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The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ) is pleased to announce that it is seeking applications for funding for the initial phase of an evaluation of the Attorney General's Children Exposed to Violence Demonstration Program. This program furthers the Department's mission by sponsoring research and evaluation to provide objective, independent, evidence-based knowledge and tools to meet the challenges of crime and justice, particularly at the State and local levels.

## Evaluation of the Attorney General's Children Exposed to Violence Demonstration Program: Phase I Eligibility

In general, NIJ is authorized to make grants to, or enter into contracts or cooperative agreements with, States (including territories), local governments (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), nonprofit and profit organizations (including tribal nonprofit and profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

### Deadline

Registration with [OJP's Grants Management System](#) is required prior to application submission.  
(See "How to Apply," page 8.)

All applications are due by **11:45 p.m. eastern time on June 1, 2010.**  
(See "Deadlines: Registration and Application," page 3.)

### Contact Information

For technical assistance with submitting the application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3 or via e-mail to [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov).

**Note:** The [GMS](#) Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to midnight eastern time, except for Federal holidays.

For assistance with any other requirement of this solicitation, contact Bernard Auchter, Program Manager, at 202-307-0154 or by e-mail to [Bernie.Auchter@usdoj.gov](mailto:Bernie.Auchter@usdoj.gov).

SL# 000942

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# Evaluation of the Attorney General's Children Exposed to Violence Demonstration Program: Phase I

## CFDA No. 16.560

### Overview

NIJ is seeking proposals for the first phase of an evaluation of the demonstration component of the Attorney General's Children Exposed to Violence (CEV) Initiative. The Phase I evaluation involves a \$500,000 effort to accomplish initial developmental and evaluation activities over an 18 month period. Activities include: assessing relevant data for program evaluation in eight program sites; coordinating with the CEV technical assistance provider on data collection and measurement issues and the inclusion of an evaluation component, to be presented and discussed at multi-site meeting(s); and the development of a comprehensive strategy for evaluating the impact of the CEV demonstration program in four sites in a Phase II.

**Authorizing Legislation:** Omnibus Crime Control and Safe Streets Act of 1968 (sections 201 and 202).

### Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is **11:45 p.m. eastern time on June 1, 2010**, and the deadline for applying for funding under this announcement is **11:45 p.m. eastern time on June 1, 2010**. Please see the "How to Apply" section, page 8, for more details.

### Eligibility

Please refer to the title page for eligibility information under this program.

## Specific Information—Evaluation of the Attorney General's Children Exposed to Violence Demonstration Program: Phase I

### Background:

Research indicates that early exposure to violence has a significant negative impact on a child's behavior, ability to learn, and healthy development. It is associated with increased delinquency and later adult criminality, academic failure, depression, other mental health issues, aggression, and substance abuse. Research also shows that positive outcomes are associated with the disruption of violence and that intervention(s) to improve parent-child functioning can interrupt the negative impacts and improve a child's development.<sup>1</sup>

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<sup>1</sup>Maholmes, V., & Price, L. (2009). Understanding the nature and consequences of children's exposure to violence: Research perspectives. *Clinical Child & Family Psychology Review*, 12, 65-70.

A recent national study supported by the Office on Juvenile Justice and Delinquency Prevention (OJJDP), "Children's Exposure to Violence: A Comprehensive National Survey," revealed that a clear majority of the children and youth (60.6 percent) in the nationally representative sample had experienced at least one direct or witnessed victimization in the past year. More than ten percent suffered some form of maltreatment and nearly ten percent had witnessed an intra-family assault. These numbers document the severity of the problem and suggest that the scope, diversity, and impact of CEV may not be well recognized.

A number of Department of Justice programs have targeted child victimization in recent years and a new Attorney General's CEV Initiative seeks to build on these efforts and provide for a comprehensive strategy to address the problem.

The Attorney General's CEV Initiative will focus on:

- Reducing childhood exposure to violence – by developing and implementing activities in families and communities that prevent children's initial and repeated exposure to violence.
- Increasing knowledge and awareness – by advancing scientific inquiry on the causes and characteristics of childhood exposure to violence, supporting education and outreach efforts to improve understanding.
- Reducing the negative impact of childhood exposure to violence – by improving systems and services that identify and assist youth and families who have been affected by violence to reduce trauma, build resilience, and promote healing.

