



---

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 Safe Start Promising Approaches Project. This program furthers DOJ's mission by developing and supporting practice enhancements and innovations to prevent and reduce the impact of children's exposure to violence in their homes and communities.

# OJJDP FY 2010 Safe Start Promising Approaches Project

## 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 6.) All applications are due by 8 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](mailto: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 Kristen Kracke, Program Manager, at 202-616-3649, or e-mail her at [kristen.kracke@usdoj.gov](mailto:kristen.kracke@usdoj.gov).

Grants.gov number assigned to this announcement: OJJDP-2010-2741

# CONTENTS

Overview.....	3
Deadlines: Registration and Application.....	3
Eligibility.....	3
Project-Specific Information.....	3
Performance Measures.....	6
How To Apply.....	6
What an Application Is Expected to Include.....	9
Standard Form-424.....	9
Program Narrative.....	9
Budget and Budget Narrative.....	19
Indirect Cost Rate Agreement.....	20
Plan for Collecting the Data Required for Performance Measures.....	20
Tribal Authorizing Resolution.....	20
Other Attachments.....	20
Selection Criteria.....	21
Review Process.....	21
Additional Requirements.....	22
Appendix: Application Checklist.....	23

# OJJDP FY 2010 Safe Start Promising Approaches Project (CFDA # 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. The project will help communities implement collaborative and evidence-based practices across the services continuum for children and their families. Exposure to violence includes being a victim of violence or a witness to violence, and encompasses abuse, neglect or child maltreatment, domestic violence, and community violence. This program is authorized by Sections 261 and 262 of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended (42 USC 5665-5666).

## Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJJDP strongly encourages applicants to register several weeks before the application deadline of 8 p.m. Eastern Time, on June 25, 2010. See "How To Apply," page 6, 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 designated as the primary applicant for correspondence, award, and management purposes, and the others as co-applicants.

## Project-Specific Information

- **Purpose**

The project's purpose is to provide for evidence-based or theory-based interventions to prevent and reduce the impact of children's exposure to violence in their homes and communities. Exposure to violence includes child maltreatment, abuse, or neglect; witnessing domestic violence; and community and/or school violence. This project will address the needs of children and youth ages 0–17 who have been exposed to violence and their families. OJJDP seeks projects that embody a comprehensive and collaborative approach that uses the current knowledge base to address children's exposure to violence.

Applicants 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 evaluative literature, which has yet to be evaluated rigorously. Successful applicants must participate in a rigorous evaluation as part of this project.

- **Goals, Objectives, and Deliverables**

The project's goals are as follows:

- effectively identifying and serving children who are exposed to violence and their families and ameliorating the effects to prevent long-term negative consequences
- identifying evidence-based practices, strategies, and policies that effectively reduce the harmful effects of children's exposure to violence.

The project's fundamental objectives include the following:

- strategically enhance existing evidence-based practices for children's exposure to violence (Strategic Enhancement Category)
- identifying and assessing innovative practice that effectively address children's exposure to violence (Practice Innovation Category).

For either category, applicants must address the following objectives:

- increasing the identification, screening, assessment, referral, and services for children and their families
- increasing families' access to and utilization of quality intervention programs, including recruitment, retention, and engagement in services
- developing and implementing intervention services where identified gaps exist
- implementing organizational changes that promote improvements in intervention services in the area of children's exposure to violence
- developing and implementing specific protocols, procedures, and policies for responding to the needs of families
- developing and implementing these strategies, using a developmentally specific and appropriate approach for the children and families being served
- developing a logic model and detailed intervention flowchart for the program and policy strategies directly tied to literature on children's exposure to violence
- structuring prevention and intervention activities to maximize evaluability as described in the project design
- testing the project's effectiveness in preventing and reducing the harmful effects of children's exposure to violence through participation in an experimental/quasi-experimental national evaluation.

The project's deliverables include

- meeting service delivery goals, objectives, and other performance measures
- quarterly data collection for the national evaluation
- semiannual progress reports, using data collection sheets
- ongoing participation on a national project team, including the awarded sites, OJJDP, the Safe Start National Resource Center, and the national evaluator.

