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 the Community-Based Violence Prevention Program. This program furthers DOJ's mission by reducing violence and victimization in targeted communities.

OJJDP FY 2010 National Evaluation of the Community-Based Violence Prevention Program

Eligibility

Applicants are limited to public agencies, including state agencies, units of local government (including federally recognized Indian 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 nonprofit organizations (including faith-based, community, and tribal organizations).
(See "Eligibility," page 3)

Deadline

Applicants must register with *Grants.gov* prior to submitting an application.
(See "How to Apply" page 7.*)*

All applications are due by 8 p.m., Eastern Time, on June 18, 2010.
(See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1–800–518–4726 or via e-mail to support@grants.gov.

Note: The 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 Dennis Mondoro, Strategic Community Development Officer, at (202) 514–3913 or e-mail him at dennis.mondoro@usdoj.gov.

The Grants.Gov number assigned to this announcement is OJJDP-2010-2721.

CONTENTS

OJJDP FY 2010 National Evaluation of the Community-Based Violence Prevention Program
CFDA Number: 16.123

Overview

Violence continues to have a significant adverse impact on youth, families, and communities across America. A growing number of communities have adopted multi-strategy, multi-disciplinary approaches to reduce youth and community violence. Under this program, OJJDP seeks applications for funding to evaluate the OJJDP Community-Based Violence Prevention Program. This program provides funding for localities to enhance coordination of federal, state, and local resources to support community partnerships that replicate proven effective strategies to reduce violence, such as the CeaseFire model that is credited with significantly reducing shootings and homicides in targeted Chicago communities. CeaseFire, which employs a public health approach, works to interrupt the cycle of violence and to change norms about behavior. OJJDP's Community-Based Violence Prevention Program will focus specifically on reducing violence (both offending and victimization) in targeted communities. This solicitation seeks to evaluate the impact of this approach in these targeted communities. This program is authorized by the Department of Justice Appropriations Act, 2010, (Pub. L. No. 111-117).

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the submission deadline. The deadline to apply for funding under this announcement is 8 p.m., Eastern Time, on June 18, 2010. See "How to Apply," page 7, for more details.

Eligibility

OJJDP invites applications from public agencies, including state agencies, units of local government (including federally recognized Indian 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 nonprofit 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.

Program-Specific Information

- **Purpose**

The program's purpose is to fund an organization (or partnership of organizations) to design and implement a comprehensive process and outcome evaluation of a new OJJDP community-based initiative. The selected national evaluator will oversee and implement the evaluation in as many as four communities that will receive program funding from OJJDP.

This initiative will support and enhance the coordination of existing community-based violence prevention and intervention programs that are replicating strategies proven to reduce violence in target communities. For additional information regarding the CeaseFire model, go to www.ceasefirechicago.org/index.shtml. All proposed strategies must be evidence-based and have been proven effective through research and evaluation. Additional information regarding evidence-based strategies can be found at the OJJDP's Model Programs Guide http://www2.dsgonline.com/mpg/Default.aspx

The national evaluator will design a methodology that will measure the effectiveness of these replicated programs. In some instances, sites may propose to tailor their intervention to address particular community strengths or deficits.

OJJDP will competitively select as many as four sites to participate in the program for a project period of 3 years from fall 2010 through fall 2013. The grant for the evaluation of this initiative sought under this announcement will be for 4 years (fall 2010—fall 2014).

- **Goals, Objectives, and Deliverables**

The program's overall goal is to test the effectiveness of OJJDP's Community-Based Violence Prevention Demonstration Program in reducing violence and victimization in the targeted communities that receive funding through the companion program solicitation.

Specific objectives of the national evaluation are:

1. designing a comprehensive methodology that will evaluate the effectiveness of each OJJDP-funded community implementing a violence prevention program. The final methodology should include both a process and outcome evaluation.

2. implementing process and outcome evaluations, in coordination with local program personnel, data providers, and the OJJDP-selected training and technical assistance provider for this initiative.

3. contributing to the evidence base of proven practices and policies that effectively reduce violence—both offending and victimization—affecting youth in targeted communities and reducing the risk that community violence will impact individuals.

4. disseminating findings, as OJJDP determines, so that other communities may replicate the lessons learned and best practices that the evaluation findings identify.

