

U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is seeking applications for funding under its Fiscal Year (FY) 2010 National Evaluation of Safe Start Promising Approaches. This program furthers DOJ's mission by evaluating community efforts to expand existing partnerships between service providers to create a comprehensive service delivery system to prevent and reduce the impact of family and community violence on children.

OJJDP FY 2010 National Evaluation of Safe Start Promising Approaches

Eligibility

Applicants are limited to public agencies, including state agencies, units of local government (including federally recognized tribal governments as determined by the Secretary of the Interior and published in the Federal Register), public universities and colleges (including tribal institutions of higher education), and private organizations (including faith-based, community, and tribal organizations). (See "Eligibility," page 3.)

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How To Apply," page 7.) All applications are due by 8:00 p.m., Eastern Time, on June 25, 2010. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or e-mail support@grants.gov. Grants.gov Support Hotline hours of operation are 24 hours, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, call Jeffrey Gersh, Program Manager, at 202-514-5535, or e-mail him at jeffrey.gersh@usdoj.gov or call Kristen Kracke, Program Manager, at 202-616-3649, or e-mail her at kristen.kracke@usdoj.gov.

The Grants.Gov number assigned to this announcement is: OJJDP-2010-2742

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OJJDP FY 2010 National Evaluation of Safe Start Promising Approaches CFDA Number: 16.730

Overview

The Safe Start Promising Approaches Project will develop and support practice enhancements and innovations to prevent and reduce the impact of children's exposure to violence in their homes and communities. Applicants for that solicitation may apply under one of two categories: (1) "Strategic Enhancement," which improves an ongoing evidence-based model, or (2) "Practice Innovation," which implements a strategy/intervention based on sound theory and scientific literature, which has yet to be evaluated rigorously.

This national evaluation will measure project sites' efforts to expand current partnerships between service providers that create a comprehensive service delivery system for preventing children's exposure to family and community violence and reducing its impact. The evaluation will enhance understanding of the scope of the problem of children's exposure to violence in the United States. This program is authorized by Sections 261 and 262 of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended (42 USC §§ 566-5666).

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJJDP strongly encourages applicants to register with Grants.gov several weeks before the application deadline of 8:00 p.m., Eastern Time, on June 25, 2010. See "How To Apply," page 7, for details.

Eligibility

OJJDP invites applications from public agencies, including state agencies, units of local government (including federally recognized tribal governments as determined by the Secretary of the Interior and published in the Federal Register), public universities and colleges (including tribal institutions of higher education), and private organizations (including faith-based, community, and tribal organizations).

OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

Project-Specific Information

The focus of the Safe Start Promising Approaches Project is to help communities implement collaborative cross-agency services that reduce the impact of children's exposure to violence. OJJDP will select up to 10 sites to participate in the initial 18-month budget period, and OJJDP may award supplemental funding for three additional 1-year periods.

This national evaluation will assess which program strategies yield the best outcomes for children and enhance understanding of the scope of the problem of children's exposure to violence. For the purpose of this solicitation, "exposure to violence" is defined as being a victim of violence or a witness to violence and encompasses abuse, neglect or child maltreatment, domestic violence, and community violence. For additional information about the Safe Start program, which has been administered by OJJDP since 1999, see the program Web site (www.safestartcenter.org).

Goals, Objectives, and Deliverables

The evaluation's goals are as follows:

- adding to the evidence base of promising practices and policies that effectively reduce the harmful effects of children's exposure to violence and to identify practices that are not effective or have an adverse effect;
- disseminating the evaluation's findings so that other communities may replicate best practices identified by the evaluation.

Deliverables related to the evaluation include the following:

