



2020 – 2022 Vocational and Life Skills Grant Program

Applications due: April 15, 2020

Description of Program

In 2014, the Vocational and Life Skills Program was created by Nebraska Legislative Bill 907 to provide funding to aid in the establishment and provision of community-based vocational training and life skills training to people while incarcerated, on parole, or under probation supervision for up to 18 months after discharge. This fund allows the Nebraska Department of Correctional Services (NDCS) to partner with community agencies to provide vocational and life skills training to the target populations. With our mission: keep people safe, NDCS emphasizes a successful reentry (as the individuals return to communities). NDCS aims to decrease recidivism by increasing meaningful employment along with life skills among the target population. The Agency understands the importance of education, training, community resources and support as a mechanism to success. The selected agencies will be funded to meet the program's requirement to facilitate effective vocational and life skills programming and services to the target population during and/or after release. NDCS works collaboratively with Nebraska Center of Justice Research (NCJR) for program evaluation. This is to ensure the results of each Vocational and Life Skills Program are maximized and provide evidence-based outcomes.

Eligibility

To qualify for this grant funding, the 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 or supervision. The programs or services provided should result in meaningful employment. This includes programs that provide verifiable degrees, certifications or credentials, job preparation and retention support that give the participants credibility and readiness in the job market. The programs shall be provided in the facilities, and, or in the communities.

Deadline and Contact Information

Applicants must submit their applications in PDF format with all required supporting documentation to Pimpicha Tubsuwan at pimpicha.tubsuwan@nebraska.gov no later than Wednesday, April 15, 2020 at 5:00 P.M. For questions regarding the application or application submission, contact Pimpicha (Pim) Tubsuwan at 402-479-5730.

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Section 1

Timeline

March 6, 2020	Grant Announcement – Seeking Applicants
April 15, 2020	Grant Applications Due
April 15 – May 15, 2020	Review, Evaluation, Scoring of Applications
May 20, 2020	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 5) shall be emailed in PDF format to Pimpicha Tubsuwan, Vocational & Life Skills Coordinator at pimpicha.tubsuwan@nebraska.gov. Supplemental information such as brochures, research, and data may be attached as PDF files.
3. Applications are due no later than 5:00 P.M. Central Standard Time, April 15, 2020
4. Applications will be reviewed and evaluated from April 15, 2020 through May 15, 2020. 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. Notification will be provided on or before May 20, 2020.
6. Questions regarding the application may be directed to Pimpicha (Pim) Tubsuwan via e-mail or by phone at (402) 479-5730.

Application

In submitting this grant application, I hereby certify that:

1. I have received sections 1-8 of the NDCS Vocational and Life Skills Grant Application.
2. Attached to this application form are completed sections 3, 4, and 5.
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: _____

Applicant/Organization: _____

Title: _____

Email Address: _____

Phone: _____

Mailing Address: _____

Section 3

Program Narrative

Please follow the outline described below, adhering to the following headings/questions. Each application will be scored on the thoroughness and applicability of responses provided for each section listed below. Please pay attention to the number of points allocated to each section, as not all items are weighted equally.

A. Introduction (non-scored)

- 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 public safety and reducing recidivism.

B. Problem/Need statement (20 points)

The Vocational and Life Skills program's goal is to reduce recidivism by targeting employment and reducing barriers faced by the target population. Applicant agency shall identify the needs or the problems to be addressed, focusing on the underlying issue(s). Applicant agency may provide any information including narrative experiences or practices, research, reports, communities' demographics, or statistical data to support the needs. Explain how the program will respond to the needs and/or close the gap of the unmet needs.

C. Experience with Target population (10 points)

- Describe your organization's experience working with individuals who are incarcerated, on parole, under the supervision of State Probation, or individuals who have held one or more of those statuses within the past 18 months.
- If your organization has not previously worked with this population, explain the current client population and how the skills and opportunities provided to these individuals can meet the special needs of clients with current or previous criminal justice system involvement.

D. Experience with Evidence-Based Practices (EBP)/Programs (10 points)

- Which EBP(s) do you currently administer?
- Describe your organization's experience delivering an EBP.
- If you have not administered an EBP in the past and plan to administer one, describe the EBP and how the EBP will assist your organization to meet the NDCS's mission and vision.