The program's deliverables of this program are:

1. two comprehensive evaluation reports that detail the study's overall findings suitable for publication in a professional, peer-reviewed journal:

    a. a process evaluation that documents how the program was created within each community and compares actual implementation with program designs

    b. an outcome evaluation that measures the impact of the program on reducing the risk that violence affects individuals (due to the simultaneous selection process of program sites, it is not possible to inform national evaluation applicants about the exact nature of

the interventions, but at a minimum, OJJDP expects that the program sites will attempt to impact the level of homicides and shootings, as well as violent crime hot spots).

2. a descriptive report of the study's overall findings, not exceeding 12 pages, suitable for a nontechnical audience, to be disseminated at OJJDP's discretion.

3. a series of research bulletins on the selected communities that OJJDP identifies under a separate solicitation (OJJDP FY 2010 Community-Based Violence Prevention Programs), to be disseminated at OJJDP's discretion.

Amount and Length of Awards

OJJDP intends to make one award of as much as $1 million for a 4-year project period. The project period will be October 1, 2010 through September 30, 2014. This amount is for the entire award period. OJJDP will make no additional awards in subsequent years.

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, award recipients may not use federal funds to pay total cash compensation (salary plus bonuses) to any employee 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 OJJDP Administrator may waive the limitation on compensation rates allowable under an award at his or her discretion on an individual basis. Applicants who wish to request a waiver must include a detailed justification in the budget narrative of their 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 they 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

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, OJP will examine that component to determine whether it meets the definition of research. All applications should clearly describe 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 site (http://www.ojp.usdoj.gov/funding/other_requirements.htm).

Performance Measures

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Refer to "What an Application Is Expected to Include" (page 9), for additional information on applicant responsibilities for collecting and reporting data. OJJDP requires grantees to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
To evaluate community efforts to reduce the risk that individuals will be adversely affected by community violence. This program will add to the evidence base of promising practices that are effective in combating community violence.	Grantees will submit relevant reports and deliverables as part of their progress reporting or as special reports to OJJDP. Deliverables will differ depending upon the final methodology that is approved by OJJDP and should be outlined in the application.	During the reporting period: Number of deliverables to be submitted to OJJDP.
	Percentage of deliverables (e.g., reports, bulletins) completed on time.	Number of deliverables completed on time, as determined by OJJDP.
	Percentage of deliverables that meet OJJDP's expectations for depth, breadth, scope, and quality of study, and pertinence, as determined by OJJDP.	Number of deliverables that meet OJJDP's expectations for depth, breadth, scope, and quality of study, and pertinence.

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 16.123, titled "Community-Based Violence Prevention Program," and the funding opportunity number is OJJDP-2010-2721.

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."

Experiencing Unforeseen 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 an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget or budget narrative, and 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," "Résumés") for all attachments. OJP recommends that, if applicable, all résumés be included 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, (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**

Applicants must clearly describe the research or evaluation questions they will address. Applicants should discuss how previous research supports and shapes these questions, and address how the evaluation they propose will address pertinent issues of concern to the disciplines of violence prevention, and contribute to knowledge and practice.

In this section of the program narrative, applicants must demonstrate an understanding of the literature on previous community-based violence prevention programs, such as CeaseFire programs and evaluations, and similar initiatives. Applicants should also demonstrate an understanding of the unique challenges of conducting evaluations of community-based initiatives, including both the design challenges (e.g., sampling, measures), as well as implementation (data collection and analysis; working with program sites).

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 should briefly describe the study's goals and objectives, primary research questions, and summarize the study methodology and activities that the applicant will implement to carry out the research. The applicant should identify study partners, if applicable.

- **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 will be required of successful applicants.

Goals. Applicants must describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

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. (Examples of measurable objectives include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade, to expand counseling services to cover an additional 50 at-risk youth.)

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 reporting requirements. OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting 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**

Applicants must describe the specific strategies that they will use to implement the proposed process and outcome evaluation.

Design elements should follow directly from the evaluation project's goals and objectives, and the data the applicant will collect should clearly support these ends. Applicants should describe their evaluation methodology in detail and demonstrate the validity and usefulness of the data that they will collect. Applicants should address the feasibility of the proposed project and any potential challenges in terms of the rigor and soundness of the methodology and the analytical and technical approaches for the proposed evaluation.

