



National Institute of Justice

S o l i c i t a t i o n

Sarah V. Hart, Director

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Evaluation of Model Training Programs

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APPLICATION DEADLINE:
November 22, 2002

U.S. Department of Justice
Office of Justice Programs
810 Seventh Street N.W.
Washington, DC 20531

John Ashcroft
Attorney General

Deborah J. Daniels
Assistant Attorney General

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For grant and funding information, contact:
Department of Justice Response Center
800-421-6770

Office of Justice Programs
World Wide Web Site:
<http://www.ojp.usdoj.gov>

National Institute of Justice
World Wide Web Site:
<http://www.ojp.usdoj.gov/nij>

Evaluation of Model Training Programs

I. Introduction

The National Institute of Justice (NIJ) has evaluated State and local criminal justice programs for 30 years. NIJ evaluates single-site and multiple-site programs in collaboration with program sponsors, such as the Bureau of Justice Assistance (BJA), the Office of Community Oriented Policing Services (COPS), and the Violence Against Women Office (VAWO). These evaluations inform future policy and practice.

This solicitation calls for evaluation of training grants administered by the Bureau of Justice Assistance for criminal justice personnel. NIJ believes that this multiproject evaluation can (1) develop improved evaluation models to assess future training programs and (2) provide substantive information on how to develop improved training programs.

II. Background

In the FY 2002, Congress earmarked \$94.5 million in BJA discretionary funds to 88 specific organizations. The Justice Appropriations Bill also set aside resources to evaluate these earmarks: "In addition, up to 10 percent of the funds provided for each program shall be made available for an independent evaluation of that program." To meet the evaluation requirement, OJP pooled funds from all earmarked projects in accordance with a sliding scale approved by Congress. These funds will be used to evaluate a select number of the projects.

This solicitation calls for the evaluation of some of the training programs contained among the BJA earmarks. These programs target many aspects of criminal justice: police, courts, technology, and corrections. The results of this evaluation should guide evaluations of other training activities supported by Federal, State, and local funds.

III. Scope of Evaluation Effort

NIJ is soliciting proposals that meet two goals: to formulate a flexible evaluation model for outcome evaluations of a wide range of criminal justice training programs; and, to apply that evaluation model to a select number of the training earmarks. In essence, the evaluations will serve as case examples of how the model could be applied in a variety of settings.

Develop a flexible evaluation model. Based on the current literature of training evaluations and adult learning, applicants should propose a framework to assess inputs, outputs, and outcomes from a range of training applications. Trainees will be criminal justice professionals and citizens engaged in crime prevention at the local level; offender training programs are excluded. The framework should address, among other things, curriculum adequacy, trainee selection and knowledge needs, quality of training delivered, and attributable impacts on post-training performance.

Apply the model to selected training projects. The grantee should test the model by using it to evaluate the outcomes produced by approximately four of the training projects. For each project, the evaluation should rigorously examine how job performance improved as a result of the training. To the extent possible, the grantee should assess whether different training modalities (e.g., self-paced, distance learning, in-person) produce differential results across all evaluations.

The projects will be selected from the pool of training projects listed in exhibit 1 at the back of this solicitation. They should comprise a diverse sample in terms of topics and structural characteristics. **Projects in the pool may not be contacted until an award is made.**

Applicants should propose a strategy for review and selection of the training programs; the actual selections will be made jointly by the grantee and NIJ in consultation with BJA. Applicants should also propose the most rigorous evaluation designs that they consider feasible for measuring program outcomes. Whenever feasible, random assignment models with control groups or quasi-experimental designs with comparison groups should be used. If neither of these types of design are feasible, the grantee should detail the factors that prevented their application. **Evaluations should also address the costs and benefits of the training provided.**

Deliverables. Three deliverables are envisioned at this time: (1) four impact evaluation reports that present outcome findings and serve as stand alone case studies of the model’s application; (2) a report on lessons learned for implementing training programs; and (3) a user-oriented guide that describes the evaluation model to audiences interested in applying it to their own training programs.

Award. A single cooperative agreement will be awarded for a 27-month period. The maximum amount of the award will be \$1,000,000.