### **Amount and Length of Awards**

OJJDP will select as many as 10 applicants to participate in this project. Each successful applicant will receive an award, through a cooperative agreement, for as much as \$250,000 for an initial budget period of 18 months. The initial budget period will run from October 1, 2010, to March 30, 2012.

The first 6 months of the budget period will be a startup period in which the research and practice components are aligned and OJJDP trains successful applicants on the evaluation design and methods. Project activities will begin in month 7 on OJJDP's approval.

Pending successful participation in the project and availability of funds, OJJDP may award supplemental funding for three additional 1-year periods at \$250,000 a year.

Applicants must designate in their applications under which one of the two categories they are applying: (1) Strategic Enhancement or (2) Practice Innovations. Applicants may submit an application with a different project design under each category; however, applicants may not designate one application for both categories.

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

### **Budget Information**

Applicants may base their intervention designs on a budget of as much as \$250,000 with a set aside of \$10,000 to support the data collection requirements of the national evaluation and the remaining \$240,000 for planning and service delivery during the initial 18-month budget period.

**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](http://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 Assistant Attorney General for OJP 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 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.

## 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:

Objectives	Catalog ID	Performance Measures	Data Grantee Provides
<p>To effectively reach and serve children and their families who are exposed to violence and ameliorate the effects of that violence.</p> <p>To add to the evidence base of practices, strategies, and policies that effectively reduces the harmful effects of children’s exposure to violence by participating in a rigorous national evaluation.</p>			<p>OJJDP has an online system for grantee performance measures data reporting. To access, see <a href="http://ojjdp.ncjrs.gov/grantees/pm">ojjdp.ncjrs.gov/grantees/pm</a></p> <p>During the reporting period:</p>

	OJJDP #2263	Percent of deliverables (reports, etc.) completed on time.	Number of deliverables to be submitted to OJJDP or the OJJDP evaluator).  Number of deliverables completed and submitted to OJJDP or the OJJDP evaluator on time (as determined by the timeline established by OJJDP and the evaluator).
	OJJDP #2265	Percent of deliverables that meet OJJDP's expectations.	Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as determined and reported by OJJDP. In this case, the deliverables (reports, data, etc.) are those that satisfy evaluation and service-related requirements.

For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/](http://www.ojjdp.ncjrs.gov/grantees/pm/) or contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto: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](http://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 for 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](http://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](http://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](http://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](http://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. Please note that 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-2010-2741.
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 validation 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 OJP's Grants Management System (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 beyond your control 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 the complete grant application, your DUNS number, and provide all Grants.gov Help Desk tracking numbers. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. 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](http://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 recommends using appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Résumés") for all required attachments. OJP recommends that all résumés be included in a single file.

### **Standard Form-424**

See [www07.grants.gov/assets/SF424Instructions.pdf](http://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 should 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) impact/outcomes and evaluation/performance measures, (3) project/program design and implementation, and (4) capabilities/competencies. The connections between and among each of these sections should be clearly delineated. For example, the goals and objectives should derive directly from the problems to be addressed. Similarly, the project design section should 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 should describe the incidence and prevalence of children's exposure to violence in the target community. This discussion should address the nature and extent of children's exposure to violence, including the factors in the community that put children at high risk of exposure to violence and the needs for particular project activities. Applicants should provide indicators or measures of the extent of the problem based on current local data, such as crime, justice, health, and economic statistics. Applicants should also identify current community resources and efforts to reduce the effects of exposure to violence on children, noting any gaps in community response and service delivery.

Applicants should indicate how and why coordination among their community partners can be effective in addressing the effects of exposure on children. Based on this assessment of the community's needs and resources, applicants should clearly define the scope and nature of the collaborations in their intervention activities, seeking the broadest and most inclusive types of exposure to be addressed and identifying the agencies to carry out the intervention. Applicants should consider systems improvements when they define the type of exposure and breadth of intervention to address the needs of children regardless of their point of entry into the system, including those with co-occurring factors and multiple victimizations. OJJDP is seeking to enhance the range and variety of interventions currently under evaluation and will consider this variation in the selection process.

