

## 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 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.