



# 2019 Community-based Juvenile Services Aid Request for Application (RFA)

Pursuant to Nebraska Revised Statute §43-2404.02, the Nebraska Commission on Law Enforcement and Criminal Justice (Nebraska Crime Commission) is pleased to announce that it is seeking applications for qualified counties and tribes in Nebraska.

## ELIGIBILITY

Applicants are limited to individual counties, multiple counties, federal or state recognized Indian tribes, or any combination of the entities listed above. Applicants are required to develop, adopt, and submit a comprehensive juvenile services community plan to the Nebraska Crime Commission.

High priority will be given to those grant applications funding programs and services that will divert youth from the juvenile justice system, impact and effectively treat juveniles within the system, and reduce the juvenile detention population or assist juveniles in transitioning from out-of-home placements to in-home treatments. Programs and services shall be designed to serve and target youth who are eleven through eighteen years of age.

## AWARD PERIOD

July 1, 2019 – June 30, 2020

## AWARD AMOUNT

\$6,048,000

## DEADLINE

All applications are due by 5:00 p.m. (CST) on Monday, December 17, 2018

## CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact:

Cynthia Kennedy, Chief | 402.471.2196 | [cynthia.kennedy@nebraska.gov](mailto:cynthia.kennedy@nebraska.gov)

Teri King, Financial Monitor | 402.471.3420 | [teri.king@nebraska.gov](mailto:teri.king@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 1.800.833.7352)*

Release Date: Monday, September 17, 2018

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# 2019 Community-based Juvenile Services Aid Request for Application (RFA)

## OVERVIEW

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The Nebraska Crime Commission is designated by the Governor of Nebraska as the State Administering Agency for criminal justice and victims' assistance programs. Pursuant to Nebraska Revised Statute §43-2404.02, the Community-based Juvenile Services Aid Program shall be apportioned as aid in accordance with a formula based on the total number of residents per county and federal or state recognized Indian tribes. Ten percent of the Community-based Juvenile Services Aid Program shall be set aside for the development of a common dataset and evaluation of program effectiveness. All programs funded through Community-based Juvenile Services Aid that serve youth shall report individual-level data. All programs that are not directly serving youth shall report program-level data as deemed appropriate. The predetermined funding amounts are located on pages 20–22 of this request for application.

## DEADLINE

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The 2019 Community-based Juvenile Services Aid [CB] Application and 2019 Community-based Juvenile Services Aid Enhancement [EB] Application must be submitted to the Nebraska Crime Commission by 5:00 p.m. (CST) on Monday, December 17, 2018.

## ELIGIBILITY

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Applicants are limited to individual counties, multiple counties, federal or state recognized Indian tribes, or any combination of the entities listed. These listed entities are herein referred to as communities. If two or more communities partner on a single application, there must be one community designated as the *Lead County/Lead Tribe* to receive and disburse grant funds. Communities may contract with private or non-profit agencies to administer programs and services with community-based funds; however, communities cannot require contracted agencies to provide the match. The *Lead County/Lead Tribe* is responsible for all funds and must adhere to all requirements and contingencies as outlined by the Nebraska Crime Commission.

Applicants are required to develop, adopt, and submit a comprehensive juvenile services community plan (community plan) to the Nebraska Crime Commission. Funding priorities shall be identified within this community plan. Local data and community collaboration will assist in determining the priorities and strategies used to address needs of the community. Funding requests must directly align with the community planning priorities that have been identified by the community planning team. High priority will be given to those grant applications funding programs and services that will divert youth from the juvenile justice system, impact and effectively treat juveniles within the system, and reduce the juvenile detention population or assist juveniles in transitioning from out-of-home placements to in-home treatments. This process allows communities to identify priorities which will establish programs and services that will divert youth from the juvenile justice system.

Community plans are located at <https://ncc.nebraska.gov/community-comprehensive-juvenile-services-plans>.

## FUNDING PURPOSE

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Funds received through the Community-based Juvenile Services Aid Program shall be used exclusively to assist the aid recipient in the implementation and operation of programs or the provision of services identified in the aid recipient's community plan, including programs for local planning and service coordination; screening, assessment, and evaluation; diversion; alternatives to detention; family support services; treatment services; truancy prevention and intervention programs; pilot projects approved by the commission; payment of transportation costs to and from placements, evaluations, or services; personnel when the personnel are aligned with evidence-based treatment principles, programs, or practices; contracting with other state agencies or private organizations that provide evidence-based treatment or programs; preexisting programs that are aligned with evidence-based practices or best practices; and other services that will positively impact juveniles and families in the juvenile justice system. Programs and services shall be designed to serve and target youth who are eleven through eighteen years of age.

Priority for funding will be for those grant applications funding programs and services that will divert juveniles from the juvenile justice system, impact and effectively treat juveniles within the juvenile justice system, and reduce the juvenile detention population or assist juveniles in transitioning from out-of-home placements to in-home treatments. The goal is for these funds to serve as many youth as possible in Nebraska. While efforts for system improvement are an important part of the process, special consideration on the amount of funds allocated toward system improvement costs that do not directly serve youth should be thoroughly examined by your community planning team. In the future, it may be required that a majority of funds be allocated to direct service and intervention; system improvement costs will be examined.

### ***Special Attention Required: Policy Clarification***

#### *Post-adjudicated Youth*

In partnership with the Administrative Office of Probation, it has been agreed that programs, services, and placements primarily benefiting youth adjudicated delinquent, do not qualify for funding through the Community-based Juvenile Services Aid Program.

#### *Prevention/Promotion Programs*

The brief in Appendix A of the Appendices will be utilized to determine funding for prevention and promotion programs that are requested through the 2019 Community-based Juvenile Services Aid Program. This brief outlines nine key components for principles of effective programs which include the following categories:

1. Program Characteristics
2. Matching the Program with Target Populations
3. Implementation and Evaluation

To receive funds through the Community-based Juvenile Services Aid Program, prevention and promotion programs must demonstrate that they are striving to meet all nine principles of effective programming in the 2019 grant application. It has been a challenge for prevention and promotion programs to justify alignment with the statutory purpose of these funds. In order for the Juvenile Justice Institute to evaluate recidivism and other important measures to determine the effectiveness of programs funded through this grant program, prevention and promotion programs must adhere to the principles of effective programs.

#### *Electronic Monitoring*

Electronic Monitoring shall only be funded through the Community-based Juvenile Services Aid Program when used in accordance with the statutory definition of alternative to detention. See the memorandum in Appendix B of the Appendices.

#### *Alternative to Detention Facility*

If requesting funds for the one-time use to convert an existing juvenile detention facility or other existing structure for use as an alternative to detention pursuant to Nebraska Revised Statute §43-2404.02(3)(c), please contact the Chief of the Community-based Juvenile Services Aid Program to complete a separate form that is required to be submitted in addition to the grant application.

# COMPREHENSIVE JUVENILE SERVICES COMMUNITY PLAN

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To be eligible for the Community-based Juvenile Services Aid Program, a three year comprehensive juvenile services community plan (community plan) shall be developed, adopted, and submitted to the Nebraska Crime Commission. The community plan must be developed by a community team representing juvenile justice system stakeholders. The community team may be comprised of individual counties, multiple counties, federal or state recognized tribes, or any combination of the listed communities. Community plans shall:

- Provide relevant county/tribe-level data, including but not limited to, types of data listed within the community planning resources that support the existence of the problem that the planning team will address;
- Identify clearly defined community priorities of the community planning team, that includes defining a problem, or set of problems, that affect juveniles at risk or those already involved in the criminal justice system;
- Identify programs and practices for addressing the community's priorities. Such programs and practices shall be supported by evidence-based practice, research, or are standardized and have reliably demonstrated positive outcomes in other areas of juvenile services;
- Identify clear implementation strategies; and
- Identify how the impact of the program or service will be measured in alignment with evidence-based practices or research.