#### **The CEV Demonstration Program:**

The initial phase of the Attorney General's CEV Demonstration Program includes three key components: 1) support to eight communities to develop comprehensive community-based strategic planning to prevent and reduce the impact of children's exposure to violence in their homes, schools, and communities (two of the eight sites will be tribal communities and use Federal funds designated for tribes); 2) a contract for logistical and administrative assistance to DOJ and technical assistance to the eight demonstration sites; and 3) an evaluation of the CEV demonstration program, which is solicited in this announcement. Applicants for the evaluation to be funded under this solicitation should be thoroughly familiar with the solicitation announcement for the first component, focusing on support to eight communities (see <http://ojjdp.ncjrs.gov/grants/solicitations/FY2010/AGCEV.pdf>).

In the initial phase of the demonstration, each of the eight sites will develop a comprehensive strategic plan that includes policy, practice, enforcement, and response strategies to improve systems and create an effective continuum of care for CEV and their families. After the initial phase, up to four sites will be selected to receive implementation funds under a competition among the eight sites.

#### **Purpose:**

As the research, development, and evaluation arm of DOJ, NIJ's role in this coordinated DOJ-wide initiative is to provide expertise and funding for an evaluation of the demonstration program.

The purpose of the evaluation is to measure the changes made through the initiative and develop models for replication.

**Goals, Objectives, and Deliverables:**

The overall **goals** of the evaluation of the CEV demonstration are to measure the progress made toward the Attorney General's CEV Initiative goals stated above.

The goal of the Phase I evaluation, to be funded under this solicitation, is to work successfully with the other partners within the demonstration program: the eight program sites, the technical assistance provider, and NIJ and other DOJ representatives, as well as to provide expertise in laying the groundwork for assessing the process and measuring the impact of, and the progress made by, the CEV demonstration sites.

The primary **objectives** for Phase I of the evaluation include:

- To assess relevant data for program evaluation in eight program sites.

The evaluator will conduct an evaluability assessment in each site. On-site visits and interviews with the eight selected Phase I demonstration sites, along with other contacts and communications with site officials, will be required in order to assess relevant data systems, capabilities, and needs. Applicants should provide a set of data elements sought and questions that would be used in their conduct of evaluability assessments, as well as a statement as to how they will assess the composition and the effectiveness of the community's comprehensive collaborative planning body.

NIJ recognizes the challenge of proposing a Phase I evaluation plan in the absence of more specific information about the approaches and activities to be implemented at the demonstration sites not yet selected. Accordingly, drawing on principles of participatory evaluation, the applicant should propose appropriate methods for assisting the demonstration program sites and assessing the data resources and needs for establishing a baseline from which to measure progress.

Given the overall goals of the program, applicants should discuss in a preliminary way their expectations of data systems of relevance to measuring the progress of a CEV demonstration program. The discussion should include data systems known to be available and reliable, as well as new data collection that may be needed.

- To coordinate with the CEV technical assistance provider on data collection and measurement issues and the inclusion of an evaluation component, to be presented and discussed at multi-site meeting(s).

The evaluator will work collaboratively with the parties involved in the demonstration – the NIJ and other DOJ representatives, officials in the demonstration sites, and the technical assistance provider. For example, as the sites begin to develop their comprehensive strategies, advice and assistance from the evaluator will be required in assessing needs or developing a logic model that clearly explains the intended inputs, outputs, and outcomes of a site's overall strategy. In short, the evaluator will work with the sites to insure that they present their overall strategy with clarity and appropriately link their available or newly proposed data collection to their strategy.

At least one all-sites meeting will be held in Phase I. The evaluator will work closely with the technical assistance provider and DOJ representatives in ensuring that important research and evaluation issues are a key component on the agenda and that they develop and provide useful presentations and exercises on relevant evaluation issues.

Applicants should provide a discussion of their perspective and approach on how they would collaborate with the various demonstration partners in order to achieve a successful collaboration.

- To develop a comprehensive strategy for evaluating the impact of the CEV demonstration program in four sites.

In addition to the various formative evaluation activities to be conducted in Phase I, the evaluator will develop proposed designs for potential process, outcome, and impact evaluation. As the first phase nears conclusion, the evaluator and NIJ and DOJ representatives will identify the best design for an outcome and impact evaluation of the demonstration program, which will be presented in a continuation proposal. Individual, family, and community measures will all be considered for assessing impact in Phase II. The Phase II evaluation will provide both individual site evaluations and an overall evaluation of the demonstration, based on relevant common measures. A cost analysis component should be considered for inclusion in the Phase II evaluation. This analysis will include calculation of Federal funding for implementation relative to leveraged resources (financial and otherwise) from other sources by each program site. Applicants should provide preliminary thoughts on a Phase II evaluation within their Phase I application.