In the separate solicitation OJJDP FY 2010 Community-Based Violence Prevention Programs, OJJDP is soliciting proposals from communities interested in participating as program sites under this initiative. OJJDP will competitively select as many as four sites to participate. Award recipeints will identify as many as four neighborhoods within the site in which to implement their community violence intervention. Proposed community-based violence approaches must engage outreach workers, clergy, and other community leaders to intervene in conflicts or potential conflicts and promote alternatives to violence. In some instances, sites may propose to tailor their intervention to address particular community strengths or deficits. All proposed strategies must be evidence-based and have been proven to be effective through research and evaluation. The national evaluator will design a methodology that will measure the effectiveness of these replicated programs.

The national evaluator that OJJDP selects for this initiative will work with each of the demonstration sites to plan for and carry out periodic data collection and transmittal to assist in the evaluation process. The program sites will undertake an initial 6-month planning/startup period. During that time, the national evaluator will work with the sites to prepare for data collection and transmission of locally available data to the evaluator. Due to the simultaneous selection process for program sites, the national evaluator will use this 6-month planning period to refine the individual programmatic evaluation designs to ensure they are consistent with the final program plans that OJJDP approves.

OJJDP has notified program site applicants that, at a minimum, they must collect the following data elements for the purposes of the evaluation. Program sites will work locally to ensure that data are collected and reported on a periodic basis to the evaluator.

- population rates and characteristics

- violent crime data (juvenile victimization, offending)

- nonviolent crime data (juvenile victimization and offending)

- gun-related violations.

OJJDP expects that other data will also be required. The additional data indicators will be determined after consultation with the individual sites, the national evaluator, and OJJDP.

The national evaluator must provide guidelines and training to the local sites on data submission and explain the expected timeline for reporting. The evaluator should be prepared to provide technical assistance to sites on an as-needed basis to ensure they are properly collecting and reporting required data elements.

Under the OJJDP FY 2010 National Evaluation of the Community-Based Violence Prevention Program, the successful applicant will design and implement a comprehensive methodology that will evaluate the effectiveness of each targeted community in reducing violent crime and victimization. Applications should specify what outcomes they will address and from where necessary data will come. The design of the national evaluation should permit within-site comparisons of participating neighborhoods and comparisons among the four participating sites, as appropriate.

The national evaluator will also have access to performance measure data that the program sites report to OJJDP semiannually. These performance measures include the following data:

- youth served by program

- youth who complete the program

- youth with whom an evidence-based program/practice was used

- youth who offend/reoffend, typically defined as a new arrest or court referral

- youth who exhibit a desired change in the targeted behavior, as set in accordance with the program's goals, activities, and target population

- training requests received

- technical assistance requests received

- program materials developed

- planning or training events held

- people trained

- recipients of training/technical assistance exhibiting increased knowledge of the program area, as determined by pre- and post-testing

- program policies changed and/or rescinded

- organizations that receive training and technical assistance

- organizations reporting improvements in operations based on training and technical assistance.

The national evaluator will identify, recruit, and collect data quarterly (or more frequently) from a comparison or control neighborhood at each project site. The applicant must propose specific strategies for accomplishing this and demonstrate a willingness to be flexible in their approach.

The proposed methodology should include plans for a process and an outcome evaluation in each of the project sites. OJJDP seeks to understand whether the Community-Based Violence Prevention Program approach can reduce violence and victimization at the local level, and, if so, what are the key program components and supports that must be in place to realize the most promising outcomes. In cases where an evidence-based program is being replicated, OJJDP seeks to determine if the program can be successfully implemented in a different setting. If the site is adapting an evidence-based program to fit its community, OJJDP is trying to determine if the adaptation has been successful.

The applicant's process evaluation design should document how the program was implemented within each community and to what degree the site was successful in carrying out its original program design. The goal of the process evaluation is to inform OJJDP and the field about whether the program was successful or unsuccessful in the sites and why. The process evaluation will answer questions that will have important implications for communities throughout the nation and will guide OJJDP in designing more effective training, technical assistance, and implementation support. The results of the process evaluation should also assist any other community that seeks to implement this program strategy.