"Any portion of the comprehensive juvenile services plan dealing with administration, procedures, and programs of the juvenile court shall not be submitted to the commission without the concurrence of the presiding judge or judges of the court or courts having jurisdiction in juvenile cases for the geographic area to be served. Programs or services established by such plans shall conform to the family policy tenets prescribed in sections 43-532 and 43-533 and shall include policies and practices that are research-based or standardized and reliable and are implemented with fidelity and which have been researched and demonstrate positive outcomes." (Nebraska Revised Statute §43-2404.01(2)). To be eligible for funding, community plans shall be submitted to the Nebraska Crime Commission for the timeframe July 1, 2018 – June 30, 2021.

It is essential that communities have programs to prevent youth from becoming unnecessarily involved in the juvenile justice system. These programs should be available at multiple points throughout the system, providing every opportunity to exit the system. Such programs rarely occur by chance; they are almost always the result of careful community planning. Community planning can also be used to: assess current programs, identify preventive measures to keep youth from entering the juvenile justice system, pinpoint duplication and gaps in services to youth, and focus on effective, research-proven strategies.

A community planning team should represent the unique needs of its community. A large community or region looks very different from a small community. There are differences in resources, personnel, and priorities. Thus, the planning team should be tailored around the identity of its community. Representatives from the following key access points should be included on the team: public and private education; prevention and mentoring programs; ministry and faith-based programs; law enforcement; juvenile diversion; juvenile probation; county attorneys in juvenile court; public defenders, defense attorneys, and guardians ad litem; office of juvenile service and health and human services; juvenile judges and juvenile court personnel; treatment providers; post-adjudication services; pre-adjudication services and providers; detention; consumers, including youth and families; and community-based organizations.

Examples of community plans, the community planning manual, and the community planning template are found at the following website: <https://ncc.nebraska.gov/community-comprehensive-juvenile-services-plans>. The updated community plans are not currently available on this website. The review process is in progress and the website will be updated when all community plans are reviewed and approved. In the interim, please contact the Nebraska Crime Commission and we will provide the contact information of the community plan that is being requested.

# COMMUNITY-BASED JUVENILE SERVICES AID ENHANCEMENT

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Pursuant to Nebraska Revised Statute §43-2404.02, funds that are not distributed to counties or tribes under the Community-based Juveniles Service Aid Program [CB] are retained by the Nebraska Crime Commission as the Community-based Juvenile Services Aid Enhancement Program [EB]. The EB Program is applied for and awarded separately on a competitive basis.

The EB program must adhere to the requirements of the CB program. The deadline, eligibility, funding purpose, community planning requirements, funding requirements, funding limitations, match requirements, grant commencement and duration, grant approval timeline, application format, application submission, and evidence-based practice expectations for the EB program are the same as the requirements outlined in the CB program. Additionally, the EB grant application must maintain the same project personnel listed on the CB grant application. Priority for funding will be for those grant applications funding programs and services that will divert juveniles from the juvenile justice system, impact and effectively treat juveniles within the juvenile justice system, and reduce the juvenile detention population or assist juveniles in transitioning from out-of-home placements to in-home treatments.

**EB Application Instructions:** Please use the application instructions located in this Request for Application. The EB application includes the following sections:

- Section I: Applicant Information
- Section II: Budget Summary
- Section III: Program Summary
- Section IV: Budget Breakdown
- Section V: Memorandums of Understanding
- Section VI: Required Forms
- Section VII: Electronic Signature

**Match Calculation:** When submitting an EB Application, match must be calculated at 10% of the total project cost.

**Match Calculation Example:**

Step 1: \$15,000 (requested amount)

Step 2:  $\$15,000 \div 9 = \$1,667$  (required match amount)

Step 3:  $\$15,000$  (requested) +  $\$1,667$  (match) =  $\$16,667$  (total project cost)

## FUNDING REQUIREMENTS

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**Quarterly Reporting** – All requests funded through the Community-based Juvenile Services Aid Program that serve juveniles shall report individual-level data. Any program that is not directly serving youth shall include program-level data. Data collected shall include, but is not limited to the following: type of program or service, how the service met the goals of the comprehensive juvenile services community plan, demographic information on the juveniles served, program outcomes, the total number of juveniles served, and the number of juveniles who completed the program or intervention (Neb. Rev. Stat. §43-2404.02 (Supp. 2015)).

**Office of Civil Rights** – Pursuant to 28 C.F.R. Section 42.302, all recipients of federal funds must be in compliance with Equal Employment Opportunity Plans (EEOP) and Civil Rights requirements. Although the Community-based Juvenile Services Aid Program is funded through the Nebraska State Legislature, the Nebraska Crime Commission implements best practices as responsible stewards for all grant funds within our agency and requires compliance with EEOP and Civil Rights. A violation may result in suspension or termination of funding pursuant to Title 75, Chapter 1.

**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. Refer to 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 Title IX of the Education Amendments of 1972.

**Non-supplanting of Funds** – Community-based Juvenile Services Aid 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 Nebraska Crime Commission. The non-supplanting requirement mandates that grant funds cannot be used to supplant (replace) state, local, or tribal funds that would, in the absence of Community-based Juvenile Services Aid funds, be made available for grant purposes. Instead, Community-based Juvenile Services Aid grant funds must be used to supplement (increase) existing state, local, or tribal funds that were already budgeted for grant purposes. The application's budget breakdown should clearly explain funding requests to ensure supplanting will not occur by including how position(s) or costs are funded, why funding is no longer available, when support ends, or any temporary funding agreements or arrangements.

**Certified Assurances, Lobbying, Drug-Free Workplace, and Debarment** – Certified Assurances, Lobbying, Drug-Free Workplace, and Debarment forms must be signed and included with the grant application.

**Special Conditions** – Awarded applicants must sign Special Conditions which include, but are not limited to requirements under federal and state laws in addition to requirements for records retention, accounting, data collection, reporting, and any additional requirements of the Community-based Juvenile Services Aid Program.

**Fiscal Requirements** – Commingling of funds on either a program-by-program or project-by-project basis is prohibited. The subgrantee's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- Separate accountability of receipts, expenditures, disbursements, and balances.
- Itemization of all supporting records of grant receipts, expenditures, and match contributions in sufficient detail to illustrate the exact nature of activity.
- Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
- Maintain 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 the same manner.
- Maintenance of payroll authorizations and vouchers.
- Maintenance of records supporting charges for fringe benefits.
- Maintenance of inventory records for equipment purchased, rented, and contributed (match funds).
- Maintenance of billing records for consumable supplies purchased (match funds).
- Contracts for services.
- Maintenance of travel records (e.g. mileage logs, gas receipts).

## FUNDING LIMITATIONS

An annual salary shall not exceed 2.4% increase to his/her base pay for FY2019-2020 based on the Consumer Price Index (CPI), Midwest Region as established by the Bureau of Labor Statistics, U.S. Department of Labor, as of the release of the 2019 RFA. Employees covered by collective bargaining management agreements will receive increases as directed by the provisions of their labor agreements. Increases in alignment with county/tribe personnel will be considered with budgetary approval by the respective governing board. For additional information about the CPI-U, Midwest Region data, see: [https://www.bls.gov/regions/mountain-plains/news-release/ConsumerPriceIndex\\_Midwest.htm](https://www.bls.gov/regions/mountain-plains/news-release/ConsumerPriceIndex_Midwest.htm)

| <b>Allowable Operating Expenses</b>  |
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| <b>Postage Expense:</b> Cost of postal services, including advances for postage meter expenses, post office box rental, stamps, etc.   |
| <b>Communication Expense:</b> Includes voice, data, and internet; costs for telephone and other telecommunications services.   |
| <b>Food and/or Beverage:</b> Food and/or beverage costs for youth in conjunction with a program or service funded through the Community-based Juvenile Services Aid Program.   |
| <b>Dues &amp; Subscription Expense:</b> Costs of dues, subscription, memberships, royalty fees, annual license fees, notary fees; as it pertains to the Community-based Juvenile Services Aid Program. Subject to reviewer discretion.   |
| <b>Conference Registration:</b> Registration fee for employees' attendance at a conference or similar event. Retention of a conference agenda is required.   |
| <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 used 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, chilled water, coal, propane, and steam.  |
| <b>Auditing Expense:</b> Contractual services for the state auditor or other auditing, accounting, and CPA firms.  |
| <b>Transportation for Youth:</b> Costs of transporting youth to and from placements, evaluations, or services.   |
| <b>External Fees for Youth:</b> Costs of youth fees paid to organizations for external activities. These activities should be effective in meeting program goals and outcomes.   |
| <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.   |
| <b>Alternative to Detention Facility:</b> One-time use to convert an existing juvenile detention facility or other existing structure for use as an alternative to detention as defined in Nebraska Revised Statute §43-245; to invest in capital construction, including both new construction and renovations, for a facility for use as an alternative to detention; or for the initial lease of a facility for use as an alternative to detention. |

## Unallowable Operating Expenses

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

**Office Space:** Includes purchase and rent of space for office, warehousing, permanent parking facilities and storage.

**Overtime Costs:** Costs of wages in excess of base rate of pay. This includes personnel for agencies who are subcontracted through this grant.