**In summary**, applicants must include the following in their application for a formative evaluation of the first phase of the CEV demonstration program: 1) Plans for eight evaluability assessments; 2) Site visits and other contacts with site officials for the conduct of the evaluability assessments and to provide input to the sites regarding data issues of relevance to CEV; 3) Participation in an all-sites meeting in the Washington, DC area; and 4) Preliminary thoughts on the development of a comprehensive plan for a process, outcome, and impact evaluation of the CEV demonstration in four sites.

The expertise that is sought in an evaluator includes knowledge and experience in both formative and summative evaluation, as well as expertise in working with American Indian and Alaska Native populations. NIJ strongly encourages applicants to include provisions in their application that address sensitivity to tribal cultural features and the diversity of tribal communities, as well as a sensitivity to various racial and ethnic populations.

**Deliverables** include twice yearly progress reports; eight site evaluability assessment reports; a final Phase I evaluation report that includes a review of the sites and recommended options for conducting an outcome and impact evaluation of the demonstration.

**Amount and Length of Awards:** NIJ anticipates that up to a total of \$500,000 may become available for an award made through this solicitation. **All NIJ awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.** NIJ expects to make one award for Phase I of the evaluation, with continuation funding for subsequent phase(s) contingent on the availability of funds and performance in the initial phase. Although NIJ cannot guarantee that subsequent phases, stages, or tasks will be funded, this approach will enable NIJ to fund the proposed work

incrementally, depending on, among other things, the quality of the deliverable(s) at the end of each phase, strategic priorities, and the availability of funds. Note: Deliverables (e.g., a final report) will be required at the end of each phase to enable NIJ to assess the progress of the work and assist NIJ in making reasoned determinations as to the suitability of funding the next phase of the work.

An award made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. See "Cofunding" under "What an Application Must Include."

**What will *not* be funded:**

1. Provision of training or direct service.
2. Proposals primarily to purchase equipment, materials, or supplies. (Your budget may include these items if they are necessary to conduct applied research, development, demonstration, evaluation, or analysis.)
3. Work that will be funded under another specific solicitation.

**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, Federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% 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 <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: 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. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Director of the National Institute of Justice. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit its budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, 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.

**Performance Measures**

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Applicants who receive funding under this solicitation are required 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 Measure(s)	Data Grantee Provides
Develop and analyze information and data having clear implications for criminal justice policy and practice in the United States.	<ol style="list-style-type: none"> <li>1. Relevance to the needs of the field as measured by whether the grantee's substantive scope did not deviate from the funded proposal or any subsequent agency modifications to the scope.</li> <li>2. Quality of the research as assessed by peer reviewers.</li> <li>3. Quality of management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits.</li> <li>4. If applicable, number of NIJ final grant reports, NIJ research documents, and grantee research documents published.</li> </ol>	<ol style="list-style-type: none"> <li>1. A final report providing a comprehensive overview of the project and a detailed description of the project design, data, and methods; a full presentation of scientific findings; and a thorough discussion of the implications of the project findings for criminal justice practice and policy in the United States.</li> <li>2. Quarterly financial reports, semi-annual progress reports, and a final progress report.</li> <li>3. If applicable, each data set that was collected, acquired, or modified in conjunction with the project.</li> <li>4. If applicable, citation to report(s)/document(s).</li> </ol>

## How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If you experience technical difficulties at any point during this process, please e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov), or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to midnight eastern time, except for Federal holidays. OJP highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps.

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. 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 application 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 keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and 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. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.



2. **Acquire or Renew Registration With the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for Federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. 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. Please note, however, that 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 a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select "National Institute of Justice" and then "NIJ FY 10 Evaluation of the Attorney General's Children Exposed to Violence Initiative: Demonstration Program, Phase I."
5. **Select the Apply Online Button Associated With the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Consistent With This Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

**Note: OJP's Grants Management System (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 GMS Technical Issues**

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact the NIJ staff member listed on the title page **within 24 hours after the deadline** and request approval to submit your application. At that time, NIJ staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk 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 GMS 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 (IT) environment.