**Project Abstract.** A project abstract should be included as the first page of the Program Narrative, and is included in the page limitation specified above. It should not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract should describe how progress towards these goals will be measured.

- **Performance Measures Requirements**

Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that will be required of successful applicants.

**Goals.** Applicants should 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 should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results that should 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 needed to comply with OJJDP's performance measures reporting requirements. OJJDP will encourage 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 also require award recipients to submit a completed Privacy Certificate post-award. (See [www.ojjdp.ncjrs.gov/grantees/pm/faq.html](http://www.ojjdp.ncjrs.gov/grantees/pm/faq.html) for more information.)

- **Project/Project Design and Implementation**

Applicants should provide a two-part project design. In Part 1, applicants should describe their prevention, intervention, treatment, or crisis-response model activities; in Part 2, applicants should demonstrate that they are prepared to participate in the national evaluation. The project design should address children and their families exposed to violence using the broadest approach appropriate to the service setting. When conceptually reasonable and cost-effective, applicants may narrow the scale of their interventions to areas of specific need in the community. For example, a model implemented in a domestic violence agency will not address community violence, whereas a law enforcement agency will encounter all types of violence.

In all designs, however, OJJDP requires applicants to identify the scope and nature of the collaborations among agencies and systems focused on intervention activities. In addition, OJJDP expects applicants to take a comprehensive and inclusive approach to defining exposure and the target population to be served. OJJDP will require applicants to justify a narrower approach. Project activities may take the form of delivering direct services; developing and implementing revised policies, protocols, and procedures within the collaborative organizations applying for these funds; or a combination thereof.

Applicants should base their proposed approach on current research and knowledge in the field of exposure to violence and describe their approach in a detailed logic model under the data collection section of their application. Applicants should commit to working cooperatively and collaboratively with OJJDP and other partners in a national effort to evaluate the projects.

OJJDP seeks to extend and expand the current outcome evaluation and further inform the practice knowledge of children's exposure to violence. Applicants should not propose interventions with the same design as existing Safe Start interventions, which may be reviewed at [www.safestartcenter.org](http://www.safestartcenter.org). While applicants should draw on the literature to inform and ground their proposed design in the current research, OJJDP encourages them to identify and enhance gaps in the current promising approaches for the Safe Start initiative. To do so, applicants can apply under one of two categories (applicants may specify only one category per application):

**Strategic Enhancements.** Applicants may use an existing evidence-based model for children exposed to violence. They can also replicate a model in a new location and seek to build a stronger knowledge base for a particular model. In addition, OJJDP encourages applicants to strategically enhance an existing model by extending it to a different population or age range, or modifying it in any theoretically sound manner. OJJDP also encourages applicants using a particular model to use evidence-based strategies for children and their families.

OJJDP considers strategies and practices to be evidence-based when they meet the criteria identified and used by its Model Programs Guide ([www2.dsgonline.com/mpg/](http://www2.dsgonline.com/mpg/))

and Safe Start Evidence-Based Guide for Children Exposed to Violence ([www.safestartcenter.org/](http://www.safestartcenter.org/)), and can logically be applied to the area of children's exposure to violence with reasonable expectation that outcomes can be met. If applicants in this category submit a project design using a model not listed in either the Model Programs Guide or the Safe Start Guide, they should provide evidence that the model meets the same criteria and documentation in the attachments.

**Practice Innovations.** This category seeks applicants to implement new strategies, policies, service practices, or other activities that are not well documented in the science literature for the emerging area of children exposed to violence. The applicant should cite theory and emerging research to support the use of these new strategies to prevent and reduce the effects of exposure to violence. The activities may have already been put into practice but research has not documented effectiveness conclusively.