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

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

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

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

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

## MATCH REQUIREMENTS

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Counties/Tribes are required to provide a 10% match of the total project cost documented in the Community-based Juvenile Services Aid grant application. A county/tribe can designate the 10% match directly towards the program described in the application or the match can be documented as new or existing expenditures for juvenile programs or services. Any county/tribe expenditure related to juveniles may be applied toward such match requirements. The lead county/tribe must document all match expenditures and the expenses must be incurred during the project's stated grant period. In-kind match from service providers or other sources is not allowable. The predetermined allotment and match calculations are located on pages 20-22 of this Request for Application.

## GRANT COMMENCEMENT AND DURATION

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Nebraska Crime Commission requires that funded projects be implemented within 30 days from the start date listed on the grant award, or as specified by the Chief of the Community-based Juvenile Services Aid Program. The project period for the 2019 Community-based Juvenile Services Aid Program is July 1, 2019 – June 30, 2020. The project period may start on July 1, 2019; however, disbursement may occur several weeks thereafter.

## GRANT APPROVAL TIMELINE

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|     |      |      |   |
|-----|------|------|---|
| 17  | Sept | 2018 | Grant Announcement  |
| 17  | Dec  | 2018 | Application Due Date  |
| TBD | Feb  | 2019 | NCJJ Community Planning Advisory Subcommittee Review            |
| TBD | Feb  | 2019 | NCJJ Grant Subcommittee Review                                  |
| TBD | Mar  | 2019 | Commission Funding Panel Final Review and Funding Determination |
| TBD | May  | 2019 | Nebraska Crime Commission (Appeals Only)                        |

## APPLICATION FORMAT

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- Applications must be typewritten.
- Delete blank sections.
- 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).
- The original must be single sided; the 2 copies of the application may be double sided.
- The finished application must be sent in PDF format to [cynthia.kennedy@nebraska.gov](mailto:cynthia.kennedy@nebraska.gov).
- 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 graphs must be on 8 ½ x 11 paper.
- Application includes numbered pages; do not change this format.
- Sources of data and statistics must be cited immediately following the information.

## APPLICATION SUBMISSION

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Faxed copies will not be accepted. Submit (1) original, (2) copies, and (1) PDF of the application. The Nebraska Crime Commission will not be held responsible for late applications due to mail service issues. The Nebraska Crime Commission is located on the 5<sup>th</sup> floor of the Nebraska State Office building at 14<sup>th</sup> and M streets.

The (1) PDF copy that is emailed to the Nebraska Crime Commission cannot be scanned. After the application is completed and prepared for the Authorized Official's signature, save this document as a PDF without any signatures. Section VIII in the CB grant application and Section VII in the EB grant application acknowledge that the electronic PDF submitted is indeed the version of the grant application that will have all necessary signatures and be mailed to the Nebraska Crime Commission.

You must submit the following by 5:00 p.m. (CST) on Monday, December 17, 2018:

- One (1) original and two (2) copies to the Nebraska Crime Commission with appropriate signatures.
- One (1) PDF copy of your application emailed as an attachment to [cynthia.kennedy@nebraska.gov](mailto:cynthia.kennedy@nebraska.gov).

**Submit Applications to Mailing Address:**

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

**Personal Delivery/Overnight:**

Nebraska Crime Commission  
5<sup>th</sup> Floor  
301 Centennial Mall South  
Lincoln, NE 68509

## RESOURCES

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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: [www.crimesolutions.gov/](http://www.crimesolutions.gov/)
- Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, Model Programs Guide: [www.ojjdp.gov/MPG/](http://www.ojjdp.gov/MPG/)
- Shared Resources from the Public: <http://youth.gov/shared-resources>
- Promising Practices Network: [www.promisingpractices.net/](http://www.promisingpractices.net/)
- Technical Assistance Partnership for Child and Family Mental Health: <http://youth.gov/federal-links/technical-assistance-partnership-child-and-family-mental-health>
- National Center for Mental Health and Juvenile Justice: [www.ncmhjj.com/](http://www.ncmhjj.com/)
- Vera Institute of Justice, Models for Change Initiative, Center on Youth Justice: <https://www.vera.org/projects/models-for-change-initiative/learn-more>
- Guidebook: Improving the Effectiveness of Juvenile Justice Programs: A New Perspective on Evidence-Based Practice : [www.modelsforchange.net/index.html](http://www.modelsforchange.net/index.html)
- SAMHSA National Registry of Evidence-Based Programs and Practices: <http://nrepp.samhsa.gov/>
- Center for the Study and Prevention of Violence Institute of Behavioral Science, Blueprint Programs: [www.colorado.edu/cspv/blueprints/](http://www.colorado.edu/cspv/blueprints/)
- Search Institute: <https://www.search-institute.org/where-to-start/youth-programs/>
- Foundation Strategy Group, Collective Impact: <https://www.fsg.org/areas-of-focus/collective-impact>
- National Clearinghouse on Families & Youth: <http://ncfy.acf.hhs.gov/tags/evidence-based-practice>
- Juvenile Justice Institute Resources: <https://www.jjinebraska.org/programs-home-1/>

# APPLICATION INSTRUCTIONS

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## SECTION I: APPLICANT INFORMATION

**Lead County/Tribe** is the county or tribe serving as the official applicant. If a group of counties or tribes are combining their funds, only one county/tribe can be designated as the *Lead County/Lead Tribe*. This must be the county/tribe receiving and disbursing grant funds.

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

**List of Partnering Counties/Tribes** are counties and tribes who agree, through a memorandum of understanding, to receive funds and provide services as outlined in the grant application.

**Project Director** is the individual who will serve as the main point of contact and will receive all grant correspondence. It is required that the Project Director and Project Coordinator be different individuals.

**Project Coordinator** is another point of contact in addition to the Project Director. The Project Coordinator is included in all correspondence related to requirements and training.

**Fiscal Officer** can only be the *Lead County or Lead Tribe's* Fiscal Officer and **cannot** be the Project Director or Project Coordinator. The clerk or treasurer is typically listed as the Fiscal Officer.

**Authorized Official** is the County Board Chair or Tribal Council Chair of the Lead County or Lead Tribe.

## SECTION II: BUDGET SUMMARY

**Budget Summary Table:** Indicate the total amount of grant funds requested in each category. Provide budget numbers by rounding up or down to the nearest dollar. Ensure the match is applied to the correct category.

## SECTION III: PROGRAM SUMMARY

**Program Type Table:** The purpose of the Program Type Table is to provide the Juvenile Justice Institute (JJI) and the Nebraska Crime Commission (NCC) with the program types needed to set permissions to enter data into the Juvenile Case Management System (JCMS). Accurate classification of program types aid in local and state-level reports to state agencies and other stakeholders. Please complete the program type table to identify the primary goal of each program, service, or system improvement for which you are requesting funds.