Notifications regarding known technical problems with GMS 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 Must 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 detail worksheet, budget narrative, tribal resolution (if applicable), and resumes/curriculum vitae of key personnel will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

### Standard Form 424

Please see [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please 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

#### Program Narrative Guidelines:

- a. **Title Page** (not counted against the 30-page program narrative limit).  
The title page should include the title of the project, submission date, and the applicant's name and complete contact information (i.e., name, address, telephone number, and e-mail address).
- b. **Project Abstract** (not counted against the 30-page program narrative limit).  
The 400 to 600-word abstract should state the problem under investigation (including research goals and objectives) and the anticipated relevance of the project to criminal justice public policy, practice, or theory. It should describe the proposed method and/or research design, including data to be used in addressing research questions, data collection procedures and instrumentation, access to data, and other methods or procedures of the proposed study. It should also describe procedures for data analysis and all expected products, including interim and final reports, instrumentation, and devices. If applicable, it should describe the subjects who will be involved in the proposed project, including the number of participants; participants' age, gender, and race/ethnicity;

and other pertinent characteristics, such as methods used to gain access to subjects.

- c. **Resubmit Response** (if applicable). If an applicant is resubmitting a proposal that was presented previously to NIJ, but not funded, the applicant must indicate this. A two-page document addressing the previous consensus review must be provided that covers the following: (1) the title, submission date, and NIJ-assigned application number of the previous proposal, and (2) a brief summary of responses to the peer review and/or revisions to the proposal. This document should be inserted after the abstract. This document will not be counted against the 30-page program narrative limit.
- d. **Table of Contents and Figures** (not counted against the 30-page program narrative limit).
- e. **Main body.** The main body of the Program Narrative should describe the project in depth and include the following sections:
  - Purpose, goals, and objectives.
  - Review of relevant literature on children exposed to violence.
  - Detailed description of research design and methods for Phase One and, as space allows, a general sense of how an impact evaluation may be designed in a subsequent phase.
  - Research independence and integrity (see “Selection Criteria,” below).
  - Implications for criminal justice policy and practice in the United States.
  - Management plan and organization.
  - Dissemination strategy.

The program narrative section of your application must not exceed 30 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents, charts, figures, appendices, and government forms do not count toward the 30-page limit for the narrative section.

Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

- f. **Appendices** (not counted against program narrative page limit) include:
  - Bibliography/references.
  - Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study.
  - Curriculum vitae, resumes or biographical sketches of all key personnel.
  - Project timeline and research calendar with expected milestones.
  - Human Subjects Protection Paperwork including Institutional Review Board (IRB) documentation and forms (see <http://www.ojp.gov/nij/funding/humansubjects/human-subjects.htm>).

- Privacy Certificate (for further guidance go to <http://www.ojp.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm>).
- List of previous and current NIJ awards to applicant organization and investigator(s).
- Letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as law enforcement and correctional agencies (if applicable).
- List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable).
- Other materials specified by the solicitation.

## **Budget Detail Worksheet and Budget Narrative**

### **a. Budget Detail Worksheet**

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 budget is submitted in a different format, the budget categories listed in the sample budget worksheet must be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

### **b. Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes and can be provided in a Microsoft Office Word document. As with the Budget Detail Worksheet, the Budget Narrative must be broken down by year.

**Cofunding:** A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. You must indicate whether you believe it is feasible for you to contribute cash, facilities, or services as non-Federal support for the project. Your application should identify generally any such contributions that you expect to make and your proposed budget should indicate in detail which items, if any, will be supported with non-Federal contributions.

### **Indirect Cost Rate Agreement (if applicable)**

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can 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/financialguide/part3/part3chap17.htm>.

## **Tribal Authorizing Resolution**

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then 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 must be included with the application. 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, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

## **Other Standard Forms**

Additional forms that may be required in connection with an award are available on OJP's funding page at <http://www.ojp.usdoj.gov/funding/forms.htm>. Please note in particular the following forms.

1. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required of all applicants as part of the GMS application process)
2. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities)
3. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant that is a nongovernmental entity and that has not received any award from OJP within the past 3 years)
4. [Standard Assurances](#) (required of all applicants as part of the GMS application process)

**Note:** Attachments to the application should be included in one of the following four categories: 1) Program Narrative; 2) Budget Detail Worksheet and Budget Narrative; 3) Appendices; and 4) Other.

## **Selection Criteria**

### **Statement of the Problem** (Understanding of the problem and its importance)—15%

Includes a review of relevant literature on CEV, particularly evaluations of CEV programs and interventions.

### **Project/Program Design and Implementation** (Quality and technical merit)—30%

1. Awareness of the state of current research or technology.
2. Soundness of methodology and analytic and technical approach.
3. Feasibility of proposed project and awareness of pitfalls.
4. Innovation and creativity (when appropriate).