IV. Selection Criteria

NIJ is firmly committed to a competitive process in making grant awards. External peer review panelists consider both technical and programmatic merits of a proposed topic. Successful applicants must demonstrate to an independent peer review panel that: (1) the approach taken will result in sound contributions to policy and practice; (2) the proposed research design is rigorous and appropriate to the evaluation objectives; and, (3) principal investigators are highly qualified to execute the design within the proposed budget and time lines. Institute staff, in collaboration with BJA, will then make recommendations to the NIJ Director based on the results of the independent reviews. Final decisions are made by the NIJ Director after consultation with Institute staff. Reviews of applications are based upon the following criteria:

- **Impact of the Project**
 - Methodological rigor in both evaluation and cost-benefit analysis;
 - Potential for significant adoption by State and local evaluation staffs;
 - Potential for advancement in the understanding of training evaluation;
 - Relevance to improving training policy and practice within criminal justice.
- **Quality and Technical Merit**
 - Awareness of existing research;
 - Soundness of methodology, analytic or technical approach;
 - Innovation and creativity, where appropriate;
 - Feasibility of proposed project and awareness of pitfalls.
- **Capabilities, Demonstrated Productivity, and Experience of Applicants**
 - Qualifications and experience of personnel with regard to training, evaluation, and cost-benefit analyses;
 - Demonstrated ability to manage proposed effort;
 - Adequacy of proposed budget including time and personnel;
 - Past performance on NIJ grants and contracts.
- **Budget Considerations**
 - Total cost relative to perceived benefit;
 - Budget appropriate to level of effort;
 - Use of existing resources to conserve costs.

The application review process (including peer review, decisionmaking and other considerations) may take up to 6 months to complete. Notices of award and nonaward are distributed simultaneously about 180 days subsequent to the closing date of a solicitation. Notifications will be sent to the address as indicated on the Application for Assistance. Information regarding award status will not be available until notifications are distributed.

V. How to Apply

Individuals interested in submitting proposals in response to this solicitation must complete the required application forms and related documents. Applicants must include all of the following information and completed forms to qualify for consideration:

PART A:

- Application for Federal Assistance—Standard Form (SF 424).
- Proposal abstract.
- Table of contents.
- Budget detail worksheet.
- Budget narrative.
- Negotiated indirect rate agreement (if appropriate).
- Program narrative.
- References/bibliography.
- Names and affiliations of all key persons, including applicants and subcontractor(s), advisors, consultants, and advisory board members. Include name of principal investigator, title, organizational affiliation, department (if institution of higher education), address, phone, fax, and e-mail address.
- List all previous and current NIJ awards made to principal investigators, including grant numbers, information on final reports and other deliverables to NIJ (whether submitted or outstanding), and a listing of all publications (by NIJ or other publishers) resulting from each grant award.

PART B:

- Privacy certificate.
- Protection of Human Subjects Assurance Identification/Certification/Declaration (Form 310).
- Environmental Assessment (if required).
- Geographic Areas Affected Worksheet.
- Assurances.
- Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (one form).

- Disclosure of Lobbying Activities.
- Appendixes:
 - Letters of cooperation from organizations collaborating in the research project.
 - Résumés.
 - Other materials.

The Application Package is available at the NIJ Web site at:

http://www.ojp.usdoj.gov/nij/funding_app.htm

The Application for Assistance. The Standard Form 424 should be the first page of the application. Please follow the instructions in completing the Standard Application for Assistance Form.

In item 10 of the Application, be sure to include 16.560 as the Catalog for Federal Domestic Assistance Number. Indicate the Title to be the “Model Training Evaluations.”

Enter the title of your proposal in item 11. For this solicitation, use a start date of **January 1, 2003** in item 13.

The Proposal Abstract. The proposal abstract is a very important part of the application. Once an award has been granted, the abstract is computerized and serves as a summary available to all interested parties for the duration of the grant. When read separately from the rest of the application, the abstract should serve as a succinct and accurate description of the proposed work. Applicants should concisely describe research goals and objectives, research design, and methods for achieving the goals and objectives. Length is not to exceed 400 words. Use the following two headers and instructions in developing the abstract.

