

NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE

OPERATING INSTRUCTION
NUMBER 11

October 27, 1995

SUBGRANT APPLICATION AND AWARD PROCEDURES

PURPOSE: To establish guidelines and procedures for the administration of all federal and state funds awarded by the Nebraska Commission on Law Enforcement and Criminal Justice, hereby referred to as the Crime Commission.

SCOPE: Applicable to all entities applying for federal or state funds administered by the Crime Commission.

1. **GENERAL:** The Crime Commission is designated to administer various federal and state grant programs by the Governor or by statute. The amount of funds for each program varies, as do the requirements and guidelines. It is the responsibility of the Crime Commission to ensure the requirements for each program are met and the guidelines for each program are followed.
2. **PROCEDURES:** Once the federal or state grant funds have been received by the Crime Commission, the following procedures shall be followed in subgranting the funds to other entities.

A. TURNBACK FUNDS

In exceptional cases, the Executive Director is authorized to reaward turnback funds of \$10,000 or less to existing or new subgrants. This reallocation of funds by the Executive Director shall only be utilized in emergency situations or when the grant program is due to end before the next Commission meeting. If the Executive Director reawards turnback funds, he/she shall report this action to the Crime Commission at its next scheduled meeting.

B. ANNOUNCEMENT OF THE AVAILABILITY OF FUNDS

Notification of the availability of funds shall be made to the appropriate entities as defined by the program guidelines. Appropriate entities may include private nonprofit organizations, state and local units of government, etc.

The announcement of the availability of the funds shall include:

1. the source of funds available;
2. the amount of funds available for award, if known;
3. the purpose of the funds and any priorities for the use of the funds as established by the Crime Commission or its relevant advisory groups;
4. eligibility and other program requirements;
5. the requirement to submit an original grant application and the number of copies of the grant application needed;
6. information about how to obtain a grant application;
7. the name and telephone number of the person to contact for more information; or,
8. the date and time the original grant application **and** copies are due in the Crime Commission office. **Applications received by FAX will not be accepted. Late or incomplete applications will not be accepted or held until the next grant cycle.** No additional application information will be accepted after the due date.

The announcement of the availability of funds shall be mailed to all appropriate entities. Sufficient time for the preparation of a grant application is to be given to such entities.

C. GRANT APPLICATION KIT

The Crime Commission shall prepare grant application kits for each type of grant program it administers. The application kit shall include:

1. the purpose of the program for which funding is available;
2. federal and state requirements and guidelines for the grant program;

3. the date and time the original grant application and copies are due in the Crime Commission office;
4. the number of copies of the grant application required;
5. any special instructions/requirements;
6. the name and telephone number of a contact person;
7. grant application sections as follows:
 - a. Information Sheet: reflecting the name of the applicant; name, address and telephone number of the project director and fiscal officer; and any other relevant information needed;
 - b. Budget:

All grant programs administered by the Crime Commission will use the same budget section format to insure detailed budget information is provided including, but not limited to:

Budget Summary Sheet: reflecting the amount of grant funds being requested, matching funds to be provided and the total cost per category. The Budget Summary Sheet shall be signed by the appropriate individual stated on the form.

Categorical Budget Sheets: reflecting detailed budget information for the funds requested or the match provided for each category. Budget narratives explaining cost basis and how the budget item relates to the program are required for both the funds requested and the match provided.

- c. *Problem Statement, Documentation of Stated Problem and Solution:* shall describe and define the problem for which funding is requested. Appropriate documentation of the problem (statistical information) must be provided. The applicant must describe how the grant project will address the problem.
- d. *Available Resources:* describes current resources addressing the problem.

- e. *Goals/Measurable Objectives/Performance Indicators:* goal(s) shall define the desired outcome of the project. Measurable objectives shall define how the goal(s) will be met. The performance indicators shall identify what will be measured for each objective to determine whether the goal is being met.
- f. *Activities/Timetable:* shall explain what will occur, when and by whom.
- g. *Letters of Commitment and/or Support:* shall be submitted with the grant application. Separate letters shall not be considered.

The submitted application shall be considered complete and no request for additional information by Crime Commission staff shall be made, unless the grant review committee makes such requests at its meeting.

