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## Nebraska Department of Correctional Services Reentry Initiative Vocational & Life Skills Program Grant Announcement - Application for Funding

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**Nebraska Department of Correctional Services**

***Reentry Initiative***

**VOCATIONAL & LIFE SKILLS PROGRAM**

**GRANT ANNOUNCEMENT – APPLICATION FOR FUNDING**

# ***NDCS Reentry Initiative***

## **Table of Contents**

<b>Section 1</b> Reentry Initiative Overview	2
<b>Section 2</b> NAC Title 71, Chapter 1	3-4
<b>Section 3</b> Timeline and Application Instructions	5
<b>Section 4</b> Submittal Letter	6
<b>Section 5</b> References	7
<b>Section 6</b> Program Narrative	8-9
<b>Section 7</b> Budget Summary and Narrative	10-12

## Section 1

# ***NDCS Reentry Initiative***

## **Overview**

The NDCS Reentry Initiative involves a systemic approach for individuals to return to their communities. Reentry is not a “program”, it is an intentional mind-set; it is a method of facilitating the incarcerated and/or supervised individual’s return to his/her community as a productive and law abiding citizen.

Successful reentry:

- ✓ Provides increased public safety by reducing the number of victims
  - This is achieved by reducing the likelihood of continued criminal behavior, essentially lowering the recidivism rate
- ✓ Provides a plan for assessing and addressing risks and needs
  - This plan involves a reentry-focused case management system from first contact to release and community reintegration
- ✓ Provides for a smooth transition of an individual from incarceration or court-ordered supervision into his/her community
  - Facilitation of this transition includes a focus on discharge planning, family reunification, life skills and meaningful work
- ✓ Provides opportunities for career development and placement as a means of supporting oneself and one’s family
  - These opportunities are enhanced through targeted vocational and life skills training programs

**TITLE 71 – DEPARTMENT OF CORRECTIONAL SERVICES**

**Chapter 1 – Rules and Regulations**

**001** Rules relating to the administration of the Vocational and Life Skills Program. Under provisions of Legislative Bill 907, One-hundred third Legislature, Second Session, 2014, the following rules and regulations shall govern the procedures for the NDCS Vocational and Life Skills Program.

**001.01 Definitions**

**001.01A Grant Recipient** – shall mean a qualifying provider with a qualifying program as defined in Section 001.02

**001.01B Department** – shall mean the Department of Correctional Services

**001.01C Vocational Training** – shall mean an organized training provided with the intended result of learning a job skill and obtaining employment

**001.01D Life Skills Training** – shall mean an organized training provided with the intended result of preparing an individual for employment

**001.01E Participant** – shall mean a state inmate, parolee, felony probationer or former state inmate or felony probationer up to 18 months after his/her discharge from a state prison, parole or state probation

**001.02 Qualified Provider**

To be eligible, the provider and program must meet at least one of the requirements 001.02A-D and at least one of the requirements in 001.02E-F

**001.02A** The provider must be a community-based organization

**001.02B** The provider must be a community college

**001.02C** The provider must be a federally-recognized or state-recognized Indian tribe

**001.02D** The provider must be a non-profit organization

**001.02E** The provider’s proposed program must provide vocational training with the desired result of participant employment

**001.02F** The provider’s proposed program must provide life skills training with the desired result of participant employment

### **001.03 Grant Application Process**

The grant application must include at least the following information; the Department may request additional information in the application or following submission of the application:

- A description of the provider and its primary function
- A description of the program for which funds are being requested
- A plan for collecting data and evaluating the effectiveness of the proposed program
- A detailed budget for the program, including requested funds and other funds used for the same program

### **001.04 Award Limits**

The Department will determine the grant award based on the grant recipient's application and ability to meet the program objectives.

### **001.05 Disbursements**

Vocational and Life Skills Program grants shall be disbursed as outlined in the grant announcement and grant award document. Grant awards may be increased up to the full amount requested if additional funds are available during the fiscal year.

### **001.06 Performance Requirements**

The grant recipient shall submit reports (including financial reports meeting the requirements outlined in the grant award document and special conditions) to the Department on a quarterly basis and a final performance report upon completion of the grant award cycle. The reports shall include, but are not limited to, the following components. Monitoring of the project is required.