In addition to choosing one of the two categories described above, applicants should provide the following information, which should be identified at the beginning of the project design section of the application as follows:

**Design Category.** Applicants must designate one—and only one— of the following categories: (1) Strategic Enhancement or (2) Practice Innovations.

**Model To Be Tested or Enhanced.** The name of the model being enhanced for the Strategic Enhancement Category or the innovation being piloted for the Practice Innovation Category (Strategic Enhancement applicants must identify a specific evidence-based model that they will use as a base point for expansion or enhancement.)

**Age Range.** The age range of the project's target population (0-17 years).

**Continuum Type.** Applicants must designate one—and only one—of the following models: prevention, intervention, treatment, or crisis response.

**Service/Strategy To Be Provided.** Description of the service/strategy to be provided, including frequency, intensity, and duration.

**Number of Children and Families To Be Served.** Proposed number of children and families to be served during each 1-year budget period. These numbers will be negotiated with OJJDP and the national evaluator after applicant selection to align the practice and research components to achieve research results. As a result, applicants should be aware that these are proposed service delivery numbers and that flexibility of service numbers and funds will be required as a condition of award).

After labeling the project design components within this section, applicants should describe the proposed project design and the elements above in detail describing the specific services and strategies and the case flow process for children and their families.

## **Part 1. Intervention Design**

Applicants should describe in detail the project design they will undertake and the agencies that will collaborate in implementing the approach. Under a Strategic Enhancement design, applicants should identify the evidence-based model and describe how they will enhance it. Under the Practice Innovations design, applicants should identify and describe the sound theory

that they will utilize in implementing an innovative pilot strategy and how they will apply the theory in this approach. Applicants should include any supplemental documentation of any evidence base for either category in the attachments under “Evidence/Theory Base.”

Applicants should identify all major activities they will undertake and any policies, procedures, and protocols they will develop or modify within participating agencies. Applicants should define activities in such detail that they are quantified and describe the criteria for identifying, screening, and assessing the target group, if applicable; the number to be served; and the type of activity or service the applicant will provide. The applicant should describe in detail the frequency, duration, and intensity of the activity. For example, the frequency, duration, and intensity of a training activity could be “once a month,” “2 hours,” and “for 6 months,” respectively. OJJDP will give added weight to interventions that are comprehensive and balanced with clearly defined mechanisms and points of entry to identify and support children who have been exposed to violence and their families.

In determining a project design with a budget and project details specifying activity and service levels, applicants should note that service/activity levels should be based on the literature, and applicants may adjust them in consultation with OJJDP and the national evaluator during a “green light” period to ensure that the project numbers are sufficient to ensure an adequate sample size. Applicants should note that while no match is required for this project, additional local resources may be necessary to successfully implement a selected strategic enhancement model or practice innovation. Applicants will need to work flexibly with OJJDP to balance the dual goal of serving families and expanding the evidence base. OJJDP seeks applicants who share a commitment to this dual goal and will work collaboratively with OJJDP to fulfill it.

With special attention in the intervention design, applicants should address specific strategies for effectively recruiting, engaging, and retaining families in both project and study activities. Critical to the effectiveness of family engagement is the involvement of families not only in project activities but also in the management and planning of the project and the agency. An agency’s ability to flexibly meet the needs of the families being served is critical to success. Additionally, OJJDP requires all applicants to adhere to principles such as planning for the safety of both the child and the adult victims at all times, using developmentally appropriate approaches, etc. These guiding principles can be found at [www.safestartcenter.org](http://www.safestartcenter.org). OJJDP may require successful applicants to utilize specific engagement and retention strategies and participate in required trainings to ensure the successful implementation of this research/practice partnership.

## **Part 2. Evaluation Compliance and Data Collection Capability**

OJJDP will require successful applicants to participate in the ongoing national evaluation of Safe Start. The information provided in this section is intended to assist applicants in understanding the scope, design, and requirements of the evaluation so that they may develop a proposal that demonstrates that they are prepared to participate in it.

