If cities and/or counties decide to pool their dollars, one must agree to be the applicant and a memorandum of understanding will be required to show the collaboration of funds. Any local entity is eligible to apply for JABG funds given the purpose of their program falls within the 17 purpose areas listed in this application. Additionally, the localities receiving a predetermined amount may ask for more than what is designated.

MATCH REQUIREMENT

- A local unit of government receiving JABG funds must provide a 10% cash match [no in-kind match is allowed] of the total program cost, unless the JABG funds will be used for construction of permanent corrections facilities. If the funds are used for permanent corrections facilities, a 50% cash match is required.
- To determine the amount of cash match required for 10%, take the amount of JABG funds awarded and divide by 9.

Example: If a community is receiving a predetermined award of \$20,862, divide this by 9 to determine the 10% cash match required. The minimum required match is \$2,318.

$$\begin{aligned} \$20,862 \text{ [JABG award amount]} + \$2,318 \text{ [10\% match]} &= \$23,180 \\ \$23,180 \times 10\% &= \$2,318 \end{aligned}$$

- Sources of match may include funds from the local government, the Housing and Community Development Act of 1974, Equitable Sharing program [a Federal asset forfeiture program] and/or private funds. **Other Federal funds cannot be used as match.** If the unit of local government contracts with private/public agencies for the implementation of the program, the unit of local government cannot require the contracted party to provide the match. If the unit of local government and the agency choose to work out an agreement to share match costs then that is allowable.
- The funds cannot be used for indirect costs.

COMPREHENSIVE JUVENILE SERVICES PLAN

States and units of local government, who are eligible to receive JABG funds, must have a Comprehensive Juvenile Services Plan. The Crime Commission is aware that many communities already have juvenile justice plans that can and should be updated to include holding juveniles accountable for their actions. Please contact Julie Rogers for assistance in coordinating your community plan at jlrogers@mail.unomaha.edu or 402-472-6753.

PURPOSE AREAS

The following are the 17 purpose areas for JABG funds:

1. **Graduated Sanctions:** developing, implementing, and administering graduated sanctions for juvenile offenders
2. **Corrections/Detention Facilities:** building, expanding, renovating, or operating temporary or permanent juvenile corrections or detention facilities, including training of personnel
3. **Court Staffing and Pretrial Services:** hiring juvenile court judges, probation officers, and court-appointed defenders and special advocates, and funding pretrial services [including mental health screening and assessment] for juvenile offenders, to promote the effective and expeditious administration of the juvenile justice system
4. **Prosecutors [staffing]:** hiring additional prosecutors so that more cases involving violent juvenile offenders can be prosecuted and backlogs reduced
5. **Prosecutors [funding]:** providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders
6. **Training for law Enforcement and Court Personnel:** Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime
7. **Juvenile Gun Courts:** establishing juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders
8. **Juvenile Drug Courts:** establishing drug court programs to provide continuing judicial supervision over juvenile offenders with substance abuse problems and to integrate administration of other sanctions and services for such offenders
9. **Juvenile Records System:** establishing and maintaining a system of juvenile records designed to promote public safety
10. **Information Sharing:** establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts
11. **Accountability:** establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies
12. **Risk and Needs Assessment:** establishing and maintaining programs to conduct risk and needs assessments of juvenile offenders that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to such offenders
13. **School Safety:** establishing and maintaining accountability-based programs that are designed to enhance school safety
14. **Restorative Justice:** establishing and maintaining restorative justice programs
15. **Juvenile Courts and Probation:** establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism

16. **Retention/Corrections Personnel:** hiring detention and corrections personnel and establishing and maintaining training programs for such personnel, to improve facility practices and programming
17. **Reentry:** establishing and maintaining reentry programs

COMMINGLING OF FUNDS

A clear audit trail must be maintained for each source of funding. Receipts, expenditures, and disbursements must be separately accounted for from each source of funds.

ACCOUNTING REQUIREMENTS

Awarded applicants shall implement and maintain an accounting system, which accurately reflects income received expenditures, and documentation of expenditures. Records are to be available for monitors and audits. Awarded applicants are required to submit quarterly reports detailing their expenditures.

