



DOUGLAS COUNTY

DISTRIBUTION OF COMMUNITY-BASED JUVENILE SERVICES AID

COMMUNITY-BASED JUVENILE SERVICES AID PROGRAM

DISTRIBUTION OF COMMUNITY-BASED JUVENILE SERVICES AID

*As governed, in statute, via Title 75, Nebraska Administrative Code, Chapter 1
Nebraska Commission on Law Enforcement and Criminal Justice
Community-based Juvenile Services Aid Program,
Rules and Regulations for Distribution of Community-based Juvenile Services Aid*

SECTION TITLE	PAGE
Purpose & Scope	2
Definitions	2
Eligibility for Funding	4
Community Planning Process	5
Funding Application Process	6
Review of Grant Application	6
Acceptance of Funds and Conditions	8
Suspension and Termination of Funds	9
Reporting of Funding Awards	10
Program Evaluation	11
Conflict of Interest	11

DISTRIBUTION OF COMMUNITY-BASED JUVENILE SERVICES AID

PURPOSE AND SCOPE:

PURPOSE: To establish procedures governing the distribution and management of Community-based Juvenile Services Aid (CBA) funds by the Douglas County Community Team.

SCOPE: Applicable to County Departments and community-based organizations requesting and receiving funds distributed by the County with the intent to provide community-based services to juveniles under programs aligned with evidence-based practices.

DEFINITIONS:

The following terms and definitions will be utilized for purposes of this document:

APPLICANT refers to individual departments, work groups, subcommittees or organizations that have applied for Community-based Juvenile Services Aid.

CASH REPORT is a document prepared by the sub-grantee that reports quarterly expenditures and may serve as a request for funds.

COMMISSION is the Nebraska Commission on Law Enforcement and Criminal Justice.

COMMUNITY TEAM the local team comprised of members who represent the interests of the County, and consists of individuals serving the community in the roles listed in the *Juvenile Services Comprehensive Community Planning User Manual*. The Community Planning Team shall oversee the planning and implementation of services developed and provided within the community.

The Steering Committee of Operation Youth Success serves as the Douglas County Community Team.

COMMUNITY-BASED JUVENILE SERVICES AID PROGRAM provides aid to counties and federally recognized or state recognized Indian tribes as outlined in Nebraska Revised Statute §43-2404.02.

COMPREHENSIVE JUVENILE SERVICES COMMUNITY PLAN is the document created by the Community Planning Team and approved by the County Board that covers three years of planning for juveniles within the community. The comprehensive juvenile services community plan will satisfy the requirements of the Nebraska Crime Commission and be consistent with instruction found in the community planning resources. Comprehensive juvenile services community plans must be developed every three years, and submitted to the Director of the Community-based Juvenile Services Aid Program for approval. Annual updates are completed with the submission of the application for the Community-based Juvenile Services Aid Program.

CONFLICT OF INTEREST shall include situations where the individual would be required to take any action or make any decision that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business or organization with which he or she is directly associated.

CONTINGENCY is a condition(s) that must be satisfied prior to the awarding of a grant.

FIRST LEVEL REVIEW COMMITTEE is a five-person panel that makes funding recommendations to the Community Team. The First Level Review Committee shall consist of the three Executive Team members appointed by the Community Team, and shall include two additional members who do not have a conflict of interest, selected by the majority membership of the Community Team.

EVIDENCE-BASED PRACTICE is a program that can demonstrate that it effectively reduces youth involvement in the juvenile or criminal justice system as outlined in the Request for Application.

GRANT AWARD PACKET is an agreement between the Commission and the sub-grantee/County that awards funds; specifies terms; sets conditions on the receipt, usage, and documentation of funds; and specifies other conditions deemed necessary by the Director of the Community-based Juvenile Services Aid Program.

GRANT REVIEW SUBCOMMITTEE is a subcommittee of the Nebraska Coalition for Juvenile Justice State Advisory Group tasked with reviewing grant applications to the Commission, oversight of the grant review process, and reporting to the Nebraska Coalition for Juvenile Justice.

NEBRASKA COALITION FOR JUVENILE JUSTICE is the State Advisory Group for the state of Nebraska pursuant to the Juvenile Justice and Delinquency Prevention Act; responsible for advising the NE Crime Commission on the awarding of grants, identifying and sharing juvenile justice issues, and other duties and powers outlined in Nebraska Revised Statute §43-2412.

