

Lincoln/Lancaster County  
Human Services  
Grant Guidelines

May 2017

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# CHAPTER 1

## PURPOSE STATEMENT AND SCOPE OF SERVICES

Lincoln/Lancaster County Human Services serves as a liaison, facilitating and advising elected officials, funding sources, and the community at-large in the areas of human services and its delivery system. Its purpose is to guide this community to respond to human needs in a collaborative, cost efficient, and expedient manner with available resources; and to assist in generating new resources when necessary.

**1.1 Purpose Statement of Guidelines:** To establish procedures governing the distribution and management of grants funded and administered through the Lincoln/Lancaster County Human Services Department.

**1.2 Scope of Grant Funding:** Applicable to non-profit agencies providing community-based services in Lincoln/Lancaster County.

*“It was once said that the moral test of government is how that government treats those who are in the dawn of life, the children; those who are in the twilight of life, the elderly; and those who are in the shadows of life, the sick, the needy and the handicapped”.*

*- Hubert H. Humphrey*

## CHAPTER 2

### JOINT BUDGET COMMITTEE FUNDING

Government is one of the key players in the important provision of human services for Lincoln and Lancaster County. Often times the nonprofit sector can provide those services at less cost and with greater expertise. The City and County formed the Joint Budget Committee (JBC) which oversees the distribution of city and county tax dollars for this purpose. These funds augment city/county services and assist in securing a safety net for citizens in need.

- 2.1 Funding Amount:** This amount is between \$1,200,000 and \$1,500,000 set annually by the County Board and City Council. Minimum amount awarded is \$5,000 per program. There is no set maximum amount.
- 2.2 Statutory Reference:** Nebraska Revised State Statutes §23-104.03 and §13-801 et seq.
- 2.3 Funding Focus:** JBC funding is available for programs that specifically augment city/county human services with emphasis on basic and emergency needs and behavioral health. JBC funds programs in the following five strategies:

Food  
Victim Safety  
Shelter  
Adult Behavioral Health  
Youth Behavioral Health

- 2.4 Application Process:** JBC partners with United Way of Lincoln and Lancaster County to distribute JBC funds. Agencies may apply for United Way funding, JBC funding or funds from both United Way and JBC through the joint application process managed by United Way. The Request for Proposal is released through United Way in January. Applications are due to United Way in February. Funding is July 1 through June 30 for county grants and September 1 through August 31 for city grants. Funding is awarded for 2 consecutive years.

\*For grant year 17-18 it will be awarded for 1 year due to a change in the United Way process.

United Way and JBC use a web-based grant management system. In order to apply, agencies must register an account which, upon approval, provides access to the online application process. Features include the ability to manage and share agency information, submit required eligibility and financial documentation, manage grant awards and complete required reporting. The grant management software tracks agency and program data from funding cycle to funding cycle and can share data between open processes.

- 2.5 Fund Matching:** Cash (non-federal) and/or In-Kind (existing contributions from the organization) match is required for this fund.

## **2.6 Review Process:**

1. Preliminary review of applications is conducted by citizen review cabinets, which are composed of volunteers from the community and facilitated by United Way and/or JBC staff. Each cabinet is assigned a strategy and reviews the applications and previous program reports. The cabinets also participate in informational trainings and question and answer sessions with program representatives. A citizen review team and the financial review team made up of certified public accountants (CPA), conduct a review of the supplemental financial documents and program budgets to assure agency compliance with fiscal policies.
2. Information from the citizen review cabinets is forwarded to JBC. The JBC is composed of two members of the Lincoln City Council, two members of the Lancaster County Board of Commissioners, a representative appointed by the Lancaster County Board, and a representative appointed by the Mayor's office. The Lincoln/Lancaster County Human Services Director serves as support staff to the Joint Budget Committee. After review of the information supplied by the cabinets, the JBC determines funding amounts. The decision to move recommendations forward is made by a majority vote of the JBC.
3. The Human Services Director presents the recommended funding amounts determined by JBC to the City Council and County Board for their final approval.
4. Agencies will be notified via the Human Services Department of the final decision. For applicants who receive funding, the notification will inform the applicant of the final status of the application and the requirement to meet any contingencies. For applicants who receive funding with no contingencies, the notification will include the contract. For applicants who were denied funding, the notification will inform the applicant of the final status of the application and the reason(s) for the denial.
5. If at any time a reviewer has a conflict of interest, he/she shall recuse themselves from participating in any discussion or vote regarding the grant application or appeal hearings. A conflict of interest shall be determined in situations where the reviewer 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 affiliated.