**Capabilities/Competencies** (Capabilities, demonstrated productivity, and experience of applicants)—25%

1. Qualifications and experience of proposed staff for this phase of the evaluation and the anticipated impact phase.
2. Demonstrated ability of proposed staff and organization to manage the effort, including ability to work with tribal populations.
3. Adequacy of the plan to manage the project, including how various tasks are subdivided and resources are used.
4. Successful past performance on NIJ grants and contracts (when applicable).

**Budget**—10%

1. Total cost of the project relative to the perceived benefit.
2. Appropriateness of the budget relative to the level of effort.
3. Use of existing resources to conserve costs.

**Impact/Outcomes and Evaluation**/(Relevance to policy and practice)—15%

1. Potential for significant advances in scientific or technical understanding of the problem.
2. Potential for significant advances in the field.
3. Relevance for improving the policy and practice of criminal justice and related agencies in the United States and improving public safety, security, and quality of life.
4. Affordability and cost-effectiveness of proposed end products, when applicable (e.g., purchase price and maintenance costs for a new technology or cost of training to use the technology).
5. Perceived potential for commercialization and/or implementation of a new technology (when applicable).

**Relevance of the project for policy and practice in the United States**

Higher quality applications clearly explain the practical implications of the project. They connect technical expertise with criminal justice and related policy and practice. To ensure that the project has strong relevance for policy and practice, some researchers collaborate with practitioners and policymakers. You may include letters showing support from practitioners, but they carry less weight than clear evidence that you understand why policymakers and practitioners would benefit from your work and how they would use it. While a partnership may affect State or local activities, it should also have broader implications for others across the country.

**Dissemination Strategy**—5%

1. Well-defined plan for the grant recipient to disseminate results to appropriate audiences, including researchers, practitioners, and policymakers.
2. Suggestions for print and electronic products NIJ might develop for practitioners and policymakers.

**Research Independence and Integrity**

Regardless of a proposal's rating under the criteria outlined above, in order to receive funds, the applicant's proposal must demonstrate research independence, including appropriate safeguards to ensure research objectivity and integrity.

Considerations in evaluating research independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the

objectivity/integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

## **Review Process**

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

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. NIJ 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. Eligible applications will be evaluated, scored, and rated by a peer review panel. 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, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with NIJ, 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.

All final award decisions will be made by the Director of the National Institute of Justice, who also may 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. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [http://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 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

If your proposal is funded, you will be required to submit several reports and other materials, including:

**Final substantive report:** The final report should be a comprehensive overview of the Phase I evaluation project and should include a detailed description of the project design, data, and methods; a full presentation of scientific findings; a thorough discussion of the implications of the project findings for criminal justice practice and policy in the United States; etc. It must contain an abstract of no more than 600 words and an executive summary of 2,500 to 4,000 words.

A draft of the final report, abstract, and executive summary must be submitted 90 days before the end date of the grant. The draft final report will be peer reviewed upon submission. The reviews will be forwarded to the principal investigator with suggestions for revisions. The author must then submit the revised final report, abstract, and executive summary by the end date of the grant. The abstract, executive summary, and final report must be submitted in both paper and electronic formats.

For program evaluation studies, the final report should include a section on measuring program performance. This section should outline the measures used to evaluate program effectiveness, modifications made to those measures as a result of the evaluation, and recommendations regarding these and other potential performance measures for similar programs. (This



information will be particularly valuable to NIJ and other Federal program agencies in implementing performance measures for federally funded criminal justice programs.)

**Interim reports:** Grantees must submit quarterly financial reports, semi-annual progress reports, a final progress report, and, if applicable, an annual audit report in accordance with Office of Management and Budget Circular A-133. Future awards and fund drawdowns may be withheld if reports are delinquent.

# Application Checklist

## Evaluation of the Attorney General's Children Exposed to Violence Demonstration Program: Phase I

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

### Eligibility:

Tribal authorizing resolution (if applicable)

### Application Components:

Program Narrative (see pages 10–11 and “Selection Criteria,” pages 13–15)

Appendices to the Program Narrative

Bibliography/references

Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study

Curriculum vitae, resumes or biographical sketches of all key personnel

Project timeline and research calendar with expected milestones

Human Subjects Protection Paperwork

Privacy Certificate

List of previous and current NIJ awards to applicant organization and investigators

Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)

List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable)

Budget Narrative

Budget Detail Worksheet

Indirect Cost Rate Agreement (if applicable)

### Program Narrative/Abstract Format:

Double-spaced

12-point standard font

1" standard margins

Narrative is 30 pages or less

### Other:

Standard Form 424

DUNS number

Other standard forms as applicable (see page 13), including

Disclosure of Lobbying Activities (if applicable)

Accounting System and Financial Capability Questionnaire (if applicable)