- designing and implementing a quasi-experimental evaluation of the Safe Start Promising Approaches program;
- using independent technical experts to provide advice and comment to the evaluator on any design modifications and, as needed, throughout the project;
- planning and convening a 1-day meeting (in the Washington, DC, metropolitan area) to present the evaluation design to a group including as many as four representatives from each of the 10 sites and five federal program staff;
- meeting required reporting deadlines, including submitting twice-yearly progress reports (the reporting periods are July 1 to December 31 and January 1 to June 30) and twice-yearly performance measure reports to OJJDP;
- submitting a final report in two versions: a technical report that will describe in detail the methodology, findings, and conclusions of the evaluation prepared for publication in an academic journal and a briefer summary on best practices, written for practitioners in clear, nontechnical language, to be published and disseminated at OJJDP's discretion;
- conducting a cost analysis of the Safe Start Promising Approaches program to broaden what is understood about the cost to deliver effective services to children and their families to mitigate the effects of exposure to violence;
- providing interim data to OJJDP to describe the fidelity of the sites' implementation of their intervention programs, the sites' participant retention rates; and other interim data;
- conducting ongoing monitoring of the sites' implementation of their practice models, including assessing fidelity and rates of recruitment, retention, and other practice variables that affect the strength of the national evaluation;

- providing and disseminating evaluation findings via several interim products, reports, and presentations at conferences. OJJDP will require the evaluator to develop interim products to inform OJJDP and the Safe Start Promising Approaches sites about the implementation and outcomes of the program as the project proceeds. OJJDP expects that the evaluator will disseminate to the sites at least one interim product per year. The evaluator will make at least two presentations of evaluation findings at professional or research conferences, including the National Institute of Justice's annual Research and Evaluation Conference, during the 5-year project period. OJJDP invites the applicant to propose additional strategies to disseminate evaluation findings to the sites, researchers, and practitioners.

Amount and Length of Awards

OJJDP intends to make one award of as much as \$766,000 for the initial 1-year budget period of this project. Applicants, however, should submit an evaluation design to be implemented over 5 years. OJJDP may provide continuation funding of as much as \$766,000 annually for each of 4 subsequent years, as determined by the availability of funds and successful performance.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver. With respect to any award of more than \$250,000 made under this solicitation, grantees may not use federal funds to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/indexSES.asp.) A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (OJJDP will not consider any such additional compensation to be matching funds where match requirements apply.)

The Administrator of OJJDP may waive the limitation on compensation rates allowable under an award at his or her discretion on an individual basis. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless applicants submit a waiver request and justification with their application, they should anticipate that OJP will request that they adjust and resubmit their budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service he or she will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Match Requirement. Match is not required for this program.

Research, Human Subjects, IRB Review, and Confidentiality

All applicants for OJP funds are advised that the Department of Justice defines "research" as "a systematic investigation, including research development, testing, and evaluation, designed to

develop or contribute to generalizable knowledge.” 28 C.F.R. § 46.102(d). If OJP determines that a funded application involves research and includes human subjects, the approval of an Institutional Review Board (IRB) might be required before OJP funds may be spent for these purposes. If an application includes an evaluation component, that component will be examined by OJP to determine whether it meets the definition of “research.” All applications should be as clear as possible in describing the purpose of the evaluation, and the extent to which its findings may contribute to generalizable knowledge.

The protection of human subjects of OJP-sponsored research is of critical importance. If an application involves human subjects of research, it must explain whether IRB approval has been or will be obtained, and it must explain applicant’s procedures for obtaining informed consent and minimizing risks.

All applications that include a research or statistical component that collects information identifiable to a private person will be required to complete and submit to OJP a privacy certification.

For further guidance regarding Federal regulations regarding research, human subjects protection, and confidentiality, see the OJP Web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

Performance Measures

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act, P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants must discuss in their application their methods for collecting data for performance measures. Grantees are required to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Refer to “What an Application Must Include,” page 8, for additional information. Performance measures for this solicitation are as follows:

Objective	CatalogID	Performance Measures	Data Grantees Provide
<p>To evaluate community efforts to expand existing partnerships among service providers that create a comprehensive service delivery system for preventing and reducing the impact of family and community violence on young children.</p> <p>To enhance understanding of the scope of the problem of children's exposure to violence in the United States.</p>	<p>OJJDP #2263</p>	<p>Percentage of research-related deliverables (reports, etc.) completed on time.</p>	<p>During the reporting period:</p> <p>Number of deliverables to be submitted to OJJDP (as outlined in the program narrative).</p> <p>Number of deliverables completed and submitted to OJJDP on time (as determined by the timeline in applicant proposal). Deliverables will differ depending upon the specific project requirements.</p>

	OJJDP #2265	Percentage of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence.	Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as determined and reported by OJJDP.
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For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at janet.chiancone@usdoj.gov.