## **2.7 Acceptance of Funds & Conditions:**

Applicants who are required to meet contingencies will have fifteen (15) days from the notification to satisfy the requirements. After contingencies have been approved by the Human Services Director, the applicant will be required to return the signed contract and insurance requirements within thirty (30) days. Once the contract is received, the grantee will be eligible to receive funds as outlined in the contract.

In the event that the contract is not received by the deadline, the Human Services Department will make three attempts via phone and e-mail to contact project personnel listed on the application. If contact is unsuccessful within ten (10) business days, the applicant will be considered to have withdrawn their application for funding. The Human Services Director will notify the applicant of said withdrawal.

# CHAPTER 3

## KENO PREVENTION FUNDING

Over 20 years ago, the City and the County formed a nine person Keno Advisory Board. At the time, the City and County agreed that 5% of the gross profits from Keno would be set aside for prevention purposes.

- 3.1 Funding Amount:** Varies depending on Keno proceeds. This amount is usually between \$100,000 and \$150,000. There is no minimum amount awarded. The maximum amount awarded is \$10,000.
- 3.2 Statutory Reference:** Nebraska Revised State Statutes §9-629
- 3.3 Funding Focus:** The purpose of the fund is to fund programs designed for children and families to prevent crisis situations through early intervention.
- 3.4 Application Process:** The Request for Proposal is released in October. Such proposal will be made available on the Human Services website at <http://lancaster.ne.gov/hserv/index.htm>. Applications are due in November. Grant term is January 1 through December 31.
- 3.5 Fund Matching:** Cash (non-federal) and/or In-Kind (existing contributions from the organization) match is required for this funding.
- 3.6 Review Process:**
1. Keno applications are reviewed by the Keno Advisory Board. The Keno Advisory Board is an eight (8) member committee consisting of one (1) City Council Representative, one (1) Lancaster County Board Representative, three (3) Appointments by the Mayor and three (3) Appointments by the Lancaster County Board.
  2. The Keno Advisory Board will make recommendations for funding based on the following criteria:
    - Eligibility of the applicant;
    - 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 priority;
    - 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.
3. Recommendations from the Keno Advisory Board are forwarded to JBC for review and determination of amounts. The JBC is composed of two members of the Lincoln City Council, two members of the Lancaster County Board of Commissioners, a representative appointed by the Lancaster County Board, and a representative appointed by the Mayor's office. The Lincoln/Lancaster County Human Services Director serves as support staff to the Joint Budget Committee. The decision to move recommendations forward to the Lincoln City Council and the Lancaster County Board is made by a majority vote of the JBC.
  4. The Human Services Director presents the recommended funding amounts determined by JBC to the City Council and County Board for their final approval.
  5. Agencies will be notified via the Human Services Department of the final decision. For applicants who receive funding, the notification will inform the applicant of the final status of the application and the requirement to meet any contingencies. For applicants who receive funding with no contingencies, the notification will include the contract. For applicants who were denied funding, the notification will inform the applicant of the final status of the application and the reason(s) for the denial.
  6. If at any time a reviewer has a conflict of interest, he/she shall recuse themselves from participating in any discussion or vote regarding the grant application or appeal hearings. A conflict of interest exists in situations where the reviewer 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 affiliated.

### **3.7 Acceptance of Funds & Conditions:**

Applicants who are required to meet contingencies will have fifteen (15) days from the notification of application approval to satisfy the requirements. After contingencies have been approved by the Human Services Director, the applicant will be required to return the signed contract and insurance requirements within thirty (30) days. Once the contract is received, the grantee will be eligible to receive funds as outlined in the contract.

In the event that the contract is not received by the deadline, the Human Services Department will make three attempts via phone and email to contact project personnel listed on the application. If contact is unsuccessful within ten (10) business days, the applicant will be considered to have withdrawn their application for funding. The Human Services Director will notify the applicant of said withdrawal.