PROJECT COORDINATOR is the County employee who will work in collaboration with the Project Director to facilitate administration of Douglas County Community-based Juvenile Services Aid. The Project Coordinator shall be a liaison between the Community Team, work groups, and the Project Director. The staff member designated as the Project Coordinator shall be indicated on the cover page of the Community-based Juvenile Services Aid application.

PROJECT DIRECTOR is the County employee who serves as the main point of contact and receives all grant correspondence from the Crime Commission. The Project Director facilitates administration of Douglas County Community-based Juvenile Services Aid. The staff member designated as the Project Director shall be indicated on the cover page of the Community-based Juvenile Services Aid application.

REQUEST FOR APPLICATION is the announcement and solicitation for applications to the Community-based Juvenile Services Aid Program that is apportioned as aid by the NE Crime Commission. The Request for Application includes, but is not limited to program specifications, application procedures, evidence-based practice requirements, and predetermined allocation amounts. The information included in the Request for Application is subject to change contingent upon statutory requirements, agency requirements, evaluation outcomes, and evidence-based practices and principles.

SUBGRANTEE refers to applicants which have accepted the grant award for the Community-based Juvenile Services Aid Program.

ELIGIBILITY FOR FUNDING:

In distributing funds provided under the Community-based Juvenile Services Aid Program, the County shall prioritize programs and services that will divert juveniles from the juvenile justice system, reduce

the population of juveniles in juvenile detention and secure confinement, and assist in transitioning juveniles from out of home placements.

Funds received under 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 comprehensive juvenile services 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.

Funds received under the Community-based Juvenile Services Aid Program shall not be used for the following: Construction of secure detention facilities, secure youth treatment facilities, or secure youth confinement facilities; capital construction or the lease or acquisition of facilities; programs, services, treatments, evaluations, or other preadjudication services that are not based on or grounded in evidence-based practices, principles, and research, except that the commission may approve pilot projects that authorize the use of such aid; or office equipment, office supplies, or office space. (Nebraska Revised Statute §43-2404.02)

COMPREHENSIVE JUVENILE SERVICES COMMUNITY PLANNING PROCESS:

All applicants shall submit a comprehensive juvenile services community plan to the Commission for approval before submitting an application for funds. Each comprehensive juvenile services plan must be developed by a community planning team and submitted in accordance with the Juvenile Services Act, community planning resources, and requirements of Title 75, Nebraska Administrative Code, Chapter 1.

Comprehensive juvenile services community plans shall:

- Provide relevant county-level data, including but not limited to, types of data listed within the community planning resources that supports 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 affects 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 will be measured in alignment with evidence-based practices or research.

Operation Youth Success staff will ensure work plans and strategies are included in the Douglas County Community Plan. The Community Plan shall contain the strategies and action items prioritized by the Community Team and work groups as essential to operating a well-integrated, solution-focused system of graduated sanctions and services for youth in Douglas County.

The Community Plan shall reflect the shared vision and mission of Operation Youth Success, the Juvenile Detention Alternatives Initiative, and Youth Impact!. Further, the plan shall include and incorporate feedback and data from the OYS Steering Committee, JDAI Collaborative, Youth Impact! Steering Committee, work group membership and the community at-large.

FUNDING APPLICATION PROCESS:

Notification of the availability of funds shall be announced annually by the Director of the Community-based Juvenile Services Aid Program through a Request for Application. Such notification will include application requirements and instructions. Funding amount will be calculated by the community-based juvenile services aid apportionment formula.

After the community planning team has submitted their comprehensive juvenile services community plan to the Commission and approval has been granted, applicants must also submit an application for funds that shall:

- Align with the priorities identified in the comprehensive juvenile services community plan;
- Be written consistent with the program development strategies outlined in the community planning resources and comprehensive juvenile services community plan;
- Identify how the funds will be used to implement programs identified in the comprehensive juvenile services community plan;
- Demonstrate that the use of funds shall be limited to developing policies and practices that are supported by evidence-based practice, research, or are standardized and have reliably demonstrated positive outcomes in other areas of juvenile aid services;
- Be determined by a majority vote among the Community Team representing the interests of the Douglas County community; and
- Include the county board’s approval of the grant application. In the event the county board does not approve recommendations from the community planning team, the county board may submit written justification to the Commission in consideration of a modification of the initial proposal approved by the community planning team.

LOCAL REVIEW OF GRANT APPLICATIONS:

Notification of the statewide availability of funds shall be announced annually by the Director of the Community-based Juvenile Services Aid Program through a Request for Application. The Douglas County CBA Project Director will develop and distribute the local mini-application along with application instructions to County Administration, the Juvenile Detention Alternatives Initiative Committee, and Operation Youth Success.