How To Apply

Applicants should submit their applications through Grants.gov. Complete instructions on how to register and submit an application can be found at www.grants.gov. Applicants who experience difficulties during this process, should call the Grants.gov Customer Support Hotline at 1-800-518-4726. Grants.gov Support Hotline hours of operation are 24 hours, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, processing delays may occur, and it can take several weeks for first-time registrants to receive confirmation and a user password. OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** A DUNS number is required for Grants.gov registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numbering System) number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call 1-866-705-5711 or apply online at www.dnb.com to obtain a DUNS number. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. There can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.730, titled "Reduction and Prevention of Children's Exposure to Violence," and the funding opportunity number is OJJDP-2010-2742.
6. **Submit an Application Consistent with this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** OJJDP urges applicants to submit their applications at least 72 hours prior to the due date to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to GMS. GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Grants.gov Technical Issues

If you experience unforeseen Grants.gov technical issues that prevent you from submitting your application by the deadline, you must contact OJJDP staff within 24 hours after the deadline and request approval to submit your application. At that time, OJJDP staff will require you to e-mail your complete grant application, DUNS number, and all Grants.gov Help Desk tracking numbers. After the program office reviews the information you submit and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to inform you whether your request to submit a late application has been approved. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding Web page (www.ojp.usdoj.gov/funding/solicitations.htm).

What an Application Is Expected To Include

This section describes what OJJDP expects an application to include and sets out a number of elements. Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application and, should OJJDP decide, nevertheless, to make an award, the Office may include special conditions that

preclude the grantee from accessing or using award funds until OJJDP is satisfied that the conditions have been met.

Moreover, applicants should anticipate that applications that do not respond to the scope of the solicitation or include a program narrative, budget, budget narrative, tribal resolution (if applicable) will not proceed to peer review and will not receive further consideration.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP also recommends that, if applicable, applicants include all resumes in a single file.

Standard Form-424

See www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF 4-24. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered "1 of 30," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count.

Applicants should anticipate that if the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, the application will not be reviewed in peer review and will not receive further consideration.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) performance measures requirements, (3) project/program design and implementation, and (4) capabilities/competencies. The applicant must clearly delineate the connections between and among each of these sections. For example, the applicant must derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

- **Statement of the Problem/Program Narrative**

In this section, applicants must:

- demonstrate an understanding of the literature on the incidence and prevalence of children's exposure to violence and the effects on children of such exposure
- demonstrate understanding of the concept of resiliency as a protective factor for children exposed to violence at risk of negative outcomes

- demonstrate knowledge of the systems that respond to children exposed to violence, including, but not limited to, child protective services, schools, healthcare providers (including primary care, mental health, and public health), law enforcement, domestic violence service providers, early childhood care providers, and courts.

Project Abstract. Applicants must include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract must not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see Performance Measures Requirements," below). The abstract must describe how the applicant will measure progress toward these goals.

- **Performance Measures Requirements**

Applicants must describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants must be cognizant of the performance measures that OJJDP will require successful applicants to provide.

Goals. Applicants must describe the goals of the evaluation.

Program Objectives. Applicants must explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They must be clearly linked to the problem identified in the preceding section and measurable.

Performance Measures. OJJDP requires award recipients to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 6.) Applicants must describe the steps they will take to assemble the information to comply with OJJDP's performance measures requirements. OJJDP encourages award recipients to use information from existing program records to fulfill performance measures requirements rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, OJJDP will require award recipients to submit a completed Privacy Certificate post-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

- **Project/Program Design and Implementation**

The successful applicant will design and implement a quasi-experimental evaluation to assess outcomes in each of the project sites. The evaluator will design the data collection instruments to be used with the treatment populations at each of the 10 sites and identify, recruit, and collect biannual data from a control or comparison group at each project site. The applicant must propose strategies to accomplish this and demonstrate flexibility in their approach. This program will be a fully integrated research-practice initiative. The evaluator will work intensively and collaboratively with the project sites, OJJDP, and the national resource center throughout the project period. As such, technical assistance on evaluation will be a required component of the evaluators work.

As described in the "Overview" and "Project-Specific Information" sections, page 3, OJJDP will fund up to 10 successful applicants for FY 2010 Safe Start Promising Approaches Project under one of two categories: (1) Strategic Enhancement to an existing evidence-based model or (2)

Practice Innovation, which implements a strategy/intervention based on sound theory and scientific literature, which has not yet been rigorously evaluated.

