

# Nevada Local Justice Reinvestment Grant Program

## Grant Administration Guide

### **About NLJRCC**

The Nevada Local Justice Reinvestment Coordinating Council (NLJRCC) was established in 2019 as part of the Nevada Justice Reinvestment Initiative. The NLJRCC is statutorily required to make recommendations to the Nevada Sentencing Commission (NSC) regarding grants to local governments and non-profit organizations from the General Fund. The grants must fund programs and treatment that will reduce recidivism. Additionally, the NLJRCC is required to oversee implementation of local grants.

### **About NSC**

The Nevada Sentencing Commission (NSC) is statutorily required to make data-driven recommendations regarding sentencing and corrections policies. Additionally, the Nevada Sentencing Commission is required to identify costs avoided from the enactment of the Justice Reinvestment Initiative and then make recommendations for reinvesting the costs avoided to provide financial support to programs and treatment that reduce recidivism. This includes recommending funding, from the General Fund, to the NLJRCC to administer grants to fund programs and treatment that will reduce recidivism.

### **Purpose of the Grant Program**

The Nevada Local Justice Reinvestment Grant Program is meant to support counties that are committed to the sustainability of strengthening responses to behavioral health needs of incarcerated persons, focusing jail and prison resources on serious and violent offenders, improving efficiency and effectiveness of community supervision, minimizing barriers to successful reentry, all the while maintaining public safety. These funds are meant to provide support at the local level, further the goals of justice reinvestment, and deliver data-driven results.

### **Goals**

The primary goal of the Nevada Local Justice Reinvestment Grant Program is to fund data-driven programs and treatment that will reduce prison usage, reduce recidivism, and reduce victimization, all while maintaining public safety.

## **Program Requirements**

Grants are distributed to qualifying applicants and the following requirements apply:

- Funds awarded must be used to support programs that reduce recidivism.
- No less than 10 percent of the funds awarded must be distributed to a non-profit organization, faith-based organization, or local agency that provides services to victims of crimes.
- Three percent of grant funds are to be used for the data-driven evaluation of the funded programs. Applicants may opt to retain these funds to conduct their own data-driven evaluations or remit the funds to the NSC and NLJRCC for larger evaluations.

## **Matching**

Matching is required for all local governmental agency applicants. The purpose of matching contributions is to increase the amount of resources to a program supported by grant funds and promote the sustainability of programs. Thirty percent matching funds will be required. In-kind service and salary matching will be considered to fulfill this requirement. If a local governmental agency is awarded a grant, the grant agreement will identify records and documentation that must be provided and the schedule for submission.

## **Reports and Monitoring Process**

Grant recipients must provide program information upon request including, without limitation: qualitative and quantitative progress reports, program data points, outcome measures, program evaluations, and any other data collected. Grant recipients must also submit detailed financial reports on a regular basis. Staff will meet with grant recipients and determine timelines for regular reports and program updates. Additionally, staff will provide assistance to grant recipients with the monitoring process. Assistance includes correspondence, in-person meetings, virtual meetings and site visits.

## **Funding Formula**

The top scoring applications from each county will be awarded full or partial funding. Any remaining funds will then be awarded to qualified submissions within the applicant pool based on scoring and need as determined by the NJLRCC funding priorities and Grant Review Committee scoring. If no qualified applicants remain, a second solicitation for grant applications will be initiated. The scoring matrix and priorities within the goals of justice reinvestment will be reviewed for each future grant cycle.

## **Eligibility**

Eligible applicants are any Nevada non-profit organization, faith-based organization, or local governmental agency (pursuant to matching requirements), who support approved programs within the state, that reduce recidivism, victimization, and maintain public safety.

## Allowable Uses

Funds may be requested within the following budget categories:

- Personnel: Salaries, wages, and fringe benefit costs for personnel employed by the grant recipient
- Contractual Services: An individual or organization providing a service or programmatic aspect of the work not provided directly by the grant recipient
- Housing and facilities: Eligible expenses for space or utilities necessary to complete program work, short- or long-term housing support for program participants, or programs within correctional facilities
- Equipment: Permanent or non-expendable equipment with a purchase price of \$5,000 or more, or a useable life of two or more years, for a single term
- Supplies: Consumable materials or supplies, including the cost of small items of equipment that do not meet the threshold for the Equipment category
- Training and associated travel: Eligible transportation, lodging, per diem, and registrations for trainings that support grant purposes
- Administrative/Indirect Costs: Activities associated with administering the grant such as purchasing, budgeting, payroll, accounting, and staff services
  - **Note: Administrative/Indirect Costs must not exceed 10 percent of the overall amount of grant funds awarded**

