

## **2025-2027 Vocational and Pre-apprenticeship Grant Program**

(Requires one to one cash or in-kind matching contribution)

**Applications due: May 30, 2025**

### **Description of Program**

In 2025, the Nebraska Legislature (LB261) continued its appropriations for the Nebraska Department of Correctional Services (NDCS) to partner with community organizations to provide paid preparatory training programs, pre-apprenticeship programs, or other paid training that leads directly into a Federal Registered Apprenticeship Program. The grant award requires a minimum one-to-one cash or in-kind matching contribution. The first program award for this grant will be made July 1, 2025, and will operate through June 30, 2026 in the amount of \$500,000. The second year, July 1, 2026, – June 30, 2027 in the amount of \$500,000. Future grant awards for this program, dependent upon continued appropriations, will be for two-year time periods.

### **Eligibility**

Eligible applicants must be community-based organizations, community colleges, federally recognized or state recognized Native American tribes, or nonprofit organizations. The programs, services, and, or training are offered to eligible participants, to include individuals who are currently incarcerated in state facilities, serving a period of supervision on parole or probation, and for up to 18 months following release from facility, to include those who are on community supervision.

The programs shall be provided within NDCS facilities, and, or in the community. To obtain this grant, the selected agency needs to meet a mandatory cost sharing requirement of a minimum one-to-one cash or in-kind matching contribution.

### **Deadline and Contact Information**

Applicants must submit their applications in PDF format with all required supporting documentation to the Vocational Life Skills Program (VLS) Manager Trisha Larkin at [trisha.larkin@nebraska.gov](mailto:trisha.larkin@nebraska.gov) no later than Friday, May 30, 2025, by 5:00 P.M. For questions regarding the application or application submission, contact Trisha Larkin via email at [trisha.larkin@nebraska.gov](mailto:trisha.larkin@nebraska.gov) or via phone at 402-657-2780.

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### **Section 1**

## Timeline

May 21, 2025	Grant Announcement – Seeking Applicants
May 30, 2025	Grant Applications Due
June 2, 2025- June 13, 2025	Review, Evaluation, Scoring of Applications
June 20, 2025	Notification of Grant Awards

## Section 2

### Application Instructions

1. Providers who wish to submit an application shall complete the application form, program narrative, budget summary and narrative, and references (Sections 3-5).
2. Completed grant application forms (Sections 3, 4, 5 and 6) shall be emailed in an PDF format to Trisha Larkin, Vocational & Life Skills Program Manager at [trisha.larkin@nebraska.gov](mailto:trisha.larkin@nebraska.gov). Supplemental information such as brochures, research, and data may be attached as an PDF file(s).
3. Applications are due no later than 5:00 P.M. Central Standard Time, May 30, 2025.
4. Applications will be reviewed and evaluated from June 2, 2025 through June 13, 2025. During the review process, a representative of NDCS may contact the provider for further information.
5. Providers that have been selected may be required to meet with the grant review team prior to final award notification.
6. Questions regarding the application may be directed to Trisha Larkin via at [trisha.larkin@nebraska.gov](mailto:trisha.larkin@nebraska.gov) or by phone at 402-657-2780.

## Application

In submitting this grant application, I hereby certify that:

1. I have received sections 1-8 of the NDCS Application.
2. Attached to this application form are completed sections 3, 4, 5, and 6.
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, the application and the terms and conditions.
5. All information provided is true, accurate, and complete to the best of my knowledge.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

Name of Signatory (Print/Type): \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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## Section 3

### **Program Narrative**

Please follow the outline described below, adhering to the following headings/questions.

#### **A. Introduction**

- Introduce the applicant agency and key partners, summarizing relevant organizational history. This includes organization name, governing structure, outlines current programs and activities, primary contact/title, phone, email, and website address (if available).
- State your mission, goals and plans. Describe how your organization's mission, goals, and plans relate to increasing skilled workers into Nebraska's workforce.