OTHER REQUIREMENTS

1. Drug Free Workplace Policy: Each sub-grantee is required to implement and maintain a Drug Free Workplace Policy. If one does not exist at the time of an award, the Crime Commission policy may be adopted.
2. Debarment: Each sub-grantee shall sign a form that states they have not been prohibited from doing business with the Federal government.
3. Lobbying: Each sub-grantee shall sign a form that states that grant funds will not be used to lobby.
4. Certified Assurances: As recipients of federal funds, the Crime Commission must sign and pass on certain certified assurances to its sub-grantees. Each sub-grantee shall read and sign the certified assurances attached to the application.
5. EEOP: Federal rules govern that certain agencies have in effect an Equal Employment Opportunity Plan. Each sub-grantee shall read and sign in the appropriate place the EEOP form attached to the application.
6. Cooperation: The commitment to the project by the implementing agency and the cooperation of the other juvenile justice agencies in the community is essential to the success of the projects. Therefore, cooperation among juvenile justice agencies is required.
7. Confidentiality: No recipient of monies or any personnel involved in the program shall use or reveal any information received from the program for any purposes other than the purpose for which such information was obtained.
8. Letters of Commitment: If this program impacts other agencies and/or other agencies are involved in the implementation of the program, letters of commitment from these agencies are required. These letters should document how the program impacts them and how they are committed to the project. Letters received separately will not be considered.

GENERAL APPLICATION COMPLETION INSTRUCTIONS

SECTION I. APPLICANT INFORMATION

Provide complete address information, to include address with zip code + 4 digits, phone and fax numbers, and email addresses for Project Director, Project Coordinator, Fiscal Officer, and Authorized Official. Note: the Project Director and Coordinator cannot be the same person; the Project Director and Fiscal Officer cannot be the same person.

SECTION II. BUDGET

- Provide budget narratives for each budget worksheet section completed.
- If funds are not requested in a particular budget category, the applicant may delete the pages where funds are not being requested.
- Budget figures are to be provided in round numbers, no cents [i.e., \$52.14 should be rounded to \$52; \$52.72 should be rounded to \$53].
- Sources of matching funds must be identified in the budget narratives.

CATEGORY A – PERSONNEL

Personnel refers to wages and fringe benefits for regular full-time or part-time salaried employees as well as in-kind contributions of volunteers. Other persons working on the project who are not on the regular payroll or not volunteers must be classified either as contractual or consultants. In-kind contributions, if allowable, must be listed as matching funds.

Salaries may not exceed those normally paid for comparable positions in the community and/or the unit of government.

Direct Salaries: Provide the title or position for each employee who will be involved in the project, including new positions to be filled, and the number of volunteers, if applicable. If existing personnel will be involved in the project but no funds will be requested for their position and their salaries will not be used as match, do not list them on the budget page, but do include such information in the Budget and Project Narrative. Across from each position listed, enter the annual salary of the position; percent of the time to be devoted to the project; amount of funds being requested for the position; the amount of matching funds; and the total cost for the position.

At the bottom, enter the subtotal of the amount of funds being requested, matching funds, and the total of all direct salaries. To establish the value of services provided by volunteers, if applicable, use \$9/hour multiplied the number of hours of service to be contributed.

Fringe Benefits: All fringe benefits are to be based on the employer's share only. The employee's share is to be withheld from his or her wages. Vacation and leave time would be included in normal working hours [FTE 2,080 hours/year] and are not added benefits. Enter the total cost of benefits being requested and being provided as matching funds in the appropriate columns.

Total Personnel Budget: Enter the total amount of funds being requested, matching funds and total of all salaries and fringe benefits for the project. Also enter these totals on the "Budget Summary" pages.