During the initial 6 months of their award period, project sites will not provide any services, while the national evaluator and OJJDP balance their practices with the evaluation design. During this time, the evaluator will modify and finalize the evaluation design to accommodate the range and characteristics of the project sites. The evaluator will accomplish the following tasks during this initial period:

- finalizing revisions and additions to the evaluative measures, described on page 11
- reviewing the project sites' intervention models
- conducting an analysis based on the project sites' activities and advising OJJDP on an adequate and feasible sample size
- co-hosting, with OJJDP, the initial evaluation meeting of the 10 project sites
- collaborating with OJJDP and the project sites to enhance practice designs, as needed
- working collaboratively with the technical assistance provider to engage the sites in the evaluation.

Following the initial 6-month period described above, the project sites will provide services for the remainder of their award period, including any continuations. The evaluator will accomplish the following tasks during this service delivery period:

- reviewing site-specific materials that OJJDP and the sites provide to ensure interventions are on track
- refining the evaluation design, as needed
- assisting OJJDP in ensuring project sites have sound strategies for data collection
- delivering training and technical assistance to sites around evaluation plans
- collecting data from control/comparison groups at each site
- receiving biannual outcome measures data from sites and analyzing data
- maintaining continuous statistics on each site's client retention rate and notifying OJJDP forthwith should retention problems become significant enough to affect the outcome of the evaluation
- attending annual Safe Start Promising Approaches grantee meetings
- submitting biannual progress reports and performance measure reports to OJJDP.

During the evaluation's fifth year, the evaluator will complete its data analysis and submit any remaining required deliverables.

The packet of child and family outcome measures to be used in this evaluation was developed during the evaluation of the previous phase of this initiative. The project sites administer these measures biannually. Applicants may review the measures at www.safestartcenter.org. OJJDP will use the established measures packet to enable the comparison of data from this project with evaluation data from the previous phase. However, OJJDP is interested in expanding the caregiver and family-level outcomes included in the study and welcomes applicants' proposals to that end. Accordingly, the measures packet may be expanded to include appropriate additional outcome measures.

Because of the simultaneous selection process for project sites, it is not possible to inform evaluation applicants about the exact nature of the interventions that they will evaluate. However, they may review descriptions of the activities of previous Safe Start Promising Approaches sites at www.safestartcenter.org.

OJJDP expects that the sites will serve a widely varying number of children and has not specified a minimum number of children that each applicant site will serve since applicants may represent large urban or small rural communities.

For the purpose of developing their design proposal and analysis, applicants may assume that the 10 sites will serve a minimum of 20 families each year for 3 years, for a total of 600 families. However, applicants should demonstrate their flexibility and understanding of alternative evaluation methodologies to address variations in the numbers of families recruited and retained in each site. The evaluator will continuously monitor the project sites' recruitment and retention of families, as this has significant implications for the evaluation.

The evaluator will conduct a study of fidelity to the proposed intervention model in the practice sites. OJJDP will provide technical assistance to promote model fidelity to sites that the evaluator observes are deviating from the intervention model.

Although the sites' participation in the national evaluation is mandatory, the evaluator will engage them as participants in the process. The successful applicant will demonstrate the ability to establish and maintain a collaborative, responsive, and mutually satisfactory relationship with the sites while adhering to standards of scientific rigor in implementing the evaluation. The evaluator will provide training and technical assistance to the sites, as needed, to improve their capacity to collect and report data for the evaluation. OJJDP may provide some of this training on an ongoing basis to address issues of project staff turnover.

The evaluation design must address the following questions concerning the interventions implemented at the sites:

- Which interventions are associated with positive changes in child outcome variables pre- to post- and comparison/control group versus treatment group?
- Which interventions are associated with negative changes in child outcome variables pre- to post- and comparison/control group versus treatment group?
- Which interventions are associated with no change in child outcome variables pre- to post- and comparison/control group versus treatment group?