Research Goals and Objectives:

Statement of Purpose. State the problem under investigation including goals and objectives of the proposed research project, and anticipated relevance of the project to public policy and/or practice.

Research Subjects. If applicable, describe subjects who will be involved in the proposed project including the number of participants, age, gender, race/ethnicity, and other pertinent characteristics such as how you will gain access to participants.

Proposed Research Design & Methodology:

Methods. Describe the research method and/or design including data to be used in addressing research questions, data collection procedures and instrumentation, access to data, and other methods or procedures unique to the proposed study.

Data Analysis and Products. Describe proposed techniques for data analysis and all expected products including interim and final reports, instrumentation, and data to be archived under NIJ's Data Resource Program.

The Program Narrative. The program narrative should provide information and detail to adequately describe the proposed project and should include:

- Purpose, goals, and objectives.
- Review of relevant literature.
- Methodology.
- Data analysis, anticipated results and products
- Implications of the proposed research for policy and practice
- Staff/research management plan
- Tables, charts, figures and research timeline **(not included in page limit)**

Page limit. The number of pages included in the "Program Narrative" section of the application must not exceed 30 double-spaced pages in 12-point font, with 1-inch margins. Tables, charts and figures describing the research design, calendar, analysis plan, and similar items are encouraged. They are not counted in the 30-page limitation.

Due date. Ten copies (one unbound) of complete proposals **must be received** at the National Institute of Justice by 4:30 p.m. on the due date

listed on the cover of this announcement and on the NIJ Web site. Extensions to this deadline are not permitted. Faxed or electronically transmitted copies are not accepted. NIJ reserves the right to return incomplete applications, those not responsive to the scope of this solicitation, or those not complying with format requirements.

Names and affiliations of the author(s) of the proposal should be clearly identified. Proposals that are incorrectly collated, incomplete, or handwritten may be considered as submitted or, at NIJ's discretion, may be returned without further review. Proposals exceeding the page limit will not be reviewed. No additions to the original submission are allowed.

Application Materials. Applicants should obtain two packets: (1) application forms (including a sample budget worksheet); and, (2) guidelines for submitting proposals (including requirements for proposal writers and requirements for grant recipients). To receive them, applicants can:

- Access NIJ Web site and download application information at:

<http://www.ojp.usdoj.gov/nij/funding.htm>
- Request hard copies of the forms and guidelines by mail from NCJRS at 800-851-3420 or from the Department of Justice Response Center at 800-421-6770 (in the Washington, D.C., area, at 202-307-1480).
- Request copies by fax. Call 800-851-3420 and select option 1, then option 1 again for NIJ. Code is 1023.
- **Please note that instructions provided in this announcement supersede those outlined in the document: *Guidelines for Submitting Proposals for National Institute of Justice—Sponsored Research.***

VI. Performance Guidelines

To ensure compliance with the Government Performance and Results Act (GPR), Public Law 103-62, this solicitation notifies successful applicants that they will be required to collect and report information and data that measure the results of the grant. In order to ensure accountability, the following performance standards are established for all NIJ grantees under this solicitation including deliverables and other required reports as explained below.

Grantees should use plain English in writing funding proposals and all grant products. See <http://www.plainlanguage.gov> for assistance. However, we recognize that descriptions of research methodologies may necessarily involve some technical information. The grantee should put this technical information in context for the non-researcher.

Research & Evaluation Performance Standards

Grantees are required to submit in draft form the following deliverables 90 days before the grant end date:

Deliverables Required 90 Days Before the Grant End Date

- Abstract (400 words)
- Executive summary (2,500 words)
- Research reports
- Electronic data and supporting documentation capable of being re-analyzed and used by other researchers

All NIJ draft research reports are peer reviewed upon submission. The reviews are forwarded to the principal investigator with suggestions for revisions. The principal investigator is then required to submit the revised final report, abstract, executive summary, final data set, and codebook/data dictionary by the end date of the

grant. The abstract, executive summary, and final report are to be submitted in both paper and electronic/diskette versions. The data set and codebook/dictionary are also to be submitted in electronic form. Future awards and fund drawdowns will be withheld if research reports or data sets are delinquent.