Personnel Budget Narrative: A budget narrative **MUST** be attached if funds are requested and/or match is provided. The budget narrative **MUST** include a breakdown of how the cost for each position was determined [i.e. 500 hours x \$5 an hour = \$2,500] for both the requested funds and matching funds. The budget narrative is to explain:

- If each position is existing or new, and if existing how is it not supplanting;
- If each position is full or part-time;
- How each position is relevant to the project;
- A brief description of the duties of each position; and,
- Include positions for which funds are not being requested or are not used as matching funds but will be involved in the project.

CATEGORY B - CONSULTANTS AND CONTRACTS

NOTE: If more than one consultant will be used for the project, complete one budget sheet for each consultant.

Purpose: List the purpose for using a consultant or contractor [i.e., conduct study, facilitate support group, develop and/or present training].

Type of Consultant: Check the box for the type of consultant to be used for the stated purpose.

Consultant Fees: Consultants employed by commercial and not-for-profit organizations are subject to competitive bidding procedures and are subject to \$450 per day or \$56.25 per hour maximum compensation. In cases where an individual has authority to consult without employer involvement, the rate of compensation should not exceed \$450 per day or \$56.25 per hour. The rate for independent consultants must be reasonable and consistent with that paid for similar services in the market place.

Travel Expenses for the Consultant:

- *Mileage:* Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column. Mileage rate is \$.555 cents/mile.
- *Air Fare:* Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.
- *Meals:* Enter the amount requested and the amount provided as match. Meal allowance for Nebraska is \$41 (breakfast \$7, lunch \$11, dinner \$23). Enter the total cost in the "Total" column.
- *Lodging:* Enter the amount requested and enter the amount provided as match. Enter the total cost in the "Total" column. In-state lodging allowance is \$77 per night for all areas except Lincoln and Omaha, which is \$91 per night.
- *Other Costs:* List other anticipated costs associated with the consultant. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.

For out-of-state meal and lodging rates, go to www.gsa.gov and click on per diem rates.

Total Cost: Calculate the total cost for funds requested, match provided, and total cost. Enter totals on the "Budget Summary" page.

Consultant Budget Narrative: A budget narrative is to be attached if funds are being requested and/or if match funds are being provided. The budget narrative is to include a breakdown of how the cost for each consultant was determined for both the funds being requested and the matching funds. The budget narrative is to explain what services and/or what product the consultant will provide, how the services or product relate to the project, and the impact on the project.

CATEGORY C - TRAVEL EXPENSES

NOTE: If travel expenses are needed for more than one purpose, make copies of the budget sheet and complete one for each purpose.

Purpose: List travel expenses by purpose [i.e., training, conference, daily travel for job]. For example, a project coordinator will attend training. Enter "training" on the line marked "Purpose". Complete all the applicable expenses associated with this purpose [any mileage that will be paid, air fare, meals, lodging, other.]

Mark the travel as local, in-state, or out-of-state.

List the title of the person who will travel.

Calculate the cost of the travel, completing the areas relevant to the travel for each purpose.

- *Mileage:* Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column. Mileage rate is \$.555 cents/mile.
- *Air Fare:* List the cost for air fare [coach or least expensive class]. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.
- *Meals:* Enter the amount requested and the amount provided as match. Meal allowance for Nebraska is \$41 (breakfast \$7, lunch \$11, dinner \$23). Enter the total cost in the "Total" column.
- *Lodging:* Enter the amount requested and enter the amount provided as match. Enter the total cost in the "Total" column. In-state lodging allowance is \$77 per night for all areas except Lincoln and Omaha, which is \$91 per night.
- *Other Costs:* List other anticipated costs associated with the consultant. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.

For out-of-state meal and lodging rates, go to www.gsa.gov and click on per diem rates.

Total Cost: Calculate the total cost of the travel for each purpose. Calculate the total for all travel expenses for the funds requested, match, and total and enter these amounts on the "Budget Summary" page.

Travel Budget Narrative: For each purpose, complete a budget narrative stating the purpose, the position which will travel and how travel is necessary to the project.

CATEGORY D - SUPPLIES AND OPERATING EXPENSES

Supplies: This section includes office supplies, forms, books, subscriptions, repair or maintenance supplies, [material which is expendable or consumed during the course of the project] and equipment items costing under \$300.