- The types of programming
- The cost per participant for the program, service or training provided
- The number of participants served, including the number of participants who successfully completed the program
- The effectiveness of the program or progress toward evaluation of same

**001.06A** The Department will monitor the progress of the program in accordance with grant requirements. The Department shall conduct site audits regularly and review business records pertaining to the awarded program and general accounting practices of the grant recipient.

### **001.07 Fund Disposal**

The Department shall retain any funds not distributed to community-based organizations, community colleges, federally-recognized or state-recognized Indian tribes or nonprofit organizations for future distribution. These funds shall not be used for any purpose other than grant awards to providers.

### Section 3

## ***NDCS Reentry Initiative***

### **Timeline**

December 2, 2014	Grant Announcement – Seeking Applicants
December 29, 2014	Grant Applications Due
December 30, 2014 – January 14, 2015	Review, Evaluation, Scoring of Applications
January 19, 2015	Notification of Grant Awards

### **Grant Review Team**

The Vocational & Life Skills (VLS) Program grant review team will consist of individuals from each of the following: NDCS Reentry Initiative; NDCS staff; State Probation; NDCS Adult Parole Administration; and the Board of Parole.

### **Evaluation Criteria**

Applications will be ranked following a review of each response, to include thoroughness, applicability to the NDCS Reentry Initiative and statutory requirements, ability to meet requirements set forth in the application, using the points noted in section 6.

### **Application Submittal Instructions**

1. Providers who wish to submit an application shall complete Section 4 (Submittal Letter), Section 5 (References), Section 6 (Program Narrative) and Section 7 (Budget Summary and Narrative).
2. Completed Grant application forms (Sections 4, 5, 6 & 7) shall be scanned in pdf format, and emailed to Levi Bennett, Vocational & Life Skills Administrator at [levi.bennett@nebraska.gov](mailto:levi.bennett@nebraska.gov) as an attachment. Supplemental information may be scanned and attached as pdf files.
3. Applications are due no later than 5:00PM Central Standard Time, Monday, December 29, 2014.
4. Applications will be reviewed and evaluated from December 30, 2014 through January 14, 2015. During the review process a representative of the Reentry Initiative may contact the provider for further information.
5. Providers that have been selected will receive notification on or before January 19, 2015.
6. Questions regarding the application may be directed to Levi Bennett via e-mail or by phone at (402) 479-5812.

**Section 4**

**Submittal Letter**

Levi E. Bennett  
Vocational and Life Skills Administrator  
Nebraska Department of Correctional Services  
PO Box 94661  
Lincoln, Nebraska 68522-1970  
[levi.bennett@nebraska.gov](mailto:levi.bennett@nebraska.gov)

Dear Mr. Bennett:

In submitting this grant application, I hereby certify that:

1. I have received sections 1-7 of the NDCS Reentry Initiative Grant Application;
2. attached to this submittal letter are completed sections 5, 6 and 7;
3. this grant application is submitted by, or on behalf of, the party that will be responsible for the delivery of services should a grant be awarded;
4. the provider, if selected, will comply with the requirements set forth in NAC Title 71, Chapter 1 and the application;
5. all information provided is true, accurate, and complete to the best of my knowledge.

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Signature of Authorized Official

Date

Name of Signatory: \_\_\_\_\_

Applicant/Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Section 5**

**References**

**References:** Provide three (3) professional references. Include contact information and context of relationship (i.e. contractual agreements, provided/received services, etc...) for each.

*Reference 1*

Organization:	
Primary Contact:	
Primary Contact's Title:	
Telephone:	
Email:	
Context of Relationship:	

*Reference 2*

Organization:	
Primary Contact:	
Primary Contact's Title:	
Telephone:	
Email:	
Context of Relationship:	

*Reference 3*

Organization:	
Primary Contact:	
Primary Contact's Title:	
Telephone:	
Email:	
Context of Relationship:	

Section 6

***NDCS Reentry Initiative***

**Program Narrative**

In accordance with Neb. Rev. Statute §83-904 (2014) and Nebraska Administrative Code (NAC) Title 71, Chapter 1, Vocational and Life Skills Program, the Nebraska Department of Correctional Services (NDCS) is soliciting grant applications for vocational and life skills training programs, which will provide greater opportunities to the target population for employment. Please follow the outline described below adhering to the following headings/questions.