- Are certain interventions more effective with certain populations of victims than others (e.g., children exposed to different types of violence, children exposed to different levels of chronicity and acuteness of violence, children from different demographic communities, girls versus boys)?
- What level of exposure to an intervention (“dose”) is associated with positive outcomes?
- Are certain programmatic elements associated with positive outcomes for children (e.g., locus of intervention, particular participating agencies, etc.)?
- What does it cost to provide effective services to children and their families to mitigate the effects of exposure to violence?
- What, if any, evidence is there of systems change in the Safe Start Promising Approaches sites as a result of participating in the program?
- OJJDP invites applicants to propose additional evaluation questions, particularly those that measure the following:
 - systems change
 - innovative practices in expanding the system of care
 - the continuum of care across the spectrum of services available to children exposed to violence.

OJJDP will require project sites to collect the required measures related to treatment group children and families every quarter. Regardless of the length of the intervention at each site, the evaluator will collect follow-up data from all treatment group children and families at the same 3-month intervals. OJJDP may require the evaluator to provide technical assistance to any site that encounters difficulty collecting the required data from children and families in the treatment group during the treatment or follow-up periods.

The evaluator will identify, recruit, and collect measures packet data quarterly from a comparison or control group at each site (assume N=20 control or comparison group participants at each of the project sites). The applicant should propose one or more strategies to identify a control or comparison group in the project sites, which might include child welfare agencies, family violence agencies, human services agencies, educational settings, etc.

The evaluation design should be detailed and must include the following components:

- a quasi-experimental methodology that clearly identifies the hypotheses to be tested and how the methodology will maximize the applicant’s ability to test these hypotheses
- a strategy to identify, recruit, and retain appropriate control/comparison groups, including a discussion of anticipated challenges and how the applicant will address specific populations
- multiple levels of analysis, including analysis of pre- and post-intervention child-level data, cross-site comparison of child outcomes, comparison of outcomes for sites with similar

interventions (clusters) and data aggregated across all the sites to address the evaluation questions

- procedures to collect, manage, store, and transmit data, including data from comparison/control group subjects biannually. Applicants should identify the software and data verification procedures that they will use, describe the procedures that they will use to scrub data of identifying information for submission to OJJDP, and describe the procedures that they will use to facilitate longitudinal tracking of cases.

When developing a procedure to collect data, the applicant should be aware of the following requirements:

Informed Consent Procedures. Applicants must describe the procedures they will use to obtain informed consent from all families from whom they will collect data. Informed consent procedures must inform participants that case-level data without any identifying information will be reported to OJJDP. Applicants should include sample informed consent forms, as stipulated in “Other Attachments,” page 17.

Institutional Review Board Clearance. Applicants must provide evidence of receipt of at least provisional IRB clearance for data collection activities, including reporting case-level data scrubbed of identifiers to OJJDP, and submit evidence of such clearance, as stipulated in “Other Attachments,” page 17.

OJJDP will require the evaluator to develop interim products to inform OJJDP and the project sites about the implementation and outcomes of the evaluation as the project proceeds.

Examples of interim products include the following:

- description of interventions implemented at each project site
- interim retention rate analysis, fidelity assessment reports, data profile sheets for each project site.
- articles suitable for publication in a peer-reviewed journal, as approved by OJJDP.

OJJDP invites applicants to propose additional interim products.

Timeline. Applicants must submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” at ojjdp.ncjrs.gov/grantees/timelines.html). The applicant must submit the timeline as a separate attachment, as stipulated in “Other Attachments,” page 17. On receipt of an award, the applicant may revise the timeline based on training and technical assistance that OJJDP will provide.

- **Capabilities/Competencies**

In this section, applicants must:

- demonstrate their institution’s previous experience with and institutional capacity to manage a multi-site evaluation project of this size and scope.
- outline a proposed staffing plan identifying key staff, describing their qualifications and experience, and identifying the percentage of time each key staff will devote to the project.
- describe their institution’s experience developing and sustaining collaborative and participatory evaluator-research relationships with project sites, service providers, and community systems (in particular, child protective services, schools, healthcare providers, including public health, law enforcement, and courts)
- provide resumes of key personnel to support the description of their organizational and management capability.

Letters of Support/Memorandums of Understanding. If submitting a joint application, as described under “Eligibility,” page 3, applicants must provide signed and dated letters of support or memorandums of understanding (MOUs) for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it.
- description of the partner’s current role and responsibilities in the planning process and expected responsibilities when the program is operational.
- estimate of the percentage of time that the partner will devote to the planning and operation of the project.