List items by major type [i.e., postage, forms, office supplies, training materials] along with the quantity, unit cost, and total cost. Higher cost items should be listed separately and identified [i.e., special mailings, equipment items]. Enter the total cost in the "total" column. Enter the amount, if any, of the cost being requested and enter the amount of the cost that will be provided as match. At the bottom of section 1, enter the cost for project supplies with a breakdown by the amount requested, match, and total cost in the appropriate columns.

Operating Expenses: This section includes all operating expenses involving rental arrangements and purchase of non-consultant type services. For each item listed, enter the rate or unit cost. Enter the amount of the cost requested and enter the amount provided as match. Enter the total cost in the "total" column. Identify other items for which funds are requested in the "other" category. At the bottom of section 2, enter the cost of project operating expenses. Provide a breakdown of the total cost by the amount requested, match, and total costs in the appropriate columns.

Supplies and Operating Total: Enter the total costs for all supplies and operating expenses. Provide the breakdown of the costs by the amount requested, match, and total costs in the appropriate columns. Also enter the totals on the "Budget Summary" page.

Supplies/Operating Budget Narrative: Attach a budget narrative if funds are requested or match is provided. For supplies, explain how the cost was determined. Provide a cost breakdown of how requested and match amounts were determined. For operations, describe current expenses and how requested and match amounts were determined. Explain how the supplies and operating expenses relate to the project.

CATEGORY E – EQUIPMENT

Check grant programs for allowability and bidding requirements. Items requiring bids will not be funded absent a showing that bids were taken as required by law, rule, or regulation. Call the grant administrator if you have any questions.

Enter the total costs for the appropriate items. Provide the breakdown of the costs by the amount requested, match, and total costs in the appropriate columns. Equipment items costing under \$300.00 should be included in Supplies. Enter the total costs for Equipment. Also enter these totals on the "Budget Summary" page. Provide a breakdown of the cost basis for each piece of equipment. Explain how each piece of equipment is relevant to the project.

CATEGORY F - OTHER COSTS

List each item and the total estimated cost with the breakdown by the amount requested, match, and total costs in the appropriate columns. Enter the total cost for "Other". Also, enter these totals on the "Budget Summary" page. Check grant program guidelines for allowability. Explain each item requested and the breakdown of how the cost for each item was determined. Provide an explanation of how each item is relevant to the project.

SECTION III. IDENTIFICATION OF PURPOSE AREAS

Identify which purpose area[s] the application is requesting funds. For each purpose area selected, a Federal Performance Measure form needs to be completed.

SECTION IV. PROBLEM STATEMENT

Provide problem statement in the format “The problem to be addressed by this proposed project is....”

Note: The problem is never a “lack of” something, a description of the proposed intervention, or related to increasing staff. The problem statement clearly explains why the applicant offers the proposed services to the target population.

Provide **relevant** statistics for the same time period [i.e. July – June, October - September] for a three [3] year period which document the problem stated above. Statistics should be presented in a readable table format and must include numbers **and** percent of change from the first year to the third year. **NOTE: Percentages alone are not acceptable.** Provide a brief explanation of the statistics provided. Site the source of all data.

SECTION V. PROJECT OPERATION

This section will clearly explain the full process of engagement in the proposed project – from enrollment to completion. Explain how individuals come into contact with the project, what occurs once the individuals come into contact with the project, the role and responsibilities of each position involved in the proposed project, etc. This section should include information on referral source, entrance into program to include assessments, program services, and exit/graduation from the program. Identify other agencies directly or indirectly involved in the project, their roles and responsibilities, and how coordination is achieved.

SECTION VI. ACTIVITY/TIMELINE

Complete the table with the requested information for significant activities of the grant. Do not include day to day operations.

SECTION VII. CONTINUATION INFORMATION

Complete table as provided. This standard data should be collected for all programs.

If the proposed program has not been funded by the Nebraska Crime Commission enter “Not Applicable” on the top of the page.