Each program type should be represented on a single line in the table; do not combine program types that share a common goal or funding (e.g., if two programs each aim to reduce absences). Each row should have only one program title, one over-arching type, one program type and one sub-program type. If a program has several funded components (e.g., staff salaries, curriculum, supplies, etc.), please combine these into a single row in the table. For this table, we are interested in knowing the total funds by program, but not specific things funded within each program.

Instructions for each column:

- **Program Title:** Include the name of the program (e.g., Happy Kids program), and not the name of the program component being funded (e.g., after school director).
- **Primary Goal or Outcome:** A short explanation of what the program hopes to accomplish with youth attending their program. This is the intended outcome for youth in the program, but not details about the program structure or intervention. Details about the program may be provided in the program type narrative pages following this table.
- **Over-arching Type, Program Type, and Sub-program Type:** Definitions are available on JJI's website. To select each of these, choose the program types that best align with the goals of the program and how those goals are achieved. If the JJI definitions do not apply to your program or if you are unsure, please contact JJI or NCC to assist you with selecting program types.
- **Amount Requested for each Program:** Include only CBA funds and do not include match dollars. Round up or down to the nearest dollar.

**Program Type Narrative:** Complete all questions in the narrative table for each program identified in the program type table. The questions will only need to be answered once for each program type rather than each separate request throughout the application.

1. **Is this program or service funded in the 2018 [CB] application:** Check “yes” or “no”. **If this program or service is not funded in the 2018 [CB] application then provide current, local data that demonstrates the need for this position in your community.** When answering this question, use only local community-based data rather than national data. The data must be current, local, and representative of the applicant’s county(s) or tribe(s), and directly support the need for the requested program or service. Contact the Juvenile Justice Institute for assistance in obtaining necessary data.
2. **Describe how this program or service uses practices that are supported by current evidence-based research:** Describe how the practices being used are supported by evidence and are effective or positively impacting youth. Examples may include, but are not limited to the following:
  - a. Use of evidence-based curriculums and incorporating evidence-based practices; and
  - b. Use of screening and assessment tools.
3. **List the priority in your community plan that is being addressed by this program or service.** Write verbatim the priority in your community plan that is being addressed by the requested funds.
4. **Is this program or service listed as a strategy in your community plan?** Check “yes” or “no”. In accordance with Title 75, Chapter 1, each funding request is to be written consistent with the program development strategies outlined in the community plan. **If no, then electronically submit the revised community plan that includes this request as a strategy. The community plan must be submitted with your application.** If the program or service is not written consistent with the development strategies in your community plan, then the request shall be denied, unless a revised community plan is submitted to the Nebraska Crime Commission to include the necessary revisions.
5. **Provide a description of the program or service by answering the following:**
  - a. Purpose of the program: Describe how this program or service will address the priority listed in your community plan;
  - b. Skills and knowledge to be gained by the youth participants;
  - c. Description of key activities or services; and
  - d. Expected changes that the program will likely bring to your community.
6. **Describe the target population being served by this program or service.** Target population refers to the group(s) of youth a program or service is designed to serve. Applications should define the target population by answering the following:
  - a. Age, Gender, and Race/Ethnicity: List the age, gender, and race/ethnicity targeted by your program. Ensure that the program request is targeting the appropriate demographics based on best practices.
  - b. Juvenile Justice System Point: Use the definitions below to identify the juvenile justice system point that is being targeted with the program request.
    - i. Voluntary Services: law enforcement may or may not have contact with youth, but no citation has been issued and no referral has been made to the county/city attorney.
    - ii. Pre-filing: law enforcement citation or referral has been made to the county/city attorney, but there has not yet been a formal filing made in court.
    - iii. Pre-adjudicated: there has been a formal filing with the court that has not been adjudicated and the county is responsible for the cost of services.
    - iv. Post-adjudicated: the youth has been adjudicated in court and the state is responsible for the cost of services.
  - c. List the risk and criminogenic need factors being targeted by this program: See Appendix C in the Appendices for the list of risk and criminogenic need factors to be used in the grant application to answer this question.
  - d. List the protective factors and assets being strengthened that address the risk and criminogenic need factors identified above: See Appendix C in the Appendices for the list of protective factors and assets to be used in the grant application to answer this question.

**7. Explain the referral process by answering the following:**

- a. List the agencies and/or individuals who refer youth to this program or service: List who your program receives referrals from on a regular basis.
- b. Explain the process used to determine appropriateness of youth for the program: For example, explain how a youth is the right “fit” for this program and how they would come to the attention of the agency or individual making the referral. Provide a step-by-step process used to determine how the youth enters the program, ensuring the youth is appropriate for the program.
- c. List the screening and/or assessment tools used to determine eligibility and appropriateness: List all screening and assessment tools used by the program.
- d. Do all referrals get accepted? Check the applicable box of “yes” or “no”. If no, explain why referrals would not be accepted and under what circumstance(s) this may happen.

**SECTION IV: BUDGET BREAKDOWN**

**Category A – Personnel:** Funds in this category should reflect positions hired directly by the county/tribe. Personnel refer to wages and fringe benefits for regular full-time or part-time salaried employees for the county/tribe. Other persons working on the project who are not on the regular payroll for the county/tribe must be classified in the consultants/contracts category of the application. Salaries may not exceed those normally paid for comparable positions in the community and/or unit of government. Any position 100% funded through grant funds and/or match must be 100% dedicated to the grant program’s allowable activities. The percentage of funds requested through CB/EB for a position must not exceed the percentage of time devoted to job functions related to the CB/EB Program. For example, you are requesting that 50% of a Community Specialist’s position be paid through CB; however, the Community Specialist is devoting 25% of their time to job functions for CB – this is unallowable. Costs for wages in excess of base rate of pay are unallowable.

**Personnel Table (County/Tribe Employees)**

- **Position Title** – List title of the position that is being requested. Do not list individual names being employed by a position.
- **Full-time or Part-Time** – Indicate whether a position is full-time by typing “F” or part-time by typing “P”.
- **New or Existing** – Indicate whether a position is new by typing “N” or existing by typing “E”. If a position is being requested for the first time through Community-based Juvenile Services Aid, but has been existing then that position is considered “E”.
- **Current Annual Salary** – List the current annual salary of the corresponding position.
- **Projected Annual Salary** – List the projected annual salary that will become effective on July 1, 2019.
- **Percent Time Devoted** – List the percentage of time devoted to Community-based Juvenile Services Aid for each position listed. This includes the time projected to be spent on all allowable requests listed in the grant application. (2080 hours annually = 100% or full-time)
- **Requested Wages** – List the amount of wages being requested through the grant application.
- **Requested Fringe** – List the amount of fringe benefits being requested through the grant application. All fringe benefits are to be based on the employer’s share only. The employee’s share is to be withheld from his/her wages. Only basic fringe benefits of insurance offered by the agency (health, life, professional liability, etc.), FICA, unemployment insurance, workers compensation, costs of leave (holidays, sick leave, vacation), and pension/retirement can be included. Vacation and leave time are included in normal working hours (FTE 2080 hours/year) and are not added benefits. Funds to support cafeteria plans are not allowed by the Nebraska Crime Commission.
- **Requested Total** – List the sum of the “requested wages” and “requested fringe”. This will provide the amount of total funds being requested for each position to include wages and fringe benefits.
- **Match Wages** – List the amount of funds being matched by the county/tribe for wages.
- **Match Fringe** – List the amount of funds being matched by the county/tribe for benefits.
- **Total Project Cost** – List the sum of the “requested wages”, “requested fringe”, “match wages”, and “match fringe”. This is the total cost of a position that is being requested and matched by the county/tribe.