The Douglas County Community Plan along with current work plans will provide the structure for determining priority areas for local funding. County Departments and work groups shall develop appropriate proposals which are both allowable and fit within the strategies of the Community Plan.

If local applicants would like to request a determination of whether the use of funds is permissible, they should submit a request for determination to the Douglas County CBA Project Director no less than 14 days prior to the application due date. The Project Director shall consult with the Director of the Community-based Juvenile Services Aid Program for assistance in determining alignment with evidence-based practices and other funding priorities. The Director of the Community-based Juvenile Services Aid Program will notify the Project Director after consultation with the Juvenile Justice Institute.

Community-based Juvenile Services Aid is awarded on an annual basis. Applicants receiving funds shall be required to reapply annually for funding, pursuant to requirements outlined in the Request for Application.

Applications received by the deadline established by the Project Director shall receive initial review by the First Level Review Committee. Upon completion of First Level review, funding recommendations and summary comments will be sent to the Community Team.

Evaluation and funding decisions by all reviewing entities will be determined based on the following criteria:

- Eligibility of the applicant;
- Adherence to federal and state requirements and guidelines;
- Completeness, clarity, continuity, and consistency of the written application. The written application shall include all sections and information as outlined in the Request for Application;
- Ability and capacity of the proposed program to make an impact on the identified problem and comprehensive juvenile services community planning priorities;
- Assessment of the relationship between the proposed program and existing models or analyses of evidence-based practices. If the program is not aligned with evidence-based practices, the review process will consider how the applicant's proposal will move the program closer to such an alignment;
- Other resources available to address the problem including an explanation of how the grant applicant's proposal will work with or coordinate with existing resources;
- Cost effectiveness of the proposed project;
- Amount of funds available; and
- If previously funded, the performance and ability of the applicant to manage a grant program, including the timely submission of required reports to the NE Crime Commission.

The First Level Review Committee will conduct a review of the applications, taking into consideration the criteria listed above. The First Level Review Committee will submit a funding recommendation to the Douglas County Community Team.

The Community Team will conduct a final review of the applications. The Community Team shall take the grant proposal and recommendations from the First Level Review Committee under advisement before issuing a final decision on the grant applications.

Final funding determinations will be made by a majority vote of the Community Team. The Community Team may:

- Vote to adopt the funding recommendations and contingencies of the First Level Review Committee;
- Modify the recommendations of the First Level Review Committee which may include additional contingencies or requirements that the applicant must meet in order to receive funding; or
- Reject any recommendation made by the First Level Review Committee and establish its own funding determination. Any funding determinations contrary to the recommendations of the First Level Review Committee shall include a written justification.

Upon issue of the Douglas County Community Team's final decision, the Project Director will develop a master application for Douglas County on behalf of all applicants, with the cooperation of applicants. The master application will be submitted to the Director of Community-based Juvenile Services Aid on behalf of Douglas County. The application will be then be subject to the established review process of the Nebraska Crime Commission.

ACCEPTANCE OF FUNDS AND CONDITIONS:

Upon notification of approval from the Commission, the County will be required to accept the grant award packet subject to the conditions outlined in Title 75, Nebraska Administrative Code, Chapter 1, and specified by the Commission.

The County shall have thirty (30) days from the notification of application approval to satisfy the contingencies and requirements outlined in the award notification received from the Commission. Sub-grantees of the County shall work with the Project Director to ensure a timely response.

After contingencies have been approved by the Director of the Community-based Juvenile Services Aid Program, the County will be required to accept the grant award packet within 30 days. Exceptions to the 30-day deadline may be allowed on a case-by-case basis, approved by the Director of the Community-based Juvenile Services Aid Program.

Once all the steps have been taken to accept the grant award packet and all necessary documents are received by the Commission, the County will be eligible to receive funds as outlined in the grant award packet. At this time the County will be able to enter into contractual agreements with programs and/or services as itemized within the application submitted to the Commission. The County will adhere to the procurement procedures followed by the Douglas County Purchasing Department.

Sub-grantees receiving funds will adhere to all reporting and monitoring requirements as outlined in Title 75, Nebraska Administrative Code, Chapter 1, Rules and Regulations and the grant award.