#### **B. Experience with Target population**

- Describe your organization's experience working with incarcerated individuals. Describe the competencies/qualifications of instructors who will provide the educational, vocational, employment-related services.
- If your organization has not previously worked with this population, explain how the job skills and opportunities provided to incarcerated individuals will meet their criminogenic needs. Identify organizational structure and key partners that will help the program succeed.

#### **C. Program Description**

Describe in detail the proposed program, to include:

- Goals and objectives.
- Method, training curriculum, type of educational, vocational training or pre-apprenticeship to be provided, and the service locations.
- Program management plan including all key partners supporting the program. For example, facility staff, agency staff, contractor, or in-kind service providers.
  - Describe their roles and contributions.
- A logical flowchart or other graphic depiction of how participants progress through your program, from intake to completion. Discuss the process your organization will use to identify and enroll potential participants and to match services to their identified needs.
- Discuss how the proposed services will be prioritized for individuals assessed as being at greater risk to recidivate.
- Projected number of people to receive services and the service locations.
- Duration of the program (include program timeline).
- Explain verifiable degrees, certifications or credentials the program provides.

#### **D. Experience with Federal Registered Apprenticeship**

Apprenticeship is a workforce development strategy that trains a worker for a specific occupation using a structured combination of paid on-the-job training and related instruction.

- Describe your experience or related experience working with the United States Department of Labor (USDOL) and Federal Registered Apprenticeship.
  - The applicant may discuss formal partnership involvement, program design that will result in opportunities for incremental wage increases, industry- recognized credentials, and a definitive career path within the federal government.
- Describe your experience or related experience in having individuals placed and complete Federal apprenticeship programs.

#### **E. Data Collection and Evaluation**

Data collection requirements are identified in Section 6 of the grant announcement.

- Has your program/organization been evaluated by a third-party? If so, describe the evaluation and your leadership's role in working with the evaluators.
- Describe your organization's internal capacity and the experience to track and collect data. Explain how you will comply with the evaluation requirements of this grant.
  - Identify data and information to be collected, and by whom.
- Describe how you intend to use the results of the evaluation to improve your services/program.

#### **F. Current Status, Funding of Program and Budget**

**In order to receive this grant, applicant acknowledges that NDCS stipulates that cost sharing or matching funds are required as a condition of receiving an award. The mandatory cost sharing requires a minimum one-to-one cash or in-kind matching contribution.**

- Indicate whether the proposed program currently exists or will be developed as a new program from the funds received under this grant. If this is an existing program, please describe how the program is currently funded.
- Discuss how the program will be sustained when this grant funding ends.
- Provide an itemized budget which includes the cost share of one-to-one cash or in-kind matching contribution. The applicant may list the funding sources separately and specify the amount each is contributing. Include cost per participant.

## Section 4

### Matching Requirements

This grant structures match requirements to promote sustainability of the projects past the life of the grant program. As stated in LB 261 the grant requires a minimum of one-to-one cash or in-kind matching contribution. The match can be either an actual expenditure (cost) or a virtual cost (in-kind contribution).

**Cash Match:** a cash contribution, entity's own funds (general revenue), cash donations from non-federal third parties (i.e. partner organizations), or from non-federal grants. A cash match contribution can only be applied to your match requirement once it is expended on a cost or activity identified in your work plan.

**In-Kind Match:** a non-cash contribution of value provided by non-Federal third parties (donors). In-kind match is typically the calculated value of personnel, goods, and services, including direct and indirect costs. Every item that is documented for in-kind must have a defensible method for assigning a fair market value. For example, a volunteer's time who is contributing their professional expertise to the program is to use the published range for that position within that person's organization, or rates consistent with those ordinarily paid by other employees for similar work in the same labor market. Fringe benefits and other costs associated with salary may be included in the valuation.