- If you are unable to implement an EBP with fidelity in the proposed grant period, please explain how you plan to make progress towards implementing an EBP by adhering to the Risk-Needs-Responsivity model and the Principles of Effective Intervention. (For guidance, see “Implementing Evidence-Based Practice in Community Corrections: The Principles of Effective Intervention” on the NICIC.gov website.)
- In addition to the NICIC.gov [Implementing Evidence-Based Practice in Community Corrections](#) series, more information on EBP(s) in corrections and reentry can be found at CrimeSOLUTIONS.gov under the “Corrections & Reentry” tab.

E. Program Description (50 points)

Describe in detail the proposed program, to include:

- Goals and objectives
- Method, service activities, and service locations
- Duration of the program (if program timeline is available, please include)
- Research or data that support your program
- A logical flowchart or other graphic depiction of how clients progress through your program, from intake to completion
- Program management plan, including staff participating in, or supporting the program.
 - Describe their roles and contributions
- Describe the criteria for participants’ successful completion of your organization’s program and provide the current successful completion rate for your clients
- Explain verifiable degrees, certifications or credentials the program provides
 - Describe how the program will give credibility and readiness to participants in the job market

F. Program Relevance (30 points)

- Identify how this program relates to the objective of preparing individuals for employment as they reenter the community, through which recidivism is decreased.
- Identify how this program relates to obtaining and maintaining employment. This information should relate to the overall job market needs in Nebraska. (Applicant agency may provide the current rate of employment in Nebraska for individuals who have successfully completed your program (if an existing program) or may describe partnerships or other connections you maintain with employers in the community who are willing to provide employment opportunities to program participants.)

G. Data Collection and Evaluation (20 points)

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 leadership's experience with collecting data and overseeing data collection.
- Describe your organization's internal capacity to track data and how you will comply with the evaluation requirements.
- List sources of data your organization currently collects to demonstrate services provided and goal attainment.
- Describe how you intend to use the results of the evaluation to improve your services/program.
- Provide examples of performance measures that would be appropriate for your programming.

H. Current Status and Funding of Program (10)

- Indicate whether the proposed program currently exists or will be developed as a new program from the funds received under this grant.
- If existing, please identify how the program is currently funded.
- If new, please describe how the program will become self-sufficient, or work toward self-sufficiency, so it can continue in the absence of future grant funding.
- If existing, add data that supports program success

Section 4

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 documentation are available: 1) Reimbursement with documentation substantiating all expenses as identified in the grant application, or 2) Billing on a monthly or quarterly 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 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	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	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	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	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

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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.

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

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

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

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

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 in order 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 bi-monthly roundtable meetings and 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. Grantees can choose to attend the East or West Roundtable Meeting depending on their availability. Representation from each grantee is required at each quarterly meeting throughout the grant cycle. The evaluation team will train staff on how to use the data management system during meetings in the first quarter. Evaluators will also 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.