**Personnel Table Budget Breakdown:** A budget breakdown must be completed for **each** position:

1. **Position Title:** List the title of the personnel position. This will match the position listed in the Personnel Table.
2. **Is this position new or existing:** Check “new” or “existing”.
3. **If existing, describe how this position was previously funded:** Some examples of previous funding may include, but are not limited to: county funds, tribe funds, different grant source, Community-based Juvenile Services Aid, DHHS, etc.
4. **Briefly describe how this request complies with the non-supplanting requirement:** Provide an explanation that funds being requested for this position will not be used to supplant (replace) state, local, or tribal funds that would, in the absence of Community-based Aid funds, be made available for grant purposes.
5. **Provide job description:** You must complete one of the following options:
  - a) If the position is already created and existing then attach the official job description.
  - b) If the position is new then write a summary of the anticipated job duties in the space provided for this question. If the position is new and a job description has already been created then attach the official job description to the grant application.
6. **Provide justification for an annual salary increase:** If this position is expected to obtain an annual salary increase, provide the reason and include documentation to justify the increase. Review the first paragraph on page eight of this RFA for information on allowable increases.
7. **Provide a personnel budget breakdown on the following:**
  - a) Breakdown of wages requested for each position.
    - Example 1: 1,900 hours x \$20.00/hour = \$38,000
    - Example 2: 2,080 hours x \$18.75/hour = \$39,000
  - b) Breakdown of fringe benefits requested for each position. In the example, note how fringe benefits are appropriately pro-rated based on the amount of state dollars requested. Only include basic fringe benefits and provide details explaining each benefit requested. Consider the following: Health Insurance @ \$6,000 per year/single coverage; FICA @.0765 of total salary, etc.
    - Example 1: \$38,000 x .0765 (FICA) = \$2,907 + \$6,000 (health insurance) = \$8,907
    - Example 2: \$39,000 x .0765 (FICA) = \$2,984 + \$6,000 (health insurance) = \$8,984

**Category B – Consultants and Contracts:** Funds in this category should reflect programs/services contracted out to individuals or agencies. If the county/tribe does not directly operate the program, but relies on another entity to run the entire program, the whole budget is shown as a contract. There must be a current legal contract between the lead county/tribe and the contractor. Only utilize one table (Contract Fee for Service or Personnel Table [Non-County/Tribe Employees]) for each request. **IMPORTANT** – The County/Tribe is fiscally responsible and must ensure all funds are spent properly by all contracted programs/services. Consultants and Contracts must adhere to the federal guidelines of the maximum rate of **\$81.25/hour or \$650/day**. The rate for independent consultants must be reasonable and consistent with that paid for similar services in the market. Lodging, meals, and travel costs should be included in the daily rate, prohibiting additional charges above the full daily rate. Subgrantees must adhere to Nebraska Revised Statute §23-3108. All other entities must follow their written procurement process and if a process is not in place, then the entity must use Nebraska’s procurement process governed by DAS.

1. **Contract Fee for Service Table:** Use this table for independent contractors who provide service for a flat fee rate.
  - **Service Type** – List the type of service being requested such as tracker, electronic monitoring, mediation, counseling, presenter, etc.
  - **Provider Name** – List the agency or contractor responsible for providing service type.
  - **Rate** – list the dollar amount that is being requested either hourly or daily.
  - **Number of Hours/Days** – List the amount of hours or days this service is being requested. Then check the box to denote whether the rate is being charged either by the hour or day.

- **Amount Requested** – List the amount that is being requested in this box. Multiply the rate by the number of hours/days.
  - **Applicant’s Match** – List the dollar amount being matched by the county/tribe.
  - **Total cost** – List the total project cost which is the sum of the amount requested and the applicant’s match.
2. **Personnel Table (Non-County/Tribe):** This chart is being provided under consultants/contracts because several counties/tribes are requesting funds for personnel from programs within their corresponding county/tribe. All positions being requested that are not directly funded by the county/tribe will be listed in this table. These positions are considered “consultants/contracts” by the Nebraska Crime Commission. This table is exactly the same as the Personnel Table in Category A; therefore, refer to those same instructions.

**Personnel Table (Non-County/Tribe) Budget Breakdown:** Refer to the instructions outlined for Category A – Personnel Budget Breakdown. Expectations are the **same** for positions being requested in the Personnel category for county/tribe employees and positions being requested in the Consultants/Contracts category for non-county/tribe employees.

3. **Travel Expenses of Consultant/Contract:** All travel requests will abide by the policies and procedures of the Nebraska Crime Commission and the Nebraska Department of Administrative Services. Currently, out-of-state travel is unallowable. In-state travel is limited to mission critical initiatives. If the out-of-state travel ban is removed in the future, subgrantees will submit an Out-of-State Travel Request form at least 6 weeks prior to travel. Copy the travel expenses form and complete it for each travel purpose. Rates for meals and lodging are listed on the General Services Administration website (GSA) and are subject to change every year on October 1. **\*All travel expenses listed below are reimbursed for actual expenses incurred within allowable rates only.\***
- **Travel Purpose** – List the purpose funds are being requested for travel.
  - **Type of Travel** – Check whether the travel is within your community (local) or in-state. Currently, out-of-state travel is unallowable.
  - **Justification for Travel** – Provide an explanation for this travel request and how it will benefit youth being served by programs and services in the community. If this travel request is for administration, provide an explanation for this travel request and how it will benefit the community and youth being served. Explain how this request aligns with the funding purpose listed in this Request for Application.
  - **Position(s) which will be traveling for this purpose** – List the positions that will be traveling for the purpose stated.
  - **Cost breakdown:**
    - ✓ **Mileage** – Reimbursable at the rate listed for business travel specified on the IRS website: <https://www.irs.gov/tax-professionals/standard-mileage-rates>
    - ✓ **Airfare** – Air travel should be utilized when it is more economical than surface transportation. Reimbursement for commercial air travel will be limited to “coach” fare. Airfare that exceeds \$500 must obtain written approval by the Chief of the Community-based Juvenile Services Aid Program.
    - ✓ **Lodging** – Available for reimbursement the night before an activity begins through the night before an activity ends. Rates must not exceed those listed for the location of travel which is found on the General Services Administration (GSA) website: <http://www.gsa.gov/portal/category/100120>
    - ✓ **Meals** – Rates must not exceed those listed for the location of travel which is found on the General Services Administration (GSA) website: <http://www.gsa.gov/portal/category/100120>. Additionally, incidentals are not reimbursable through this grant. Breakfast, lunch, and dinner are allowed based on the following set of guidelines:

- Tips are not to exceed 20% of the actual allowable cost.
- Receipts must be separate for each individual, with the exception of multiple youth receiving meals in the same establishment.
- Receipts must be itemized.
- Alcohol must not be listed on the receipt.
- If meals are provided at a conference, reimbursement for additional meals or as a replacement will not be reimbursed unless there are extenuating circumstances.
- Allowable timeframe to request reimbursement for meals when traveling overnight:
  - Breakfast: When individual leaves for overnight travel at or before 6:30 a.m.
  - Lunch: When individual leaves for overnight travel at or before 11:00 a.m. or returns from overnight travel at or after 2:00 p.m.
  - Dinner: When individual returns from overnight travel at or after 7:00 p.m.
- One-day travel: Breakfast shall be reimbursed when an individual leaves before 6:30 a.m. Dinner shall be reimbursed when an individual returns after 7:00 p.m. Lunch is not reimbursed for one-day travel.

✓ **Other** – The following fees are reimbursable travel:

- Luggage Fees – One checked bag is reimbursable. The Crime Commission is not responsible for additional fees incurred for exceeding the maximum weight limitations for standard luggage fees.
- Private Transport – Must be reasonable and comparable to public transportation if available. Several forms of private transport include Uber, Lyft, taxi, etc. Tips are not to exceed 20% of the bill.
- Public transport – Metro, bus, train, ferry, trolley, subway, etc.
- Rental Car – Only allowable if written approval is obtained by the Chief of the Community-based Juvenile Services Aid Program. A cost analysis will need to be submitted which details that renting a car is less expensive than utilizing public transportation from the airport to the lodging facility.
- Parking – When utilizing air travel, parking costs for a vehicle are reimbursable for only the necessary days of travel. Parking costs for personal travel are the responsibility of the traveler. The parking option utilized must be economical and comparable to the other parking options surrounding the airport.