The source and amount of funds proposed by an applicant to meet a matching requirement must be identified in the application. The applicant must be in possession of eligible funds before a match can be made. Pledged or borrowed funds are not acceptable. Anything the applicant reports is subjected to audit. When the applicant meets the match goal, it is fully permissible to stop counting or tracking.

## Program Payment Methodology

Upon each reimbursement request, all grantees agree to submit documentation that verifies that all services are rendered as outlined in the grant application and agree to submit any additional documentation as requested by NDCS. Two methods of payment are available: 1) Reimbursement with documentation substantiating all expenses as identified in the grant application, or 2) Billing on a monthly basis for services rendered.

The grantee must identify which method for billing and documentation purposes they will use. Through the evaluation and review process, NDCS reserves the right to require another method other than what was submitted by the applicant as part of a grant award.

Applicants agree that any expense paid by NDCS shall not exceed total expenses incurred by the Applicant nor submit expenses that are being paid by other funding sources. Supplanting is not allowed.

Please see the below sections for these methods of documentation.

### 1. **Reimbursement with Documentation substantiating. All Expenses as Identified in the Grant Application**

Complete each of the following sections applicable to this grant request by providing the required financial information. Narrative explanation detailing the funding is requested. Include the needs that will be met by the personnel, travel, supplies, and other costs included in your budget. Grant funds cannot be used for construction.

A. **Personnel** – List each position by title and name of employee, if available. Show the annual salary rate and the estimated 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	Estimated % Time Devoted	Source of Match Contribution	Amount of Match Contribution	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	Estimated % Time Devoted	Source of Match Contribution	Amount of Match Contribution	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. two people attending two days of training at \$X lodging, \$X meals, \$X mileage). Indicate source of Travel Policies applied and if they are in accordance with Federal Travel Regulations. (<http://www.gsa.gov/portal/content/104790>).

Purpose of Travel	Location	Item	Computation	Source of Match Contribution	Amount of Match Contribution	Grant Amount

D. **Supplies** – List items by type (office supplies, postage, training materials, copying paper, books, and expendable equipment costing less than \$1,500).

Supply Items	Computation	Source of Match Contribution	Amount of Match Contribution	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	Source of Match Contribution	Amount of Match Contribution	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	Source of Match Contribution	Amount of Match Contribution	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.

## 2. **Billing on a Monthly Basis/Rate for Services Rendered**

This is typically a cost per incarcerated individual, a cost per day per incarcerated individual, a cost per month for identified services for a designated number of incarcerated individuals, a per diem rate or other similar billing.

Justification for the amount must be in sufficient detail to confirm the amount is reasonable and appropriate. During the review and evaluation process, NDCS will request any additional or clarifying information as needed.

Category	Source of Match Contribution	Amount of Match Contribution	Grant Amount
A. Personnel			
B. Fringe Benefits			
C. Travel			
D. Supplies			
E. Consultants/Contracts			
F. Other Costs			
G. Total Project Costs:			
Project costs per projected participants	# of projected federally registered apprenticeship participants / by Total Project Costs = \$ Per Registered Apprentice		

## Section 5

### References

**References:** Provide three (3) professional references. Include contact information and context of relationship (e.g., contractual agreements, provided/received services, et al.) 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**

### **Data Collection and Evaluation**

The evaluation of the Vocational and Life Skills (VLS) program is an essential part of sharing the success of each grantee program and the overall success of the VLS program. Legislative Bill 907 (2014) mandates that the VLS program is evaluated, and that this evaluation shows participants are gaining vocational and life skills that will help them successfully reenter society. The ultimate goal of the program is for this program to help individuals not just find jobs, but to find meaningful employment. The evaluation results are reported to stakeholders and made available to the public.