In their proposal to OJJDP, applicants must address the major activities of their proposed study and how they will implement them. Activities to be discussed will likely include the following:

- linkage, coordination, and cooperation with program partners and sites

- methodology that clearly identifies the hypotheses to be tested and how the proposed methodology will maximize the ability to test the hypotheses

- the study's primary research questions and how they address existing gaps in the literature and will inform future practice

- description of quantitative and qualitative data collection and analysis methods and the tools to be used, including a description of the applicant's expertise in these techniques, as addressed under "Capabilities/Competencies," page 13)

- procedures for collecting, managing, storing, and transmitting data, identifying the software and data verification procedures that the applicant will use and the procedures that it will use to remove identifying information from data prior to submission to OJJDP

- consultation with program partners and OJJDP.

The successful applicant must provide evidence of receipt of Institutional Review Board (IRB) clearance prior to commencing to collect data. IRB clearance is not needed at the time of application.

Because OJJDP will select program sites simultaneously with the national evaluator, OJJDP cannot inform national evaluation applicants about the exact nature of the interventions that will be evaluated. However, the focus of the Community-Based Violence Prevention Program initiative is to support and enhance the coordination of existing community-based violence prevention and intervention programs and strategies.

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 16. 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 of the program narrative, applicants must:

- demonstrate their previous experience with and institutional capacity to design and manage a multisite evaluation project of this size and scope, including an understanding of the unique challenges of conducting evaluations of community-based initiatives, involving both design (e.g., sampling, measures) and implementation (data collection and analysis, working with program sites)

- outline a proposed staffing plan identifying key staff, describing their qualifications and experience and identifying the percentage of time each will devote to the project

- describe their experience developing and sustaining collaborative and participatory evaluator-research relationships with program sites, service providers, and community organizations, in particular, faith-based entities, healthcare providers, and law enforcement

- demonstrate an understanding of the literature on previous community-based violence prevention programs, such as CeaseFire programs and evaluations, and similar initiatives.

Applicants must provide résumés of key personnel to support the description of their organizational and management capability (see "Other Attachments," page 16).

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under "Eligibility," page 3, applicants must provide signed and dated letters of support or Memoranda 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.

Moreover, if partner organizations will assist with project activities, applicants should attach to their application memoranda of understanding from those organizations describing their roles in the project and any resources, tangible or intangible, that they will contribute.

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.

- **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.
The budget should also include funds for these activities:

- attending an annual 2-day cluster meeting of participating sites in Washington, DC (in 2010, 2011, 2012, and 2013)

- providing telephonic and onsite assistance to projects on data collection (for budgeting purposes, applicants should plan for biannual site visits to four (4) cities in 2010, 2011, 2012, and 2013).

A sample budget detail worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget detail 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 applicable overhead or indirect costs.

See 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 http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Accounting System and Financial Capability Questionnaire

First time applicants and private non-profit, for-profit, faith-based organizations should submit a completed Accounting System and Financial Capability Questionnaire and financial statements. This requirement only applies to non-governmental 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: http://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 the application, then, at a minimum, they must submit an unsigned, draft tribal resolution as part of the application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then they will be eliminated 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.

- timeline or milestone chart (see page 13).

- résumés of all key personnel.

- job descriptions outlining roles and responsibilities for all key positions.

- letters of support/commitment and MOUs from partner organizations (see page 14).

Selection Criteria

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

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

Absent explicit statutory authorization or written delegation of authority to the contrary, the OJJDP Administrator, who may also consider other factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding, will make all final grant award decisions.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJJDP encourages applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance

- Faith-Based and Other Community Organizations

- Confidentiality and Human Subjects Protection (if applicable)

- 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 the Community-Based Violence Prevention Program

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

Eligibility Requirement

_____ Applicants is a state agency, unit of local government (including federally-recognized Indian tribal government as determined by the Secretary of the Interior and published in the Federal Register), public university or college (including tribal institution of higher education), or private nonprofit organization (including faith-based, community, and tribal organization).

_____ The federal request is within allowable limits: $1,000,000

The application components

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

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
_____ Other standard forms as applicable, including

____ Disclosure of lobbying activities (if applicable)
____ Accounting System and Financial Capability Questionnaire (if applicable)