Data sets must be received by the grant end date. Grant applicants should ensure that the proposed time line and budget accommodates these requirements.

In addition to the abstract, executive summary, research report and data set, grantees are required to submit financial status reports and progress reports.

Other Required Reports

- Quarterly financial status reports (Standard Form 269-A)
- Final financial status report (Standard Form 269-A)
- Semi-annual Categorical Assistance Progress Reports (OJP Form 4587)
- Final Categorical Assistance Progress Report (OJP Form 4587)

Financial Status Reports

Financial Status Reports (SF 269-A) are to be submitted quarterly no later than 45 days following the end of each calendar quarter. Two copies of the financial status report must be submitted to the Office of the Comptroller every quarter during which the award is active even if there has been no financial activity during the reporting period.

Additionally, a final financial report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if financial status reports are delinquent.

Progress Reports

Recipients of funding are also required to submit semiannual Categorical Assistance Progress Reports (OJP Form 4587). Two copies of the progress report must be submitted to the Office of the Comptroller twice a year even if there has been no substantive activity during the reporting period. The progress report should describe activities during the reporting period and status or accomplishment of objectives as set forth in the approved application for funding. For the duration of the award, progress reports must be submitted within 30 days after the end of the reporting periods (January 1 through June 30 and July 1 through December 31).

Additionally, a Final Progress Report providing a summary of achievement of the goals and objectives of the award, significant results, and any products developed under the award, is due 90 days after the end date of the award. Future awards and fund drawdowns may be withheld if progress reports are delinquent.

Forms for submitting financial and progress reports are available at the NIJ Web site. Report formats will also be provided by the Office of Justice Programs at the time of the grant award.

This information will facilitate future program planning and/or research efforts and will allow OJP to provide Congress and others with measurable results of its grants.

Research Report

The final research report, due in draft form 90 days prior to the end of the grant, should provide a comprehensive overview of the study and should include a detailed description of the research design, data, and methods; a full presentation of scientific findings; and a thorough discussion of the implications of the research findings for criminal justice practice and policy.

Evaluation Report

For *evaluation* studies, the research report should also 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.

CONFIDENTIALITY OF INFORMATION AND HUMAN SUBJECT PROTECTION

NIJ has adopted new policies and procedures regarding the confidentiality of information and human subjects protection.

The Department of Justice (DOJ) regulations at 28 Code of Federal Regulations (CFR) Part 22 require recipients of NIJ research funds to protect personally identifiable information that is collected from all research participants. The regulations at 28 CFR Part 22 require applicants for NIJ funding to outline specific procedures for protection of private information about individuals as part of the Privacy Certificate submitted with the application package.

In addition to the regulations in Part 22, DOJ has adopted policies concerning protection of human subjects which are the same as those established by the Department of Health and Human Services in 45 CFR Part 46, Subpart A, also known as the "Common Rule."

The DOJ regulations are set forth in 28 CFR Part 46. In general, 28 CFR Part 46 requires that all research involving human subjects conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board (IRB) before federal funds are expended for

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that research. If IRB approval is required for this project, a copy of the IRB's approval as well as supporting documentation concerning the IRB's institutional affiliation, its policies and procedures, and necessary assurances must be submitted to the National Institute of Justice prior to the initiation of any research activities that are not exempt from the provisions of 28 CFR Part 46.

Further information regarding Confidentiality and Human Subjects Protections may be found in *Guidelines for Submitting Proposals for National Institute of Justice-Sponsored Research*.

Guidance and information. Applicants who wish to receive additional guidance and information may contact the U.S. Department of Justice Response Center at 800-421-6770. Center staff can provide assistance or refer applicants to an appropriate NIJ professional.

Send applications to:

Office of Research and Evaluation
Solicitation for Model Training Evaluations
National Institute of Justice
810 Seventh Street N.W., Rm. 7323
Washington, DC 20531
[overnight courier ZIP code 20001]

For more information on the National Institute of Justice, please contact:

National Criminal Justice Reference Service
Box 6000
Rockville, MD 20849-6000
800-851-3420
e-mail: askncjrs@ncjrs.org

You can view or obtain an electronic version of this document from the NCJRS Justice Information Center Web site (<http://www.ncjrs.org>) or the NIJ Web site (<http://www.ojp.usdoj.gov/nij>).