Applicants should demonstrate their awareness that OJJDP will require successful applicants to undertake the following activities:

- working with OJJDP and the evaluator to attain approval to implement their program. Approval criteria include clearly defining intervention, control, and comparison activities; setting forth how families will be identified, and criteria for inclusion in and exclusion from the study; developing a plan to enroll families in the project; developing randomization

procedures, if applicable; and determining criteria for successful completion of intervention activities.

- administering five face-to-face child and adult data collection instruments that the evaluator will select on a rotating basis, semiannually after enrollment for each family, beginning at entry into treatment and continuing for 2 years after treatment.
- submitting program data to the evaluator, including quarterly reports and monthly data on all children and families served.
- collecting and submitting data to the evaluator for a control group of children and families that will be identified in cooperation with the evaluator.

Applicants should understand that limited funds are available to assist with required data collection (i.e., \$10,000 of the \$250,000 annual budget) and that successful applicants may not use money awarded under this solicitation to fund local evaluation or local data analysis.

**Note:** During the initial 6 months of the grant award, successful applicants will engage in planning and startup activities and may expend/obligate only nominal funds, while the national evaluator and OJJDP work to align the practice approaches with the evaluation design. Grantees may be required to modify their proposed approach, such as service numbers, project activities, and strategies. These modifications may be significant and require budget modifications. The national evaluator will conduct a power analysis of the successful applicants and adjustments to the project design and target service/activity numbers will be made as needed in consultation with the grantee, the evaluator, and OJJDP to ensure an effective and reasonable balance between the practice and research goals of this solicitation.

This section details the data collection and submission requirements that the application should address. These guidelines describe the minimum acceptable data collection efforts. Applicants may elect to collect additional data or to follow up for longer periods, as they deem appropriate, but they should address the following:

**Data Collection/Management Specialist.** Sites should identify the person who will collect and manage the data, as delineated in this section, citing pertinent experience and expertise.

**Logic Model.** Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html). The logic model should be submitted as a separate attachment, as stipulated in "Other Attachments," page 20.

**Informed Consent.** OJJDP will require grantees to follow the national evaluator's procedures and guidelines on informed consent.

**Institutional Review Board Clearance.** On award, successful applicants must seek and obtain institutional review board (IRB) clearance for data collection activities, including reporting data to OJJDP and the evaluator. Grantees must also receive IRB clearance to participate in the comparison/control group design of the evaluation. Applicants must assure compliance and capability to obtain IRB clearance and should identify the local IRB they will use.

**Data Collection Plans.** Applicants should describe their strategy to collect and submit quarterly data and case variables for each child served. If applicants require access to data from another agency, they must submit proof of accessibility in the form of a letter or memorandum of cooperation between the applicant and the data's owner.

OJJDP will require successful applicants to use the instruments employed in the national evaluation to collect data semiannually from treatment children and families and from control group children and families at each site.

The national evaluator will select appropriate measures from the following list and train awardees in their administration. The national evaluator may modify or enhance measures to accommodate prevention strategies and other strategies where child and family-level outcomes may not be appropriate.

- Ages and Stages Questionnaire (ASQ)
- Behavior and Emotional Rating Scales (BERS-2)
- Behavior Problems Index
- Brief Infant-Toddler Social and Emotional Assessment
- Caregiver Information
- Child Information
- Children's Depression Inventory
- Delinquency Items
- Everyday Stressors Index (ESI)
- Juvenile Victimization Questionnaire
- Social Skills Rating System (SSRS)
- Parenting Stress Index-Short Form (PSI-SF)
- Trauma Symptom Checklist for Children
- Trauma Symptom Checklist for Young Children
- Woodcock-Johnson III (WJ-III) and Batería III Woodcock-Muñoz (Spanish WJ-III).

OJJDP will require successful applicants to submit program data quarterly to the national evaluator. Grantees will report these data on forms that the national evaluator will supply and include the following information:

- number of referrals to the study

- number of enrollees to the study (treatment group; control/comparison group)
- total number of refusals during this quarter
- number and types of Safe Start services delivered (study enrollees and nonstudy service recipients, if applicable)
- documentation of policy and advocacy efforts related to Safe Start.