4. **Operating Expenses of the Consultant/Contract Table:** See “Funding Limitations” in this document to receive guidance on unallowable/allowable operating expenses. Complete all blanks in the table when requesting funds for operating expenses to include the rate per month, amount requested, applicant’s match, and total cost. **If requesting funds for the one-time use to convert an existing juvenile detention facility or other existing structure for use as an alternative to detention, please contact the Chief of the Community-based Juvenile Services Aid Program to complete a separate form that is required to be submitted in addition to the grant application.**

**Operating Expenses Budget Breakdown:**

- **If you are requesting funds for educational materials, list the name and purpose for each material:** List the name or title of the educational materials being requested. Additionally, list why this specific educational material is utilized for the youth being served.

- **Provide research that supports the selection of the educational materials:** List any information or resources that were utilized to choose the educational materials that are being listed. Grant reviewers desire to understand the reason and method used when deciding to use a specific educational material.
- **Explain how each operating expense listed above will benefit a program or service listed in this grant application:** There are several operating expenses that are allowable and an explanation is needed for each request for this question. For example, if incentives for youth are being requested, then explain how purchasing incentives has benefited that particular service or program. What has been witnessed as a result of purchasing incentives for youth? Did their attendance increase? Did their grades increase? If so, what data or information was used to support the purchase of these incentives?
- **Provide a breakdown of costs for each line item above:** Answer this question for all requests in the operating expenses table. For example, if incentives for youth are being requested at a rate of \$500/month in the operating expenses table, this does not provide a detailed breakdown. Therefore, for this question, a breakdown would be provided such as: \$50 incentives for 10 youth per month = \$500/month.

**Category B – Consultants and Contracts Total:** Enter the total amount requested for consultants/contracts to include contract fees, personnel fees, travel fees, and operating fees. Place them in the appropriate category and provide the applicant’s match.

**Category C – Travel:** Funds in this category should reflect travel expenses of county/tribe employees. Refer to the travel instructions outlined in Category B – Consultants/Contracts, as this section adheres to the same set of guidelines. All travel requests will abide by the policies and procedures of the Nebraska Crime Commission and the Nebraska Department of Administrative Services. Currently, out-of-state travel is unallowable. In-state travel is limited to mission critical initiatives. Copy the travel expenses form and complete it for each travel purpose. Rates for meals and lodging are listed on the General Services Administration website (GSA) and are subject to change every year on October 1. **\*All travel expenses listed below are reimbursed for actual expenses incurred within allowable rates only\***

**Category D – Operating Expenses:** See “Funding Limitations” in this document to receive guidance on unallowable/allowable operating expenses. Complete all blanks in the table when requesting funds for operating expenses to include the rate per month, amount requested, applicant’s match, and total cost. **If requesting funds for the one-time use to convert an existing juvenile detention facility or other existing structure for use as an alternative to detention, please contact the Chief of the Community-based Juvenile Services Aid Program to complete a separate form that is required to be submitted in addition to the grant application.**

**Operating Expenses Budget Breakdown:** Refer to the operating expenses budget breakdown outlined in Category B – Consultants/Contracts, as this section adheres to the same set of guidelines.

**Match Narrative:** A budget breakdown of all match dollars required by the applicant must be outlined in the narrative table. Account for match funds in the appropriate category in the budget summary on page two of the application. Match is financially monitored with the same requirements as the amount requested in the grant application. Provide a detailed description and breakdown of what the county/tribe is providing for match. Match is any county/tribal expenditure related to juveniles. In-kind match is unallowable.

**\*All rates, item descriptions, and budgeting requirements are derived from the Nebraska Department of Administrative Services – State Accounting Division, Office of Justice Programs 2017 Financial Guide, Title 75, Chapter 1, and Operating Instructions at the Nebraska Commission on Law Enforcement and Criminal Justice**

## **SECTION V: COMMUNITY PLANNING TEAM INFORMATION**

Community planning cannot be accomplished by one or two individuals. It requires a committed collaborative of stakeholders who meet regularly to develop and enact the community plan. Provide information as it relates to the community team that is responsible for the development and implementation of the community plan.

- a) *Did the community planning team meet quarterly:* It is highly recommended that the team meet quarterly or more often. If the team met quarterly or more often check "yes", if less than quarterly check "no".
- b) *If no, explain the barriers that prevented regular community meetings:* Please list the specific issues that prevented the team from meeting regularly (e.g. geography, staffing, resources, schedules, etc.).
- c) *Describe the proposed solutions to the barriers discussed above:* Provide specific details for addressing these barriers and the planning process for the community team to schedule regular meetings.
- d) *List the regular stakeholders at community team meetings:* List the agencies that are represented at community team meetings on a regular basis.
- e) *Provide dates that the community planning team met since July 1, 2017:* Provide meeting dates from July 1, 2017 to current.
- f) *Is there an agenda created for each meeting:* It is recommended that an agenda be created and minutes are recorded at meetings to provide a reference for the Nebraska Crime Commission.
- g) *If yes, please list regular items on the agenda. If no, please explain:* The Nebraska Crime Commission may require meeting minutes in the future.
- h) *Did the community team vote and approve the requests in this application:* Check "yes" or "no". It is required that funding requests in the application be determined by a majority vote among the community planning team.
- i) *If no, how was this decision made:* Explain the process in which the funding requests were determined in the application.

## **SECTION VI: MEMORANDUMS OF UNDERSTANDING**

For counties or tribes applying as a group, submit a current copy of the MOU(s) signed by each participating county board chair or tribal council chair confirming the county or tribal commitment to combine Community-based Juvenile Services Aid funds to accomplish the project(s) outlined in the application.

## **SECTION VII: REQUIRED FORMS**

Read all required forms carefully and have them signed by the Authorized Official (Lead County Board Chairperson or Tribal Council Chairperson) for the grant application.

## **SECTION VIII: ELECTRONIC SUBMISSION**

All applicants must submit an electronic copy of the finished application to the email address listed in the instructions. Scanned copies of the application are no longer accepted. After the application is finished in Microsoft Word, save the document as a PDF. By checking the box on the application and providing the typed name of the Project Director and the date, the applicant is thereby certifying that the unsigned application to be emailed is the identical version of the signed (1) original application and two (2) copies that are physically mailed to the Nebraska Crime Commission. If there are any questions with this requirement, contact the Chief of the Community-based Juvenile Services Aid Program.

# DISTRIBUTION OF FUNDS

## 2010 CENSUS

| County    | 2010 Age 12-18 Pop. | Percent of 2010 Age 12-18 Pop. | Allotment   | Required Match | Total       |
|-----------|---------------------|--------------------------------|-------------|----------------|-------------|
| Adams     | 3,001               | 1.69%                          | \$101,325   | \$11,258       | \$112,583   |
| Antelope  | 621                 | 0.35%                          | \$20,967    | \$2,330        | \$23,297    |
| Arthur    | 44                  | 0.02%                          | \$5,000     | \$556          | \$5,556     |
| Banner    | 68                  | 0.04%                          | \$5,000     | \$556          | \$5,556     |
| Blaine    | 54                  | 0.03%                          | \$5,000     | \$556          | \$5,556     |
| Boone     | 590                 | 0.33%                          | \$19,921    | \$2,213        | \$22,134    |
| Box Butte | 1,113               | 0.63%                          | \$37,579    | \$4,175        | \$41,754    |
| Boyd      | 200                 | 0.11%                          | \$6,753     | \$750          | \$7,503     |
| Brown     | 289                 | 0.16%                          | \$9,758     | \$1,084        | \$10,842    |
| Buffalo   | 4,323               | 2.43%                          | \$145,960   | \$16,218       | \$162,178   |
| Burt      | 626                 | 0.35%                          | \$21,136    | \$2,348        | \$23,484    |
| Butler    | 888                 | 0.50%                          | \$29,982    | \$3,331        | \$33,313    |
| Cass      | 2,616               | 1.47%                          | \$88,326    | \$9,814        | \$98,140    |
| Cedar     | 967                 | 0.54%                          | \$32,649    | \$3,628        | \$36,277    |
| Chase     | 352                 | 0.20%                          | \$11,885    | \$1,321        | \$13,206    |
| Cherry    | 545                 | 0.31%                          | \$18,401    | \$2,045        | \$20,446    |
| Cheyenne  | 911                 | 0.51%                          | \$30,759    | \$3,418        | \$34,177    |
| Clay      | 676                 | 0.38%                          | \$22,824    | \$2,536        | \$25,360    |
| Colfax    | 1,049               | 0.59%                          | \$35,418    | \$3,935        | \$39,353    |
| Cuming    | 924                 | 0.52%                          | \$31,198    | \$3,466        | \$34,664    |
| Custer    | 1,056               | 0.59%                          | \$35,654    | \$3,962        | \$39,616    |
| Dakota    | 2,382               | 1.34%                          | \$80,425    | \$8,936        | \$89,361    |
| Dawes     | 878                 | 0.49%                          | \$29,645    | \$3,294        | \$32,939    |
| Dawson    | 2,646               | 1.49%                          | \$89,339    | \$9,927        | \$99,266    |
| Deuel     | 153                 | 0.09%                          | \$5,166     | \$574          | \$5,740     |
| Dixon     | 643                 | 0.36%                          | \$21,710    | \$2,412        | \$24,122    |
| Dodge     | 3,417               | 1.92%                          | \$115,371   | \$12,819       | \$128,190   |
| Douglas   | 49,210              | 27.65%                         | \$1,661,511 | \$184,612      | \$1,846,123 |
| Dundy     | 199                 | 0.11%                          | \$6,719     | \$747          | \$7,466     |