D. RECEIPT OF GRANT APPLICATIONS

1. The original and one copy of the grant application shall be stamped with the date the Crime Commission received the grant application.
2. An application received after the due date and time shall not be considered for funding. The original application shall be date stamped and the time received shall be noted. The staff person receiving the late application shall sign his/her name below the stamped date and time. The administrator of the program shall prepare a letter to the applicant stating the date and time the grant was due, the date and time the grant was received and that the grant application cannot be accepted for the current grant cycle. The letter and the copies of the unacceptable grant application are to be returned by mail to the applicant. The original application stamped with the date and time the application was received and the staff person's signature shall be filed.
3. Staff shall assign an appropriate grant number to each grant application received. The number shall be marked on the original and copies of the grant application.

4. The original grant application shall be placed in a file labeled with the grant number and the subgrantee name.
5. One copy of each grant application and one copy of a critique form shall be given to each member of the appropriate review committee.

E. REVIEW OF SUBMITTED GRANT APPLICATIONS AND FUNDING RECOMMENDATIONS

Staff Review Group:

All applications received for programs administered by the Crime Commission shall be reviewed, critiqued and funding recommendations made by a Staff Review Group consisting of at least three Crime Commission staff persons. Persons responsible for the administration of grant programs shall be members of the Staff Review Group.

Each member of the Staff Review Group shall review and critique each grant application as per the requirements and guidelines for each grant program.

Members of the Staff Review Group shall meet and determine funding recommendations as well as any other requirements for each submitted grant application. A Grant Summary Comment Sheet shall be prepared for each grant application outlining the strengths and weaknesses of the grant as well as the funding recommendation. If the grant application is recommended for denial, the reason(s) shall be given for such recommendation and included on the Grant Summary Comment sheets.

Each grant application with its Grant Summary Comment Sheet shall be mailed to the appropriate grant review committee along with an agenda stating the place and time of the committee meeting. The agenda shall include a listing of grant applications by grant number, the name of the applicant, the name of the project, the amount requested by the applicant and the amount recommended for funding by the Staff Review Group.

Grant Review Committees:

All submitted grant applications shall be reviewed and funding recommendations made by the appropriate grant review committee. Federal and state statutes define the membership of the Nebraska Coalition for Juvenile Justice and the Juvenile Services Committee. These committees shall review submitted grant applications and make funding recommendations for the federal and state programs for which they have responsibility. Grant applications for other types of programs shall be reviewed by the Crime Commission Grant Review Committee, unless otherwise dictated by the Governor or statute. The Grant Review Committee shall consist of at least seven Crime Commission members. The members of the Grant Review Committee shall be appointed by and serve at the pleasure of the chairperson of the Crime Commission.

The Crime Commission staff person responsible for the administration of the grant program shall meet with the appropriate grant review committee and provide information about each submitted grant application.

Applicants shall be notified, in writing, within ten (10) working days from the date of the grant review committee meeting as to the funding recommendation of the committee. Applicants shall also be informed of the date and time of the Crime Commission meeting at which final funding determinations shall be made.

Grant applications not recommended for funding by the grant review committee shall be considered denied. The Executive Director of the Crime Commission shall notify each denied applicant, in writing, within ten (10) working days from the date of the grant review committee meeting. The notification shall include the reason(s) for denial and the basis for an appeal to the Crime Commission.

Grant applications and the Summary Comment Sheets for each approved grant application and the Summary Comment Sheets for denied grant applications shall be forwarded to Crime Commission members prior to the Commission meeting. The Crime Commission shall consider and take action on all grant applications forwarded from the Grant Review Committee.

Applicants shall be notified, in writing, within ten (10) working days after the Crime Commission meeting regarding the Crime Commission's funding decision.

F. BASIS FOR FUNDING RECOMMENDATIONS:

Funding recommendations for each submitted grant application may be based on, but not limited to, the following.

1. eligibility of the applicant;
2. adherence to federal and state requirements and guidelines;
3. completeness, clarity, continuity and consistency of the written application. The written application shall include a thorough description of the problem; relevant statistical documentation of the problem; relevant solutions to address the problem; goals, measurable objectives, performance indicators, activities and timetable relevant to addressing the problem; a budget and budget narratives which support the request of funds.
4. ability of the proposed program to address the identified problem;
5. other resources available to address the problem including an explanation of how the grant applicant's proposal will work with and/or coordinate with existing resources;
6. cost effectiveness of the proposed project;
7. amount of funds available; and,
8. if previously funded, the performance and ability of the applicant to manage a grant program, including the timely submission of required reports to the Crime Commission.



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