# CHAPTER 4

## JUVENILE JUSTICE FUNDING

**4.1 Comprehensive Juvenile Services Community Plan:** To be eligible for funding under the Nebraska Crime Commission Grant Program or the Juvenile Services Aid Program, a county must adopt a comprehensive juvenile services plan in accordance with Nebraska Revised State Statute §43-2404.01. This document is created by the community planning team, passed by a majority vote of the Juvenile Justice Review Committee and approved by the Lancaster County Board. It covers three years of planning for juveniles within the identified community. The comprehensive juvenile services plans shall:

(a) Be based on data relevant to juvenile and family issues; (b) Identify 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; (c) Identify clear implementation strategies; and (d) Identify how the impact of the program or service will be measured. All juvenile justice funding requests must address priorities and/or strategies set forth in the Lancaster County Comprehensive Juvenile Services Community Plan.

**4.2 Funding Sources:** The following funding is administered through the Nebraska Crime Commission. Lancaster County is the applicant/grantee of such funding and subcontracts with agencies to provide direct services.

1. Community Aid: Pursuant to Nebraska Revised Statutes §43-2404.02, Community Aid is administered through the Nebraska Crime Commission. It is a predetermined amount based on the County's juvenile population. The Juvenile Justice Review Committee is instrumental in determining who is funded.

*Funding Available:* Approximately \$850,000 for Lancaster County as set during the State's biennium budget process.

*Purpose:* 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 comprehensive juvenile services 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;
- pre-existing 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.

*Funding Cycle:* Request for Proposals is usually released in October. Applications are due in January. Grant term is July 1 through June 30.

2. Community Aid Enhancement: Pursuant to Nebraska Revised Statutes §43-2404.02, Community Aid Enhancement is administered through the Nebraska Crime Commission. Community Aid Enhancement is competitive.

*Funding Available:* Fluctuates annually

*Purpose:* Funds received through the Community-based Juvenile Services Aid Enhancement 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 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;
- pre-existing 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.

*Funding Cycle:* Request for Proposals is usually released in October. Applications are due in January. Grant term is July 1 through June 30.

3. Juvenile Services: Pursuant to Nebraska Revised Statutes §43-2408, Juvenile Services state funding is competitive funding appropriated by the legislature and awarded annually by the Nebraska Crime Commission.

*Funding Available:* Approximately \$500,000 statewide as set during the State's biennium budget process.

*Purpose:* The Juvenile Services Act was enacted to assist communities in the implementation and operation of needed programs or services for youth as identified in their Comprehensive Juvenile Services Plan, including, but not limited to, programs for:

- assessment/evaluation;
- prevention of delinquent behavior;
- diversion and other alternatives to detention;
- shelter care;
- intensive juvenile probation services;
- restitution;
- family support services; and
- community centers for the care and treatment of juveniles in need of services.

Priority areas are:

- Mental Health Services;
- Diversion;
- School Programs;
- Gender Specific Programs;
- Delinquency Prevention;
- Alternatives to Detention; and
- Disproportionate Minority Contact-DMC.

*Funding Cycle:* Request for Proposals is usually released in November. Applications are due in January. Grant term is July 1 through June 30.

4. Office of Violence Prevention: Pursuant to Nebraska Revised Statutes §81-1450 this funding gives priority to communities and organizations seeking to implement violence prevention programs that reduce street and gang violence, homicides and injuries caused by firearms, and the creation of youth employment opportunities in high-crime areas.

*Funding Available:* Approximately \$350,000 Statewide as set during the State's biennium budget process.

*Purpose:* The Office of Violence Prevention was created to help develop, foster, promote and assess violence prevention programs in the State of Nebraska. The Office of Violence Prevention (OVP) aids privately funded organizations, local government subdivisions, and other community advocacy groups in developing proven and cutting-edge prevention, intervention, and enforcement strategies and techniques.

*Funding Cycle:* Request for Proposals is usually released in November. Applications are due in January. Grant term is July 1 through June 30.

The following funding is through Lancaster County General Funds:

5. Juvenile Justice Prevention Funds: Lancaster County has set aside prevention funding to provide services to youth at risk of entering or re-entering the juvenile justice system.