**Followup Data Collection Procedures.** Successful applicants must collect data, at a minimum, semiannually for 2 years after a child and family enters the study. The application should include procedures for tracking former clients, in particular those who may be difficult to locate. Applicants may consider the use of incentives to encourage clients to participate in followup data collection.

Successful applicants will also collect data semiannually from each control group member.

**Control Group.** The application should include plans for drawing a control group for the population that the project will serve. Successful applicants will work with the national evaluator to determine a feasible and appropriate control group. Applicants should address the following questions related to the control group design of the national evaluation:

- How many children will the site serve per quarter during the implementation phase? How did the applicant determine this number?
- How will the applicant affect the random assignment of subjects to treatment and control groups?
- How will the applicant identify a control group of nontreatment subjects that is similar to the treatment group?
- How does the applicant propose to retain contact with control group members?

**Data Storage and Reporting.** Applicants should describe how they will store and manage data prior to submitting it to the national evaluator. Successful applicants will be given data reporting forms and trained in procedures to submit data to the national evaluator.

The types of data that OJJDP will require applicants to collect will vary by age range and activities. The chart below provides a sample of the types of information and detail required under this research/practice partnership. The chart is for illustrative purposes only. For a full description of the data collection that Safe Start projects undertake, reference the current outcome measures and packets by age and other Safe Start information at [www.safestartcenter.org](http://www.safestartcenter.org).

### Sample Chart of Case Variables

Data Elements	Sources/Measure Collection	Frequency
Number of children identified as having been exposed to violence, and number of families from which these children come.	Agency records.	Quarterly.
Number of children served, and number of families from which these children come.	Agency records.	Quarterly.
Number of professionals and direct-service workers trained on issues related to children's exposure to violence, and number of different agencies from which those professionals/direct-service workers come.	Attendance records and sign-in sheets from trainings.	Quarterly.
Number of policies developed, enhanced, or expanded to address the issue of children's exposure to violence, and number of agencies that these policy changes affect.	Phone interviews with partners.	Quarterly.
Types of violence witnessed.	Intake forms in case files.	Quarterly.
Severity of violence witnessed.	Intake forms in case files.	Quarterly.
Child's relationship to persons involved.	Intake forms in case files.	Quarterly.
Number of times the index child witnessed violence.	Intake forms in case files.	Quarterly.
Number of exposures child has had.	Intake forms in case files.	Quarterly.
Whether any intervention was received for the first exposure to violence.	Intake forms in case files.	Quarterly.
Whether intervention was received for subsequent exposures to violence.	Intake forms in case files.	Quarterly.
Age of child at exposure.	Intake forms in case files.	Quarterly.
Gender of child.	Intake forms in case files.	Quarterly.
Race/ethnicity of child.	Intake forms in case files.	Quarterly.
Length of time since index incident.	Intake forms in case files.	Quarterly.
Child's proximity to the violent event witnessed (approximate linear distance).	Intake forms in case files.	Quarterly.
Whether this was the child's first exposure to violence.	Intake forms in case files.	Quarterly.

Data Elements	Sources/Measure Collection	Frequency
Whether, at intake, the child already had received any intervention or treatment for this incidence of exposure.	Intake forms in case files.	Quarterly.
Child's display of any of the following sequelae at intake (preintervention): depression, developmental delay, school failure, antisocial/delinquent behavior, posttraumatic stress disorder, other.	List validated instruments used to measure depression, developmental delay, school failure, antisocial/delinquent behavior, posttraumatic stress disorder, other.  Parent/teacher interviews.	At intake and then semiannually for 2 years.
Child's display of any of the following sequelae at followup (postintervention): depression, developmental delay, school failure, antisocial/delinquent behavior, posttraumatic stress disorder, other.	List validated instruments used to measure depression, developmental delay, school failure, antisocial/delinquent behavior, posttraumatic stress disorder, other.  Parent/teacher interviews.	At intake and then semiannually for 2 years.