Nebraska Department of Correctional Services (NDCS) currently contracts with Nebraska Center for Justice Research (NCJR), housed at the University of Nebraska at Omaha (UNO). NDCS works collaboratively with NCJR and expects grantees to be willing and efficient partners with NCJR for the successful evaluation of the VLS initiative. Commitment is required so that the effects of these programs may be reported to stakeholders and to expand evidence-based practices in Nebraska. Evaluation expenses are not necessary or allowable in the grant proposal. Information from the evaluations and data collection procedures employed under this grant may assist the program to secure additional outside funding in the future.

#### **Evaluation Requirements for Grantees**

Programs are required to adhere to the following evaluation requirements of data tracking for the success of the overall evaluation of the VLS initiative. This requires the ability to facilitate site visits for evaluators and NDCS staff, collaborate with the evaluators to develop individualized evaluation plans, and provide a variety of data to evaluators by the deadlines noted in the evaluation timeline. Failure to comply with the data tracking and evaluation requirements compromises the reporting of the overall initiative to stakeholders and may be used in future funding decisions. An evaluability assessment will be conducted by the evaluators prior to the beginning of the grant cycle to determine evaluation readiness. (See Appendix A)

#### **I. Site Visits**

Programs will work with the evaluators to coordinate visits at the beginning of the grant cycle. Program staff will be prepared to provide evaluators with an overview of the program, discuss data currently being collected, as well as any other materials given to participants or interested participants (intake forms, surveys, inventories, program handbooks, fliers, brochures, etcetera). Program staff and evaluators will discuss program goals and measures that will be documented in the evaluation plans during site visits. The evaluation team may request additional site visits throughout the grant cycle to document program facilitation or provide evaluation assistance.

#### **II. Evaluation Plan**

Evaluators will develop evaluation plans in collaboration with each grantee drawing upon information gathered during site visits that provide individualized roadmaps outlining outcome and implementation measures for each grantee over the course of the grant cycle. The plans will include a 1) logic model

with program inputs and outputs, 2) performance measures, and 3) short-term outcomes, intermediate outcomes, and long-term outcomes. Program staff will be given an opportunity to revise the plans during the first quarter of the grant cycle. Evaluation data will be submitted by grantees either in the data management system, or on a quarterly and yearly basis depending on the measures identified in the evaluation plan.

### **III. Data Collection**

Data will be collected throughout the grant cycle to observe and report the program's ability to meet outcome and implementation measures. Some data components will be uniformly required across programs, while others will be unique to the grantee, depending on the individualized evaluation plans.

#### **a. Data Management System**

Programs will be provided access (at no cost to grantee) to an online data management system so that data on participants may be submitted consistently and stored confidentially throughout the grant cycle. Required monthly participant data will include social security number (which will be encrypted in the data system for confidentiality), most recent NDCS ID (if applicable), first and last name, demographic information, intake and exit status, program start and end date, additional program information for returning participants, information on program offerings and participation, and additional information as needed. This data is commonly entered as part of the participant intake process. The data will be used to report descriptive information on participation and will be analyzed by linking other sources of data to individual participants.

Other data components on participants and grantees may be requested by the evaluators and will be required to be provided by grantees within a reasonable amount of time subsequent to the evaluation team's request.

The evaluators will work with grantees to ensure the data is as accurate as possible throughout the grant cycle. Evaluators will monitor the data as frequently as needed with minimal additional effort from program staff. Programs will be required to address quarterly data accuracy concerns within a reasonable amount of time subsequent to the quarter closing date.

#### **a. Participant Surveys**

Program staff will administer participant surveys to individuals upon completing workshops, classes, or programs. In some cases, NCJR may request that participant surveys or other data collection instruments be administered at participant intake or orientation (i.e., prior to the start of programming). All survey responses should be confidential from program staff and instructors and provided to NCJR at bi-monthly roundtable meetings or quarterly meetings. These surveys ask for identifying name or ID numbers and date to link other forms of data used to complete the evaluation to national standards. The surveys provide programs, evaluators, NDCS and stakeholders with valuable insight into participant satisfaction, referral likelihood, various psychological concepts and social support.