- 1. Organization Information**
  - Organization Name
  - Primary Contact/Title
  - Phone
  - Email
  - Website Address
  - Governing Structure
- 2. Organization Mission (10 points)**
  - Provide your organization’s mission statement and describe how your organization’s mission relates to the NDCS Reentry Initiative.
- 3. Experience with Target Population (10 points)**
  - Describe your organization’s experience working with individuals who are incarcerated, formerly incarcerated, on parole, or under supervision of State Probation.
  - If your organization has not previously worked with this population explain how it will be prepared to successfully do so.
- 4. Experience with Evidence-Based Practices (EBP) (20 points)**
  - Describe your organization’s experience delivering EBP.
  - Include specific programs delivered.
- 5. Proposed Program (30 points)**
  - Describe in detail the proposed program, to include:
    - What services will be delivered
    - How services will be delivered
    - Where services will be delivered
    - Duration of the program
    - What research or data supports this program
- 6. Collection of Data and Evaluation of Effectiveness (30 points)**
  - The following are required for quarterly reporting by your organization:
    1. Number of individuals receiving programming

2. Types of programming provided by number of individuals and number who completed
  3. Number of individuals who successfully completed programming by program
  4. Cost per individual by program
  5. Participant employment – will need to track for one year following program completion
  6. Demographic information on each participant, including name, DOB, and status at admission (i.e. Probation, Parole, Incarcerated, Discharged from probation, parole or incarceration)
    - Describe how your organization will be able to track and report this information.
    - Describe in detail what additional data your organization will collect to show that you have provided the services and accomplished the goals, how it will be collected and how it will be evaluated.
    - If this is an existing program, data of effectiveness must be provided.
- 7. Program Relevance (20 points)**
- Identify how this program meets the objectives of:
    - Lowering recidivism
    - Obtaining and maintaining employment, including preparation for employment.
- 8. Relevance to the Nebraska job market (10 points)**
- Explain how your proposed program relates to the overall job market needs in Nebraska (provide relevant statistics).
- 9. Successful Program Completion (20 points)**
- Describe the criteria for participants' successful completion of your organization's program.
  - Explain the specific learning objectives or outcomes participants will meet through your program.
  - Identify any certifications, licenses or degrees the participants will earn.
- 10. Current Status and Funding of Program (non-scored)**
- Is this a new or existing program; if existing, identify how it is currently funded.

**Section 7**

**Budget Summary and Narrative**

Complete each of the following sections applicable to this grant request. Provide the required financial information and then a narrative as to how this budget item will be used in meeting the grant objectives. Grant funds cannot be used for equipment with a line item cost over \$1500 or construction.

- A. **Personnel** – list each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Annual Salary	% Time Devoted	Grant Amount

- B. **Fringe Benefits** – Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the Project.

Name/Position	Annual Benefits	% Time Devoted	Grant Amount

- C. **Travel** – Itemize travel expenses of project personnel by purpose (e.g. staff to training, advisory group meeting, secondary work location). Show the basis of computation (e.g. 2 people attending 2 days training at \$X lodging, \$X meals, \$X mileage). Indicate source of Travel Policies applied and are they in accordance with Federal Travel Regulations (<http://www.gsa.gov/portal/content/104790>).

Purpose of Travel	Location	Item	Computation	Grant Amount

- D. **Supplies** – List items by type (office supplies, postage, training materials, copying paper, books, and expendable equipment costing less than \$1500).

Supply Items	Computation	Grant Amount

- E. **Consultants/Contracts** –

**Consultant Fees** - For each consultant enter the name, if known, service to be provided, hourly or daily fee, and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from the NDCS.

Name of Consultant	Service Provided	Computation	Grant Amount

**Contracts** – Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$50,000.

Item	Location	Computation	Grant Amount

- F. **Other Costs** – List items (e.g. telephone, reproduction, rent) by major type and the basis of computation. For example, computation would identify the square footage and the cost per square foot for rent or a monthly rental cost and how many months to rent.

Description	Computation	Grant Amount

## Budget Summary

Category	Grant Amount
A. Personnel	
B. Fringe Benefits	
C. Travel	
D. Supplies	
E. Consultants/Contracts	
F. Other Costs	
Total Project Costs:	