**Timeline.** Applicants should 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](http://ojjdp.ncjrs.gov/grantees/timelines.html)). The timeline should be submitted as a separate attachment, as stipulated in “Other Attachments,” page 20. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

### Capabilities/Competencies

Applicants should provide a sound leadership design and administrative and operating structure that will carry out the proposed project activities. Applicants should demonstrate organizational and collaborative readiness, an effective team management structure among the collaborative partners, and an organizational capability commensurate with the scope of work proposed. These elements are further delineated under the two sections that follow.

#### Section 1

Applicants must demonstrate the organizational expertise to oversee a project of this size and scope. Applicants must identify key members of the collaborative’s leadership and describe their roles and responsibilities, including those authorized to make internal policy and procedural changes to ensure successful implementation of the proposed interventions.

**Collaborative Readiness.** Applicants should provide a detailed description of how co-applicants will engage in the project. Applicants should demonstrate they are ready to improve their strategies, if necessary, and indicate how the vision and project design will build on and complement current collaborative planning processes to achieve the project’s objectives. Applicants should discuss the co-applicants’ history of collaboration and planning.

Applicants should list current agency policies, cross-agency protocols, and interagency agreements that aid collaboration in regard to project objectives. In particular, applicants should provide detailed evidence of experience in leading collaborative and system improvement efforts. Applicants also must clearly demonstrate a commitment to participating collaboratively with OJJDP, the national partners, and other relevant participants in the implementation and evaluation of these interventions. Furthermore, applicants should demonstrate a willingness and ability to build capacity beyond their own jurisdiction and to transfer knowledge to other communities and related partner agencies.

## **Section 2**

**Management.** Applicants should outline a proposed staffing structure and management plan, identifying key staff, including all project intervention staff and managers and the data collection specialist. Applicants should identify roles and responsibilities for all staff. In addition, applicants should include the capabilities and experience of all staff that will participate in the management team or play lead roles in the effort. Applicants should provide résumés of key personnel and include their job descriptions, indicate the percentage of time that each person or consultant will devote to the project, describe the lines of supervision and authority, and describe the management structure and practices that they will use to evaluate staff, take corrective action when needed, and ensure the program's success. Applicants should provide an organizational chart.

**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 clearly commit them to all required elements of the program narrative. Applicants must provide at least one letter of commitment from each co-applicant or collaborative partner stating that they understand the requirements of the intervention and data collection project and will implement the program, accept and use training and technical assistance, as available; and cooperate with national evaluators and data collection requirements.

### **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.

Of the \$250,000 annual project budget, winning applicants should budget \$10,000 for required data collection.

### **Budget Detail Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. 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](http://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 provide justification for all proposed costs listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated.

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

### **Indirect Cost Rate Agreement**

Applicants wishing 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](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**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.

- logic model (see “Logic Model,” page 14)
- timeline or milestone chart (see “Timeline,” page 18)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/memorandums of understanding from partner organizations (see “Letters of Support/Memorandums of Understanding,” page 19).

## **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 (50 points)
  - a. Part 1: Intervention Design (30 points)
  - b. Part 2: Evaluation Compliance and Data Collection Capability (20 points)
4. Capabilities/Competencies (25 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, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. Applicants are encouraged 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](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- 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 Safe Start Promising Approaches Project

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

#### Eligibility Requirements

- State Agency
- Unit of Local Government
- Federally Recognized Tribe
- Public University or College
- Tribal Institution of Higher Education
- Private For-Profit Organization
- Private Nonprofit Organization
- The amount requested does not exceed \$250,000

#### Application Components:

- Statement of the Problem/Program
- Performance Measures Requirements
- Project Design and Implementation
- Capabilities/Competencies
- Budget Narrative
- Budget Detail Worksheet
- Logic Model
- Project Timeline
- Position Descriptions
- Résumés
- 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
- Other Standard Forms, as Applicable
  - Disclosure of Lobbying Activities (if applicable)
  - Accounting System and Financial Capability Questionnaire (if applicable)