#### **b. Program Customized Data**

At the evaluation team's request, program staff must work with NCJR to collect any additional data on the evaluation plans. Data will be analyzed to determine evidence of programming procedures of the grantee or effects programming may have on participants and/or the community. This data can be emailed electronically to NCJR or entered into the data management system with interface customization. Grantees will also make workshop objectives and curriculum available within a reasonable amount of time upon NCJR's request throughout the evaluation.

#### **c. Other Activities**

NCJR may request additional information, including but not limited to participant contact information and employer contact information, from the grantee. Grantees should be aware that evaluators might interview facility administrators regarding program implementation.

#### **d. Monthly Updates**

Programs will be required to complete an update form every month during the grant cycle. The form serves as descriptive information to supplement numerical data components. The form may inquire about changes to program staff, successes within the last month, challenges encountered over the last month, a description of how the grant process is working, success stories, and upcoming classes or events programs they would like NDCS staff or evaluators to attend. Programs will also be able to inform evaluators if they decide to offer additional program offerings so they can also be included in the data management system.

#### **e. Meetings**

NDCS will facilitate quarterly meetings where updates will be provided. The evaluation team will record the updates as part of the evaluation and will provide essential trainings at the meetings. Representation from each grantee is required at each quarterly meeting throughout the grant cycle. Evaluators will inform grantees on best practices in reentry and facilitate constructive discussions.

### **IV. Evaluation Timeline**

The two-year grant cycle timeline is provided in advance to ensure all interested parties who wish to participate in the Vocational and Life Skills initiative are given enough notice for attendance. Meetings may be canceled for weather conflicts but will not be rescheduled for individual conflicts.

VLS Meeting Schedule for Grant Cycle 6	
August 1, 2025	Kick-off Quarterly Meeting
November 7, 2025	Quarterly Meeting
February 6, 2026	Quarterly Meeting
May 1, 2026	Quarterly Meeting
August 7, 2026	Quarterly Meeting
November 6, 2026	Quarterly Meeting
February 5, 2027	Quarterly Meeting
May 7, 2027	Closeout Quarterly Meeting



## Section 7

### NEBRASKA ADMINISTRATIVE CODE

#### 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

**01.01 E 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

##### **01.02 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 Native American 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

#### **01.02 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

#### **01.03 Award Limits**

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

#### **01.04 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.

#### **01.05 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

**01.06A** 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.

#### **01.06 Fund Disposal**

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

## **Section 8**

### **General Information about Post – Grant Award Financial Reporting Requirements**

This grant is based on a reimbursement plan for all grant-approved monthly expenses. NDCS will make payment to the grantee according to the payment method chosen, (1 or 2 as described above). The monthly expense report and/or invoice should be submitted by the 15<sup>th</sup> of the following month. However, expense reimbursements will not be accepted more than two (2) months following the month for which the billing is submitted. In June of each year for the fiscal year end close, all May or earlier month expenses should be submitted no later than June 8<sup>th</sup>. Normal payment to the grantee is due within 45 days, with accurate and all reporting requirements being fulfilled.

#### **Terms and Conditions of Award:**

- A. This grant shall be in effect for the designated period of July 1, 2025 – June 30, 2027, unless otherwise terminated or suspended by NDCS.
- B. Total grant funding is contingent upon the continued appropriation of VLS grant funds.
- C. The terms and conditions of award and budget may be modified only by written amendment, executed by both parties.
- D. Program and financial records will be maintained in accordance with the Secretary of State Record Retention Schedule 124 ([https://sos.nebraska.gov/sites/sos.nebraska.gov/files/doc/records-management/Schedule-124StateAgencies\\_GeneralRecords.pdf](https://sos.nebraska.gov/sites/sos.nebraska.gov/files/doc/records-management/Schedule-124StateAgencies_GeneralRecords.pdf)).
- E. The Grantee assures NDCS the grant-funded program will be conducted and adhered to in accordance with all applicable state/federal statutes and regulations.
- F. Administration and performance of the project shall be executed in accordance with Neb. Rev. Stat 83-904 and Nebraska Administrative Code Title 71, Chapter 1, Vocational and Life Skills Program.
- G. Grantee will work in coordination with NDCS and the evaluators to evaluate the program's efficiency and effectiveness.
- H. Participation in program visitation and evaluation by and under the direction of NDCS will be supported by the grantee.
- I. Services must be based upon a grant-proposed program.
- J. Grantee shall make its employees aware of the provisions in Neb. Rev. Stat 28-322.01 through 28-322.03 providing it is a felony for individuals working for or under contract with the Nebraska Department of Correctional Services to engage in sexual contact or penetration with an inmate or parolee, and that no inmate nor parolee is legally capable of giving consent to any such relationship.
- K. Grantee is required to ensure work eligibility status of their employees using the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status.