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**EXHIBIT 1:
CANDIDATES FOR TRAINING EVALUATION**

Grantee: National Judicial College

Title: National Judicial College Education and Training

Amount: \$900,000

Project Summary: This grant will enable the National Judicial College to continue providing training to State, local, and tribal court judges. This grant supports the following activities: (1) developing phase two of the community courts training project, (2) continuing the Essential Skills for Tribal Court Judges course, (3) developing an advanced tribal court course to deal with complex jurisdictional issues, (4) continuing the faculty development workshops, (5) providing scholarship assistance for state court judges, and (6) continuing the substance abuse course with a module on co-occurring mental illness and substance abuse disorders.

Grantee: National Law Enforcement and Corrections Training Center

Title: Continued Development of the National Law Enforcement and Corrections Training and Technology Center

Amount: \$900,000

Project Summary: This project supports the continued development of the training and technology center located in Moundsville, West Virginia. The scope of the project will include the expansion of the technology evaluation capabilities by doing operational evaluations of products, provide courses on site as well as develop a Mobile Training Team capability. Funds will also be used to develop courses that provide quality and cost-effective training for corrections, law enforcement, and the first responders community.

Grantee: National Crime Prevention Council

Title: National Citizens' Crime Prevention Campaign

Amount: \$8,918,719

Project Summary: Established in 1980, the National Crime Prevention Council (NCPC) serves as the Nation's focal point to rally national, State, and local efforts in the development and implementation of timely and effective crime, violence, and substance abuse prevention programming. NCPC's mission is to prevent crime and build communities in which children can be children and fearful people can become active involved citizens. The National Citizens Crime Prevention Campaign (the Campaign)—conducted through a partnership among NCPC, the Crime Prevention Coalition of America, the Bureau of Justice Assistance, and the Advertising Council, Inc., works to encourage citizen participation in crime prevention at the individual, family, and community levels. The Campaign strongly encourages citizen participation through a public service advertising campaign, technical assistance and training to citizen and law enforcement organizations, demonstration programs, and publications and materials.

Grantee: Virginia Community Policing Institute

Title: Virginia Community Policing Institute

Amount: \$622,280

Project Summary: The Virginia Community Policing Institute (VCPI) provides innovative, state-of-the-art, community-policing training for Virginia's law enforcement agencies and the communities they serve. The Institute offers consulting and technical assistance services; develops curricula for

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community policing training; recruits, trains, and deploys a cadre of community policing instructors; fosters a community policing network by providing resources, such as the institute Web site, newsletter, and library; and serves as a liaison between different jurisdictions that implement community policing initiatives. VCPI is the only full-time organization in Virginia solely dedicated to providing these services. VCPI is a partnership coalition consisting of the Department of Criminal Justice Services, the Virginia Sheriffs' Association, the Virginia Association of Chiefs of Police, the Virginia Crime Prevention Association, the Richmond Police Department, and Virginia Union University.

Grantee: Law Enforcement Innovations Center

Title: Law Enforcement Innovation Center for Law Enforcement Training

Amount: \$1,000,000

Project Summary: The University of Tennessee, in partnership with the Knoxville Police Department, will develop and implement a Law Enforcement Innovation Center (LEIC). The LEIC will institute training and technical assistance for the law enforcement community to facilitate the infusion of technology. The LEIC will support the development of law enforcement programs that utilize technology as a core approach. The LEIC will increase and enhance local law enforcement efforts in reducing youth violence; improve information exchanges through technology; and improve law enforcement officers' performance through innovative training methods and technical assistance. The LEIC will develop a "command college" that will institute a law enforcement curriculum stressing technology. In addition, the LEIC will develop a youth violence prevention initiative that builds upon existing programs.