Budget and Budget Narrative

Applicants must provide a budget that (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

Applicants should be aware that the costs associated with recruiting study participants and data collection are assigned as followed:

Treatment Groups. Project sites will bear the cost of collecting data from the treatment group children and families.

Control/Comparison Groups. The evaluator will bear the cost of identifying, recruiting, collecting data from and implementing retention strategies for control or comparison groups. Applicants should include these costs in their budget.

The evaluator may propose contracts with project sites to assist with recruiting a control or comparison group where the site has access to appropriate cases. The evaluator and sites may finalize these details during the first year of the project when the sites are preparing to initiate service delivery.

The budget should include funds for the following activities:

- attending an annual 2-day meeting of Safe Start Promising Approaches grantees in Washington, DC, in 2011, 2012, and 2013
- participating in the conferences required under “Goals, Objectives, and Deliverables,” page 4
- providing telephone and onsite assistance to project sites on data collection and client retention.
- **Budget Detail Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how the applicant calculated it. For example, costs for personnel must show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet must present a complete and detailed itemization of all proposed costs.

A sample budget detail worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the applicant submits a different format, it must include the budget categories as listed in the sample worksheet.

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and justify all proposed costs listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, applicants must explain how they calculated fringe benefits, how they estimated travel costs, why they must purchase particular items of equipment or supplies, and how they calculated overhead or indirect costs.

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Indirect Cost Rate Agreement

Applicants that would like to establish a federally negotiated indirect cost rate must submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization’s schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Accounting System and Financial Capability Questionnaire

First time applicants and nonprofit, for-profit, and faith-based organizations that have not previously received funding from OJP should also submit a completed Accounting System and Financial Capability Questionnaire and financial statements. This requirement only applies to nongovernmental applicants that have not received awards from OJP within the past 3 years. Government (state or local) agencies do not need to complete the questionnaire. Obtain the questionnaire at: www.ojp.gov/funding/forms/financial_capability.pdf

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Plan for Collecting the Data Required for Performance Measures. (See "Performance Measures," page 6.)

Tribal Authorizing Resolution

If a tribe or tribal organization or a third party submits an application proposing to provide direct services or assistance to residents on tribal lands, the application must include a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, the application must include a resolution from all tribes that will receive services or assistance provided under the grant.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution, OJJDP will eliminate that application from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

Other Attachments

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application:

- privacy certificates (see page 10)
- documented provisional IRB approval (see page 14)
- timeline or milestone chart (see page 14)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/MOUs from partner organizations (see page 15).

Selection Criteria

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values:

1. Statement of the Problem/Program Narrative (10 points)
2. Performance Measures Requirements (5 points)
3. Project/Program Design and Implementation (40 points)
4. Capabilities/Competencies (35 points)

5. Budget (10 points)

See “Program Narrative,” page 9, for detailed descriptions of the above criteria.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the applications to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Peer review panels will evaluate, score, and rate eligible applications. Peer reviewers’ ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

The Acting Administrator of OJJDP, who also may consider other factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding, will make all final award decisions.

Additional Requirements

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés when assessing “Capabilities/Competencies.” Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and Protection of Human Subjects
- Anti-Lobbying Act

- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000–federal taxes certification requirement.

Appendix: Application Checklist

OJJDP FY 2010 National Evaluation of Safe Start Promising Approaches

The application checklist has been created to aid you in developing your application.

Eligibility Requirements

- Federally recognized tribe
- The amount requested does not exceed \$766,000.

Application Components

- Statement of the Problem/Program Narrative
- Performance Measures Requirements
- Project Design and Implementation
- Capabilities/Competencies
- Budget narrative
- Budget detail worksheet
- Project timeline
- Résumés
- Position descriptions
- Letters of support/MOUs

Program narrative/abstract format

- Double-spaced
- 12-point standard font
- 1" standard margins
- Narrative is 30 pages or less.

Other

- Standard-424 Form
- DUNS number
- Certifications
- Documentation of provisional IRB approval
- Other standard forms, as applicable, including:
 - Disclosure of lobbying activities (if applicable)
 - Accounting System and Financial Capability Questionnaire (if applicable)