- L. Grantee shall comply with all applicable local, state, and federal statutes and regulations regarding civil rights laws and equal opportunity employment (Neb. Rev. Stat. §48-1101 to 48-1125).
- M. NDCS will conduct criminal background checks on all grantee staff members who wish to enter facilities. Grantees are encouraged to employ individuals with criminal histories. Criminal records will be reviewed on a case-by-case basis and grantee staff will not be denied access based solely on their criminal record. Each employee will need to submit paperwork yearly, for annual background verification.
- N. Grantee will comply with all fiscal and data evaluation reporting requirements listed in the grant announcement. Other data may be requested as determined through the program evaluation process.
- O. Grantee will attend all program evaluation training offered by NDCS or NCJR unless approved otherwise by NDCS.
- P. Grantee will attend all Quarterly meetings and roundtable meetings. At least one representative from your organization must be in attendance at these meetings.
- Q. The grantee shall submit a State of Nebraska Substitute Form W-9 & ACH Enrollment Form for the purpose of payment on expenses.
- R. Grantees will have safeguards in place to prohibit employees from using their positions for personal gain or conflicts in interest.
- S. All expenses must be previously approved budget items from the grant application. Monthly expense documentation must include clear accounting documentation to include general ledgers, employee time sheets, payroll registers, itemized invoices, copies of invoices and comparable documents for all purchases and proof of payment. Provide documentation of names and positions of the people paid by the grant.
- T. All travel must be documented including dates, mileage, start and stop locations, purpose of trip, signature of person traveling and approval. Provide a copy of detailed receipts with the documentation to support the travel expense (a credit card receipt that only shows a total is not acceptable). No alcohol can be on any receipts for expenses of meals. Rent payments must have a copy of the lease sent with the initial request and invoices to support the monthly charges. Submit a copy of only the billing page of utility and phone bills documenting the total. Do not submit the itemized bill showing each individual charge.
- U. Grantee shall scan and submit all grant payment documents electronically to: [DCS.VLSPayments@nebraska.gov](mailto:DCS.VLSPayments@nebraska.gov) along with an updated NDCS Grant Financial Report.
- V. Grantee shall provide documentation for all equipment purchased at a unit cost of \$5,000 or more and all computers, tablets, or phones purchased with grant funds. This equipment will be considered NDCS inventory and placed on the NDCS fixed asset inventory. All fixed asset inventory items must be returned to NDCS at the end of the grant period.
- W. If grant funds are not expended in accordance with the instruction and terms and conditions of the proposed grant program, NDCS may require that all grant funds or any portion thereof be returned by a means to be determined by NDCS.
- X. Only the organization will be reimbursed; individuals will not be reimbursed.
- Y. Grantees are subject to an annual or bi-ennial review by NDCS staff and are required to submit requested information. NDCS will notify grantees in advance of the review and documentation that is necessary.
- Z. The grantee shall submit a signed Drug Free Workplace policy.
- AA. NDCS will not cover any legal fees.
- BB. NDCS will not reimburse any medical or pharmacy expenses for program participants.

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