Grantee: Center for Task Force Training

Title: Institute for Intergovernmental Research

Amount: \$1,350,000

Project Summary: Through the Center for Task Force Training, the Institute for Intergovernmental Research will develop and refine curriculum, continue to deliver multiagency response narcotics task force training, methamphetamine investigation management training, and designer drug awareness training; and develop multimedia and Web resource centers. The primary goal of the Center for Task Force Training is to continue providing specialized training supporting Edward Byrne Discretionary and Formula Grant Programs as well as Local Law Enforcement Block Grants Programs, in the area of multijurisdictional task force approaches to narcotics trafficking, including raid-planning for illegal drug labs (emphasizing officer safety and environmental concerns) as well as management and command of investigations/prosecutions. The objectives of the project are to assess the applicability of training to various locations; continue providing training to multi-agency response and law enforcement personnel involved in the investigation and prosecution of narcotics-related crimes; assess the effectiveness of the training; identify new training needs, particularly those Web based training/resource applications; and provide for continued selection of instructors and for the continued evaluation of services delivered.

Grantee: National Association for Court Management

Title: NACM Excellence

Amount: \$339,500

Project Summary: No Summary available at this time.

Grantee: Simon Wiesenthal Center

Title: Tools for Tolerance: National Institute Against Hate Crimes—East Coast Initiative

Amount: \$3,747,800

Project Summary: This project's goal is to help law enforcement professionals formulate strategic approaches to combating hate crimes by increasing their understanding of the unique elements that differentiate hate crimes from other acts of violence. Projects objectives include:

- Explore the impact of hate crimes on the changing role of modern law enforcement.
- Create a structured forum for participants to discuss their successes and failures in combating hate crimes and the reasons for the shortcomings, where they exist.
- Help participants develop collaborative strategic plans of action to unite the different constituencies of the criminal justice system in effective strategies to significantly reduce hate motivated violence.

Grantee: University of Mississippi School of Law

Title: National Center for Justice and Rule of Law

Amount: \$3,000,000

Project Summary: Criminal activity has become increasingly complex, more difficult to investigate, and more international in scope. In addressing these problems, the University of Mississippi School of Law is establishing the National Center for Justice and the Rule of Law (NCJRL). The Center will sponsor research and produce educational seminars and training programs for judges, court personnel, prosecutors, police, and defense attorneys to help them stay fully informed on domestic and international developments in law, technology, and criminal activities. During the first year, the Center will create a state-of-the-art learning center, host an international conference, and establish a model criminal prosecution clinical program.

Grantee: Littleton Area Learning Center

Title: North Country Public Safety Academy Project

Amount: \$498,900

Project Summary: The Littleton Area Learning Center is using modern distance learning technology to address the needs for broad cross training of public safety personnel in rural areas. They are enhancing the effectiveness of law enforcement and other public safety officials in remote areas to respond and take action during emergency situations. The Littleton Area Learning Center is purchasing Zydacron Intelligent Meeting Solutions, distance learning modules, and associated ancillary equipment for the Police Standards and Training Council, the Richard Flynn Fire Academy, the New Hampshire Department of Transportations, and the Littleton Area Learning Center. The agencies are being connected via broadband wireless network of the New Hampshire National Guard under the Distributive Training Technology Project. The Littleton Area Learning Center is providing improved training and coordination, developing the technology and practices of distance learning, increasing the number of training sessions for police and fire professionals, and increasing the level of participation offered in these professional development sessions, and enabling other public safety agencies to use the facilities and capabilities of the system.

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Grantee: Roger Williams University

Title: Justice System and Research Training Program

Amount: \$900,000

Project Summary: The Justice System and Research Training Program is administered by the Roger Williams University, School of Justice Studies to address the need for a statewide accreditation system to assist in the development and monitoring of uniform minimum standards as well as to improve and promote a culture of accountability within all criminal justice agencies. The Roger Williams University, School of Justice Studies, is providing criminal justice system employees located in Rhode Island and southeastern Massachusetts with a variety of seminars, workshops, and training programs to improve their performance and professionalism. They are providing a research resource to public safety agencies. They will work to establish a Community Policing Institute by 2005. The Roger Williams University is developing more sophisticated training programs using current research methodologies and state-of-the-art technology to develop leaders who can successfully manage Federal, State, and local criminal justice system agencies.

For more information on the National Institute of Justice, please contact:

National Criminal Justice Reference Service

Box 6000
Rockville, MD 20849-6000
800-851-3420
e-mail: askncjrs@ncjrs.org

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