|           |        |        |           |          |           |
|-----------|--------|--------|-----------|----------|-----------|
| Fillmore  | 656    | 0.37%  | \$22,149  | \$2,461  | \$24,610  |
| Franklin  | 308    | 0.17%  | \$10,399  | \$1,155  | \$11,554  |
| Frontier  | 294    | 0.17%  | \$9,927   | \$1,103  | \$11,030  |
| Furnas    | 519    | 0.29%  | \$17,523  | \$1,947  | \$19,470  |
| Gage      | 2,027  | 1.14%  | \$68,439  | \$7,604  | \$76,043  |
| Garden    | 170    | 0.10%  | \$5,740   | \$638    | \$6,378   |
| Garfield  | 207    | 0.12%  | \$6,989   | \$777    | \$7,766   |
| Gosper    | 183    | 0.10%  | \$6,179   | \$687    | \$6,866   |
| Grant     | 54     | 0.03%  | \$5,000   | \$556    | \$5,556   |
| Greeley   | 234    | 0.13%  | \$7,901   | \$878    | \$8,779   |
| Hall      | 5,839  | 3.28%  | \$197,146 | \$21,905 | \$219,051 |
| Hamilton  | 1,045  | 0.59%  | \$35,283  | \$3,920  | \$39,203  |
| Harlan    | 329    | 0.18%  | \$11,108  | \$1,234  | \$12,342  |
| Hayes     | 113    | 0.06%  | \$5,000   | \$556    | \$5,556   |
| Hitchcock | 234    | 0.13%  | \$7,901   | \$878    | \$8,779   |
| Holt      | 1,030  | 0.58%  | \$34,777  | \$3,864  | \$38,641  |
| Hooker    | 71     | 0.04%  | \$5,000   | \$556    | \$5,556   |
| Howard    | 644    | 0.36%  | \$21,744  | \$2,416  | \$24,160  |
| Jefferson | 610    | 0.34%  | \$20,596  | \$2,288  | \$22,884  |
| Johnson   | 396    | 0.22%  | \$13,370  | \$1,486  | \$14,856  |
| Kearney   | 651    | 0.37%  | \$21,980  | \$2,442  | \$24,422  |
| Keith     | 741    | 0.42%  | \$25,019  | \$2,780  | \$27,799  |
| Keya Paha | 84     | 0.05%  | \$5,000   | \$556    | \$5,556   |
| Kimball   | 343    | 0.19%  | \$11,581  | \$1,287  | \$12,868  |
| Knox      | 871    | 0.49%  | \$29,408  | \$3,268  | \$32,676  |
| Lancaster | 24,217 | 13.61% | \$817,655 | \$90,851 | \$908,506 |
| Lincoln   | 3,455  | 1.94%  | \$116,654 | \$12,962 | \$129,616 |
| Logan     | 69     | 0.04%  | \$5,000   | \$556    | \$5,556   |
| Loup      | 59     | 0.03%  | \$5,000   | \$556    | \$5,556   |
| Madison   | 3,450  | 1.94%  | \$116,485 | \$12,943 | \$129,428 |
| McPherson | 48     | 0.03%  | \$5,000   | \$556    | \$5,556   |
| Merrick   | 823    | 0.46%  | \$27,788  | \$3,088  | \$30,876  |
| Morrill   | 477    | 0.27%  | \$16,105  | \$1,789  | \$17,894  |
| Nance     | 362    | 0.20%  | \$12,222  | \$1,358  | \$13,580  |
| Nemaha    | 698    | 0.39%  | \$23,567  | \$2,619  | \$26,186  |

|                 |                |                |                       |                  |                    |
|-----------------|----------------|----------------|-----------------------|------------------|--------------------|
| Nuckolls        | 363            | 0.20%          | \$12,256              | \$1,362          | \$13,618           |
| Omaha Tribe     | 1,569          | 0.88%          | \$52,976              | \$5,886          | \$58,862           |
| Otoe            | 1,538          | 0.86%          | \$51,929              | \$5,770          | \$57,699           |
| Pawnee          | 273            | 0.15%          | \$9,217               | \$1,024          | \$10,241           |
| Perkins         | 276            | 0.16%          | \$9,319               | \$1,035          | \$10,354           |
| Phelps          | 881            | 0.50%          | \$29,746              | \$3,305          | \$33,051           |
| Pierce          | 805            | 0.45%          | \$27,180              | \$3,020          | \$30,200           |
| Platte          | 3,340          | 1.88%          | \$112,771             | \$12,530         | \$125,301          |
| Polk            | 511            | 0.29%          | \$17,253              | \$1,917          | \$19,170           |
| Ponca Tribe     | 5              | 0.00%          | \$5,000               | \$556            | \$5,556            |
| Red Willow      | 1,056          | 0.59%          | \$35,654              | \$3,962          | \$39,616           |
| Richardson      | 772            | 0.43%          | \$26,066              | \$2,896          | \$28,962           |
| Rock            | 111            | 0.06%          | \$5,000               | \$556            | \$5,556            |
| Saline          | 1,466          | 0.82%          | \$49,498              | \$5,500          | \$54,998           |
| Santee Tribe    | 342            | 0.19%          | \$11,547              | \$1,283          | \$12,830           |
| Sarpy           | 16,249         | 9.13%          | \$548,626             | \$60,958         | \$609,584          |
| Saunders        | 2,182          | 1.23%          | \$73,672              | \$8,186          | \$81,858           |
| Scotts Bluff    | 3,495          | 1.96%          | \$118,004             | \$13,112         | \$131,116          |
| Seward          | 1,713          | 0.96%          | \$57,837              | \$6,426          | \$64,263           |
| Sheridan        | 502            | 0.28%          | \$16,949              | \$1,883          | \$18,832           |
| Sherman         | 278            | 0.16%          | \$9,386               | \$1,043          | \$10,429           |
| Sioux           | 114            | 0.06%          | \$5,000               | \$556            | \$5,556            |
| Stanton         | 654            | 0.37%          | \$22,081              | \$2,453          | \$24,534           |
| Thayer          | 474            | 0.27%          | \$16,004              | \$1,778          | \$17,782           |
| Thomas          | 56             | 0.03%          | \$5,000               | \$556            | \$5,556            |
| Thurston        | 854            | 0.48%          | \$28,834              | \$3,204          | \$32,038           |
| Valley          | 380            | 0.21%          | \$12,830              | \$1,426          | \$14,256           |
| Washington      | 2,194          | 1.23%          | \$74,078              | \$8,231          | \$82,309           |
| Wayne           | 925            | 0.52%          | \$31,231              | \$3,470          | \$34,701           |
| Webster         | 402            | 0.23%          | \$13,573              | \$1,508          | \$15,081           |
| Wheeler         | 97             | 0.05%          | \$5,000               | \$556            | \$5,556            |
| Winnebago Tribe | 1,032          | 0.58%          | \$34,844              | \$3,872          | \$38,716           |
| York            | 1,292          | 0.73%          | \$43,623              | \$4,847          | \$48,470           |
| <b>Total</b>    | <b>177,953</b> | <b>100.00%</b> | <b>\$6,048,000.00</b> | <b>\$672,000</b> | <b>\$6,720,000</b> |

# APPENDICES

# APPENDIX A



UNIVERSITY OF NEBRASKA AT OMAHA  
**JUVENILE JUSTICE INSTITUTE**

**EVIDENCE-BASED**  
NEBRASKA

## Evidence-Based Practices Brief

EB-NE Brief #2: August 2018

*in conjunction with* NEBRASKA

Good Life. Great Service.