## Prohibited Uses

Grant funds may not be used for any of the following:

- Alcohol
- Compensation of federal employees, including salary, consulting fees, travel, or other compensation
- Fines and penalties
- Lobbying, membership to lobby organizations, or political activities, including political contributions
- Marketing or branding intended to generate a profit
- Performance or merit-based bonuses
- Rewards for tip lines or surveys
- Supplanting existing funding for programs, services, or supports already in operation
- Weapons, including firearms

The following are generally not allowed, except with written approval from staff:

- Entertainment, including amusement, social activities, and any associated costs
- Food or drink
- Land acquisitions or construction of buildings or other physical facilities
- Lease or rental agreements that exceed the grant project period
- Passport changes
- Physical facility improvements, restoration, or remodeling
- Polygraphs
- Single item or object that costs over \$500,000
- Taxes

## Grant Applications

Each applicant must submit a(n):

- Application
- Scope of work
- Budget form

## Application Review Process

NDSP staff will conduct an initial review of all applications received. Staff may identify and then assist the applicant with revisions or modifications before advancing the application to the review committee.

NDSP staff will organize a grant review committee to review and evaluate the applications that meet the requirements of the grant solicitation. Decisions and/or recommendations for funding will focus on the application's adherence to the goals, priorities, preferences outlined by legislation, NLJRCC or NSC policy, or the grant review committee. (*see rubric*) Funding requests may be approved in whole or in part, or as a provisional award with continued funding contingent upon program performance and progress.

## Application Timeline

<b>Date TBD</b>	Grant solicitation released and application opened
<b>Date TBD</b>	Preliminary Application due
<b>Date TBD</b>	Grant Review Committee evaluates applications
<b>Date TBD</b>	NLJRCC develop recommendations
<b>Date TBD</b>	NSC makes final award decisions

## Rubric

Criteria	Strong (8-10 points)	Satisfactory (5-7 points)	Needs Improvement (3-4 points)	Missing Elements (0-2 points)	Total
<b>Project Scope</b>	Project is clearly defined.	Project is adequately defined.	Project is vague and not enough detail is provided.	Insufficient information or does not meet program requirements.	
<b>Adherence to goals/priorities/policies</b>	Program is likely to have a significant impact and advances goals.	Program is likely to have an impact and advance goals.	Program is likely to have a limited impact and has minimal connection to goals.	Plan is unlikely to have an impact and does not advance goals.	
<b>Funding plan</b>	Funding plan is realistic	Funding plan is adequate	Funding plan is problematic.	Funding plan is inadequate.	
<b>Project sustainability</b>	Program is sustainable.	Program may be sustainable.	There are multiple questions on program sustainability.	Insufficient information or does not meet requirements.	

## Grant Award

Following award decisions and receipt of any outstanding or requested items, a grant agreement will be issued. The grant agreement serves as a legal contract and contains the terms and conditions of the grant award. All grant recipients are governed by the grant agreement and must comply with its requirements.

Staff may negotiate the terms of the grant agreement with the recipient. Modifications to the grant agreement must be requested in writing. If mutually agreeable terms cannot be reached within a reasonable time, as determined by staff, NSC and NLJRCC reserve the right to cancel the grant award.

The grant award will be considered fully executed when all parties have signed the document. The fully executed agreement will be returned to the grant recipient electronically and should be retained by all parties.

Upon execution of the grant agreement, the grant recipient will receive disbursements on a schedule established in the agreement.

## Termination

It is the role of NDSP staff, the NSC, and the NLJRCC as grant administrators to ensure that grant funds as awarded comply with federal and state laws, rules, regulations, or guidelines, as well as the goals of the grant program. Following reasonable notice to recipients and attempts to resolve problems informally, should a recipient fail to comply, funding may be suspended in whole or in part, funding may be terminated, or sanctions imposed.

### **Supplanting**

Funds must be used to supplement existing funds and not replace (supplant) funds that have been appropriated for the same purpose. If there is a potential presence of supplanting, the grant recipient will be required to supply documentation demonstrating that the reduction in resources occurred for reasons other than the receipt or expected receipt of grant funds.

DRAFT