SECTION VIII. LETTERS OF COMMITMENT/SUPPORT

All letters of commitment and support are to be submitted as part of the application. Letters submitted separately from the application will NOT be considered. Letters of support must be from relevant community leaders and agencies that will be affected by the proposed project. Letters of commitment should be from individuals or organizations committing staff, in-kind, or cash support, time, etc. to the project. All letters must be signed, on official letterhead, and include a timely date. Letters from participants or family members may be anonymous to protect confidentiality. Limit of 5 letters total.

SECTION XIII. REQUIRED FORMS

Include ALL required forms with appropriate signatures in the original application only – these forms may be omitted from the 5 copies of the application to conserve resources.

The following are appropriate authorized official signatures:

Counties: County Board Chair

Cities: Mayor, City Administrator

Non-Profit: Board Chair or Vice-Chair [not agency director].

State: State Agency Director

APPLICATION FORMAT

- APPLICATIONS MUST BE TYPEWRITTEN.
 - **The original must be stapled and 2-hole punched at the top.**
 - The remaining **2** copies must be stapled in the upper left hand corner (2-hole punch **not** required).
- If the applicant recreates the application on their computer, the application format and layout is to be exactly (word for word and design) as the Nebraska Crime Commission's official application. The application and instructions may change from year to year.
- Do not include cover letters or cover pages.
- Do not put applications in folders.
- Charts and/or graphs must be in black and white on 8 ½ x 11 paper.
- Application must be single spaced, 1" margins on top, bottom, left and right, 12 point font, and all pages numbered.
- Additional information in the form of Appendixes will not be accepted.
- Adhere to the page limits listed for each section of the application.
- Sources of data and/or statistics must be cited immediately following the information or under the graph/chart etc.
- The **2** copies of the application may be double sided; **the original must be single sided.**

LATE APPLICATIONS

Applications received in the Nebraska Crime Commission office after the due date and time may not be considered. The Crime Commission staff highly recommends submitting the application several days before the deadline.

GRANT COMMENCEMENT AND DURATION

Nebraska Crime Commission Operating Instruction #10 requires funded projects to be implemented within 30 days from the start date listed on the Grant Award or other date specified by the grant administrator. Failure to implement a project within this time frame, or time frame agreed upon by the grant administrator, may result in the loss of grant funds.

State and Federal grant funds are approved for a period of twelve months. The project period for awarded grants will be July 1, 2012 – June 30, 2013 unless otherwise approved by the grant administrator. There are no guarantees of continued funding for programs.

Awarded applicants will be notified of Grant Management Training. Those required to attend are new projects, subgrantees who have not attended GMT since 2009 and subgrantee's new project personnel (Project Director, Project Coordinator and Fiscal Officer). Awarded applicants are required to submit timely quarterly reports on activities and expenditure of funds. Failure to do so may jeopardize grant funds.

GRANT APPROVAL TIME LINE

| | | | |
|----|------|------|--|
| 30 | Jan | 2012 | Grant Announcement |
| 13 | Apr | 2012 | Application Due Date |
| 2 | May | 2012 | Initial Staff Review of Applications |
| 1 | June | 2012 | Nebraska Coalition for Juvenile Justice review of Applications |
| 20 | July | 2012 | Nebraska Crime Commission Approves Grants |
| 1 | Aug | 2012 | Grant Projects Begin |

SUBMISSION OF APPLICATION

You must submit **all of the following below (Item #1 AND Item #2)** by 5:00 p.m. (CDT) on Friday, April 13, 2012. Faxed copies will not be accepted.

1. A PDF copy of your application emailed as an attachment to: Shawn.Roberts@nebraska.gov
2. One original and 2 copies to the Crime Commission

Mailing Address

Nebraska Crime Commission
P.O. Box 94946
Lincoln, NE 68509

Personal Delivery/Overnight

Nebraska Crime Commission
5th Floor
301 Centennial Mall South
Lincoln, NE 68509

Deadline:

Friday, April 13, 2012 by 5:00 pm CDT. The original application, 2 copies and PDF must physically be in the Nebraska Crime Commission office by this deadline.