Two-year grant cycle Timeline (July 1st 2020 – June 30th 2022)	
August 7, 2020	Kick off Quarterly Meeting (Q1); Monthly Update Due
August 14, 2020	West Roundtable Meeting
August 21, 2020	East Roundtable Meeting
September 10, 2020	Monthly Update Due
October 9, 2020	West Roundtable Meeting; Data Issues and Monthly Update Due
October 16, 2020	East Roundtable Meeting; Evaluation Data Due
November 6, 2020	Quarterly Meeting (Q2); Monthly Update Due
December 11, 2020	West Roundtable Meeting; Monthly Update Due
December 18, 2020	East Roundtable Meeting
January 10, 2021	Evaluation Data, Data Issues, and Monthly Update Due
February 5, 2021	Quarterly Meeting (Q3); Monthly Update Due
February 12, 2021	West Roundtable Meeting
February 19, 2021	East Roundtable Meeting
March 10, 2021	Monthly Update Due
April 9, 2021	West Roundtable Meeting; Data Issues and Monthly Update Due
April 16, 2021	East Roundtable Meeting; Evaluation Data Due
May 7, 2021	Quarterly Meeting (Q4); Monthly Update Due
June 11, 2021	West Roundtable Meeting; Monthly Update Due
June 18, 2021	East Roundtable Meeting
July 10, 2021	Yearly Evaluation Data, Data Issues, and Monthly Update Due
August 6, 2021	Quarterly Meeting (Q5); Monthly Update Due
August 13, 2021	West Roundtable Meeting
August 20, 2021	East Roundtable Meeting
September 10, 2021	Monthly Update Due
October 8, 2021	West Roundtable Meeting; Data Issues and Monthly Update Due
October 15, 2021	East Roundtable Meeting; Evaluation Data Due
November 5, 2021	Quarterly Meeting (Q6); Monthly Update Due
December 10, 2021	West Roundtable Meeting; Monthly Update Due
December 17, 2021	East Roundtable Meeting
January 10, 2022	Evaluation Data, Data Issues, and Monthly Update Due
February 4, 2022	Quarterly Meeting (Q7); Monthly Update Due
February 11, 2022	West Roundtable Meeting
February 18, 2022	East Roundtable Meeting
March 10, 2022	Monthly Update Due
April 8 2022	West Roundtable Meeting; Data Issues and Monthly Update Due
April 15, 2022	East Roundtable Meeting; Evaluation Data Due
May 6, 2022	Quarterly Meeting (Q8); Monthly Update Due
June 10, 2022	West Roundtable Meeting; Monthly Update Due
June 17, 2022	East Roundtable Meeting
July 10, 2022	GC4 Evaluation Data, Data Issues, and Monthly Update Due

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

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 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

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 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 Reporting Requirements

This grant is based on a reimbursement plan for all grant-approved monthly expenses. NDCS will make payment to the grantee when the invoice and proper documentation have been received. The monthly expense report should be submitted by the 15th 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 8th. 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, 2020 - June 30, 2022, unless otherwise terminated or suspended by NDCS.
- B. Total grant funding is contingent upon the continued appropriation of FY 20/21 and FY 21/22 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 (<http://www.sos.ne.gov/records-management/pdf/124-state-agencies-general-records-20141230.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.
- T. Monthly documentation for the Program payment Method of Reimbursement with Substantiating Expense Documentation (see page 10) 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.

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: kerin.bunstock@nebraska.gov, shelly.yost@nebraska.gov and pimpicha.tubsuwan@nebraska.gov along with an updated NDCS Grant Financial Report.
 - V. Grantee shall provide documentation for all equipment purchased at a unit cost of \$1,500 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. New grantees may request salaries and benefits in advance for the first month of the program. To request such, the grantee shall submit a letter listing estimated salaries and benefits by position for the month. Other expenses for the first month will be submitted for reimbursement as described in R. above.

Appendix A

Vocational & Life Skills Evaluability Assessment

NOTE: These questions are NOT required for the grant application, but awardees will be required to answer each question fully in writing before an initial on-site meeting.

1. Does your agency have a lead staff member for data collection and collaborating with the evaluation team?
2. Does the planned intervention have evidence of proven effectiveness? What is this evidence?
3. Does your agency have a logic model for your program that is based on data and/or evidence of effective practices and specifies the relationships between the planned work and intended results? If so, please include.
4. Is there a shared understanding among program leadership and staff about the core elements of the program and the context in which the program operates? If so, please describe.
5. Have you devised procedures for determining that your program serves the correct target population? If so, describe these procedures
6. Have you identified intermediate objectives that relate to the long-term outcomes of meaningful employment and reduced recidivism?
7. Does your program have procedures in place for collecting data/measures pertinent to the intermediate outcomes? Please describe these procedures.
8. Is your leadership willing and committed to devote necessary time and resources to the evaluation? If so, please describe.
9. Do your staff make decisions based on regular assessment and use of data, information, evidence, and feedback? If so, please describe this process.
10. Are staff members qualified and properly trained to operate the program? If so, describe qualifications and training.
11. Is input sought on a regular basis to understand how participants experience services and challenges faced by participants?