Failure to satisfactorily meet any of the conditions outlined in the grant award or to submit the required reports or documents by the deadlines may result in the suspension of the sub-grantee's funds. Such suspension can be rescinded upon resolving the identified deficiencies. Reasonable efforts will be made by the Project Director to work with the sub-grantee prior to the suspension of funds.

CBA funds shall be used exclusively in accordance with the statutory obligations of the Juvenile Services Act.

Sub-grantees who misuse funds for unallowable expenses are subject to suspension or termination by the Commission. The Commission will require the sub-grantee to return misused funds.

SUSPENSION AND TERMINATION OF FUNDS

Suspension of funds may occur when the sub-grantee is out of compliance with any state or federal laws, guidelines or requirements; or fails to comply with the conditions stated in the grant award, contract, or specified by Title 75, Nebraska Administrative Code, Chapter 1, Rules and Regulations. In order to suspend funds, the following procedures shall be followed:

- The Director of the Community-based Juvenile Services Aid Program or his or her designee shall notify the Douglas County Project Director who will subsequently notify the sub-grantee of the suspension of funds and provide conditions of reinstatement;
- The Douglas County Project Director, upon authorization from the Director of the Community-based Juvenile Services Aid Program or his or her designee may reinstate a suspension if the sub-grantee has taken steps to correct non-compliant activities; and
- If the sub-grantee has not taken steps to correct the non-compliant activities within 90 days, the suspended funds shall be considered terminated.

Termination of funds shall occur for failure to comply with the conditions of reinstatement. A termination of funds may be appealed pursuant to Title 75, Nebraska Administrative Code, Chapter 1, Rules and Regulations.

Sub-grantees that have spent money contrary to the grant award packet will be required to repay misspent funds to the Commission. Any funds returned shall be handled in accordance with state and federal law.

FINANCIAL REPORTING REQUIREMENTS

All sub-grantees shall be required to submit financial reports as prescribed by the grant award, and Title 75, Nebraska Administrative Code, Chapter 1.

Financial reports shall be submitted to the Douglas County Project Director or his or her designee. Funding is subject to suspension if:

- The Douglas County Project Director or his or her designee does not receive reports by required deadlines.
- The Douglas County Project Director or his or her designee finds discrepancies between financial reports and permissible uses of funding described in the grant award packet or this chapter, and the sub-contractor fails to provide a plan for corrective action within ten (10) working days of receiving notification of discrepancy.

If reasonable efforts have been made by the Douglas County Project Director to address deficiencies in reporting and the sub-grantee continues to be out of compliance with the financial reporting requirements, the funds will be deemed terminated.

Interdepartmental sub-grant adjustments within existing budget categories require the approval of, and shall be submitted to, the Douglas County Project Director and Project Coordinator.

Sub-grant Adjustments which require a new budget category or line item for projects and/ or services not within the existing fiscal year budget will be subject to the two-tier Community Team review process.

ACTIVITY REPORTING REQUIREMENTS

All sub-grantees shall be required to submit activity reports as prescribed by the grant award.

Activity reports shall be submitted via electronic format through the Juvenile Justice Institute to the Director of the Community-based Juvenile Services Aid Program. Activity reports shall include a narrative and data that addresses the following:

- Explanation of each program or process funded by the CBA Program. This section will include information on program operation, staff involvement, and how programs assisted juveniles within the community;
- Explanation of how each program assisted juveniles at the individual level. This section will explain how the program impacts the juveniles who are affected by it;
- Explanation of the program’s impact on the community. This section will focus on broad community outcomes such as juvenile arrests, recidivism, and other community issues that the program addresses; and
- Additional information deemed necessary as outlined in the grant award.

PROGRAM EVALUATION

Evaluation of the use of the funds and the evidence of effectiveness of the programs statewide shall be completed by the University of Nebraska at Omaha, Juvenile Justice Institute (JJI); specifically whether juveniles enrolled in community-based programs have reduced recidivism as defined by the Community Planning Advisory Subcommittee.

Evaluation will examine each CBA Program to ensure ongoing alignment with evidence-based practices. A plan for ongoing evaluation of programs shall be developed jointly between the Nebraska Community Planning Advisory Subcommittee, the University of Nebraska Omaha, JJI, and the Commission.

CONFLICT OF INTEREST

Recipients of grant awards, recipients of contracts associated with grants, personnel involved in the First Level Review Committee, Douglas County Community Team and staff shall recuse themselves from participating in any discussion or vote regarding the grant application or appeal hearings that directly involve their agency, institution, or personnel.

Any member of the Community Team may raise the issue of a potential conflict of interest.