COMMISSION ON LAW ENFORCEMENT  
AND CRIMINAL JUSTICE

### Preventing Delinquency & Promoting Prosocial Activities

Recognizing the need to support youth before problem behaviors take shape, prevention programs emerged in the 1970s to address the needs of youth and families; however, these early programs were rarely rooted in either theory or research on childhood development. Consequently, programs began incorporating information gleaned from longitudinal studies to address specific risk factors identified as predictive of problem behaviors in youth. In the 1980s, prevention efforts often focused on a single problem behavior, however in the early 1990s, consensus emerged that programs should expand beyond focusing on a single problem behavior and instead examine co-occurrence of problem behaviors and common predictors of multiple problem behaviors (Catalano et al., 2004). Further, prevention efforts recognized that promoting positive youth development was just as important as avoiding negative behaviors (Catalano et al., 2004; W.T. Grant Consortium, 1992).

#### Communities that Care

Communities that Care (CTC) is a prevention framework system that aims to reduce risk and prevent problem behaviors, while enhancing protection and promoting healthy youth development (Hawkins 1999). CTC seeks to prevent problem behaviors and promote

positive development by creating opportunities for prosocial involvement. To do so, CTC involves trained community stakeholders who assess community risk with epidemiological data, create a community-specific profile of risk, and then target two to five elevated risk factors by implementing evidence-based effective prevention programs in the community. Changes in the prevention service system are expected to reduce risk and strengthen protective factors at the community-level. With respect to protective factors, CTC coalitions are asked to provide developmentally appropriate opportunities for prosocial activities, teach them skills to successfully be involved, and provided consistent recognition of their efforts and achievements (Kim et al., 2015). To empirically test the efficacy of the CTC framework, a randomized control trial in 24 communities and seven states was conducted in which youth in each community were surveyed annually for seven years. The general findings indicated that communities implementing CTC significantly reduced the onset of substance use and delinquency through high school (Catalano et al., 2014).

#### Principles of Effective Programs

In reviewing the vast literature on prevention and promotion programs,

Nation and colleagues (2003) identified nine general principles of effective programs aimed at preventing delinquency-related behaviors.

#### Program Characteristics

- (1) Comprehensive: including a combination of interventions to address the problem behavior, and engaging multiple systems or domains that have an impact on the behavior (e.g., schools, family, community, peers)
- (2) Varied teaching methods: emphasizing the needs for active, skills-based component that provides hands-on experiences that increase the development of cognitive, language, and social skills necessary for the target behavior; but not to rely too much on knowledge, information, or group discussions
- (3) Provided sufficient dosage: enough exposure to the intervention to have an impact (intensity of program measured in quantity and quality of contact hours), with the risk level of the youth taken into account and providing follow-up or booster sessions.

CBA1006- Rev. -18

4) Theory-driven: based on scientific justification, including etiological theories focused on the causes of the problem behavior (e.g., risk or protective factors); and intervention theories focused on the best method for changing etiological risks.

(5) Provided opportunities for positive relationships: providing exposure to individualized, healthy attention from adults (e.g., parents, other adult mentors) and peers that promote strong relationships and support positive outcomes

#### Matching the Program with Target Populations

(6) Appropriately timed: implementing interventions early enough to have an impact on the development of the problem behavior (prior to the problem behavior) and are sensitive to the developmental needs of the youth

(7) Socio-culturally relevant: programming should be both culturally relevant to youth in the program and should be tailored to address the individual needs of the youth (not a one-size -fits all)

#### Implementation and Evaluation

(8) Outcome evaluation: clear goals and objectives that can be systematically evaluated periodically to document outcomes relative to the goals to measure of program effectiveness

(9) Well-trained staff: staff should be sensitive, competent, and receive sufficient training, support and supervision; considering turnover,

morale, and buy-in

## Nebraska Prevention and Promotion Programs

The Community-based Aid (CBA) grant process follows a similar framework to the CTC framework. Nebraska communities select community stakeholders who are responsible for identifying appropriate community-level data to create a community-specific risk profile and then select appropriate evidence-based programs to meet the community's needs. One method for this process, as recommended by the Juvenile Justice Institute (JJI), is to provide the modified Risk and Protective factors survey created by JJI to youth enrolling in CBA-funded programs and then comparing this

data to the state and county-level data provided by the Bureau of Sociological Research (BOSR) at the University of Nebraska-Lincoln (<https://bosr.unl.edu/sharp>).

To assist communities in identifying their community-specific risk profile, the Juvenile Justice Institute has prepared program-specific reports for each CBA-funded promotion/prevention program. There are also other data sources available online to meet these needs. The nine principles of effective programming can then be used to assess whether programs are evidence-based. If a program is not currently meeting these nine, then they should demonstrate how they plan to meet all nine elements in the upcoming year.

#### REFERENCES

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Pete Ricketts, Governor

## MEMORANDUM

**To:** Community-based Juvenile Services Aid (CBA) Subgrantees  
**From:** Nebraska Crime Commission  
**cc:** Nebraska Coalition for Juvenile Justice Grant Review Subcommittee  
**Date:** September 17, 2018  
**Re:** Use of Electronic Monitoring with CBA Funds

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Effective immediately, the use of Community-based Juvenile Services Aid funding shall only be used for electronic monitoring when statutorily allowed as an alternative to detention.

According to NRS 43-245(3), "[a]lternative to detention means a program or directive that increases supervision of a youth in the community in an effort to ensure the youth attends court and refrains from committing a new law violation. Alternative to detention . . . electronic monitoring . . ."

"[A] standardized juvenile detention screening instrument shall be used as an assessment tool statewide by probation officers . . . in order to determine if detention of the juvenile is necessary and, if so, whether detention or an alternative to detention is indicated. . . Only duly trained probation officers shall be authorized to administer the juvenile detention screening instrument." (NRS 43-260).

"No juvenile who has been taken into temporary custody under subdivision (1)(c) of section [43-250](#) . . . shall . . . be subject to an alternative to detention infringing upon the juvenile's liberty interest for longer than twenty-four hours, excluding nonjudicial days, after having been taken into custody unless such juvenile has appeared personally before a court of competent jurisdiction for a hearing to determine if continued detention, services, or supervision is necessary." (NRS 43-253(3)).

Community-based Juvenile Services Aid funding shall not be used for electronic monitoring other than a probation officer placing the youth on an alternative to detention in a statutorily allowed manner or a court ordered preadjudicated service.

Darrell Fisher, Executive Director

Nebraska Commission on Law Enforcement and Criminal Justice

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# APPENDIX C

## Risk and Criminogenic Need Factors

## Protective Factors and Assets

### INDIVIDUAL

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

### FAMILY

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

### EDUCATION/COMMUNITY

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

### PEERS

|                     |                                     |
|---------------------|-------------------------------------|
| Deviant peer groups | Healthy/Positive peer relationships |
|                     | Supportive social group             |

#### Resources:

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