*Funding Available:* Approximately \$400,000 set annually by the County Board. No minimum or maximum amount.

*Purpose:* Priority has been given to:

- youth ages 17 and under who are or have been involved in our juvenile justice system;
- youth with high truancy rates, at risk of dropping out of school;
- homeless youth without structure in their lives to enable them to become productive adults; and
- youth at risk of being removed from school due to documented behavioral issues.

*Funding Cycle:* Request for Proposals is released in April. Applications are due in May. Grant term is July 1 through June 30.

- 4.3 **Application Process:** Anyone interested in applying for juvenile justice funding through the Juvenile Justice Review Committee is required to submit a Letter of Intent prior to the November Juvenile Justice Review Committee grants meeting. This Letter of Intent shall include a brief description of the program, funding requested, and priority the program will address. The Letter of Intent form will be available on the Human Services website at <http://lancaster.ne.gov/hserv/index.htm> in September.

- 4.4 **Fund Matching:** Cash (non-federal) and/or In-Kind (existing contributions from the organization) match is required for Juvenile Services, Office of Violence Prevention Funding, and Juvenile Justice Prevention Funding. The Human Services Director will work with agencies to establish the required match in both Community Aid and Community Aid Enhancement.

#### **4.5 Review Process:**

1. All Letters of Intent are reviewed by the Juvenile Grants Review Committee. This committee is composed of the Lincoln/Lancaster County Juvenile Justice Coordinator, Chief Deputy County Attorney of the Lancaster County Attorney's Office, Chief Deputy Public Defender of the Lancaster County Public Defender's Office, Director of the Lancaster County Youth Services Center, Chief Juvenile Probation Officer of the District 3J Juvenile Probation Office, Captain of Lincoln Police Department, Health and Human Services Administrator, and Director of Student Services for Lincoln Public Schools.
2. The Juvenile Grants Review Committee will make recommendations to the Juvenile Justice Review Committee for submission of the grant application 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;
  - 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 Commission.
3. The Juvenile Justice Review Committee determines the suggested level of funding and if the agency should apply under Community Aid, Community Aid Enhancement, Juvenile Services, Office of Violence Prevention, or Juvenile Justice Prevention Funds through a majority vote.
  - A. For Community Aid, Community Aid Enhancement, Juvenile Services, Office of Violence Prevention:

The Human Services Director presents the recommended funding amounts determined by the Juvenile Justice Review Committee to the County Board for their final approval to submit the grant application to the Crime Commission.

The decision to fund these grants is determined by the Nebraska Crime Commission. Once the Human Services Department receives notification on funding decisions, agencies will be notified via the Human Services Department of the final decision. For applicants who receive funding, the notification will inform the applicant of the final status of the application and the requirement to meet any contingencies. For applicants who receive funding with no contingencies, the notification will include the contract. For applicants who were denied funding, the notification will inform the applicant of the final status of the application and the reason(s) for the denial.

**B. For Juvenile Justice Prevention Funds:**

The Juvenile Grants Review Committee determines the suggested level of funding through a majority vote. Recommendations from the Juvenile Grants Review Committee are forwarded to JBC for review and determination of funding amounts.

The JBC is composed of two members of the Lincoln City Council, two members of the Lancaster County Board of Commissioners, a representative appointed by the Lancaster County Board, and a representative appointed by the Mayor's office. The Lincoln/Lancaster County Human Services Director serves as support to the Joint Budget Committee. The decision to move recommendations forward to the Lincoln City Council and the Lancaster County Board is made by a majority vote of the JBC. The Human Services Director presents the recommended funding amounts determined by JBC to the County Board for their final approval.

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In the event that the contract is not received by the deadline, the Human Services Department will make three attempts via phone and email to contact project personnel listed on the application. If contact is unsuccessful within ten (10) business days, the applicant will be considered to have withdrawn their application for funding. The Human Services Director will notify the applicant of said withdrawal.

## **CHAPTER 5**

### **OTHER STATE and FEDERAL FUNDING**

Lancaster County will work with the community to apply for other federal and state funding grants collaboratively. If Lancaster County serves in any administrative or fiscal capacity in administering said grants, rates under the Lancaster County's established indirect cost plan will be applied.