



The **U.S. Department of Justice** (DOJ), **Office of Justice Programs** (OJP), **Office of Juvenile Justice and Delinquency Prevention** (OJJDP) ([www.ojp.usdoj.gov/ojjdp](http://www.ojp.usdoj.gov/ojjdp)), is pleased to announce that it is seeking applications for funding for the FY2006 Child Protection Division Continuation Program. This program furthers the Department's mission by funding delinquency intervention and prevention programs, victim intervention programs, system improvement programs, and research into child delinquency and victimization.

# FY2006 Child Protection Division Continuation Program

## Eligibility

Applicants are limited to organizations that OJJDP has designated to receive CPD Continuation funding.

(See "Eligibility," page 2)

## Deadline

All applications are due by 8:00 p.m. E.T. on March 15, 2006.

(See "Deadline: Applications," page 2)

## Contact Information

For assistance with the requirements of this solicitation, call the Child Protection Division at (202) 616-3637.

This application must be submitted through **OJP's Grants Management System (GMS)**. For technical assistance with submitting the application, call the Grants Management System Support Hotline at **1-888-549-9901**.

**[[Grants.gov/GMS](http://Grants.gov/GMS) number assigned to announcement]**

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# FY2006 Child Protection Division Continuation Program

**C DFA Numbers: 16.541, 16.543, 16.730**

## Overview

The following application guidelines provide instructions for applying for funding under the Child Protection Division's fiscal year (FY) 2006 Continuation Program.

Generally, the statutory authority for OJJDP's discretionary grants may be found within the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. § 5601, et seq.; and the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3796ee et seq. (Additional authority may be found within other statutes.)

## Deadline: Registration

The **GMS** registration deadline is February 14, 2006.

## Deadline: Application

The due date for applying for funding under this announcement is March 15, 2006.

## Eligibility

Only organizations that OJJDP has designated to receive CPD Continuation funding are eligible to apply for funding under this solicitation.

**Faith-Based And Other Community Organizations:** Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. DOJ will consider faith-based and community organizations for awards on the same basis as any other eligible applicants and, if they receive assistance awards, DOJ will treat these groups on an equal basis with all other grantees in the administration of such awards. DOJ will not discriminate for or against any eligible applicant or grantee on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. Faith-based groups, however, may not use DOJ grant funds to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, the grantee must separate such religious activity in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs that DOJ funds are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance requirements (see “Additional Requirements” on page 10).

## Performance Measures

The Government Performance and Results Act (GPRA), Public Law 103-62, requires that recipients of federal grant awards collect, analyze, and report data that measure the results of strategies implemented with federal funds. To ensure compliance with GPRA, OJJDP will require grantees to collect and report data which measure the results of the program implemented with this grant.

In the application, the grantee is required to outline the specific goals and objectives of the project, and these goals and objectives should be clearly connected to the problem(s) identified in the *Problems to be Addressed* section of the narrative.

To ensure that the Performance Measures that the grantee selects reflect the specific problem(s), goals, objectives, and design strategy of the specific project, OJJDP has developed the following online resource available that applicants can use to select their performance measures: <http://ojjdp.ncjrs.gov/grantees/performance.html>. In addition, OJJDP can provide individual assistance in identifying goals and objectives and selecting performance measures upon request.

The following performance measures are required, given the specific type of program funded. Based on your program type, select the performance measures below that reflect your program goals and objectives.

Objectives	Performance Measures	Data Grantee Provides
<p>The program objective(s) will depend upon the specific project funded. Generally, most projects can be classified into one or more of the following categories:</p> <p><b>Direct Service Prevention Program.</b> Examples of objectives may include prevention of delinquency risk behaviors, improvement in family functioning, or prevention of child victimization (including abuse and neglect).</p> <p><b>Direct Service Intervention Program.</b> Examples of objectives may include intervening with delinquent youth or status offenders and/or system-involved families.</p>	<p>These will differ, depending on the specific program goals and objectives. Examples are below.</p> <p><b>Direct Service Program (Prevention and/or Intervention)</b></p> <p>Number of program youth and/or families served</p> <p>Number of service hours that program youth and/or families complete.</p> <p>Number of program youth who offend or reoffend.</p> <p>Number of program youth and/or families exhibiting desired change in targeted behaviors (depends on specific behavior targeted and might include substance use, antisocial behavior, school attendance, gang involvement, etc.)</p>	<p>OJJDP is developing an online reporting system so that grantees will be able to submit data to OJJDP electronically.</p> <p><b>Direct Service Program (Prevention and/or Intervention)</b></p> <ul style="list-style-type: none"> <li>• Number of program youth and/or families served</li> <li>• Number of service hours that program youth and/or families complete</li> <li>• Number of program youth who offend or reoffend (arrested/rearrested or seen at juvenile court for a new offense).</li> <li>• Number of program youth and/or families exhibiting desired change in targeted behaviors (depends on specific behavior targeted and might include substance use, antisocial behavior, school attendance, gang involvement, etc.)</li> </ul>

<p><b>Systems Improvement Project</b> (includes training and technical assistance). Examples of objectives may include enhancing organizational capacity, improving program quality, and improving system effectiveness through provision of training and/or technical assistance. Development of training curricula is not included in this category (see below).</p>	<p><b>Systems Improvement Project</b></p> <p>Number of MOUs developed between agencies and organizations</p> <p>Number of program materials developed</p> <p>Number of planning activities conducted</p> <p>Percent of program staff trained</p> <p>Number of program policies changed, improved, or rescinded</p> <p>Number of youth and/or families with whom a best/research practice was used.</p>	<p><b>Systems Improvement Project</b></p> <ul style="list-style-type: none"> <li>• Number of MOUs developed between agencies and organizations</li> <li>• Number of program materials developed</li> <li>• Number of planning activities conducted</li> <li>• Number of program staff trained, compared to total number of program staff</li> <li>• Number of program policies changed, improved, or rescinded</li> <li>• Number of youth and/or families with whom a best/research practice was used.</li> </ul>
<p><b>Research and Development (Research, Evaluation and/or Statistics Projects and Development of Training Curricula).</b> Examples of objectives may include measuring the effectiveness of a prevention program, enhancing understanding of a specific issue related to juvenile justice, and/or developing a training guide for the juvenile justice field.</p>	<p><b>Research and Development</b></p> <p>Number of deliverables (e.g., reports, curricula, manuscripts) completed on time.</p>	<p><b>Research and Development</b></p> <ul style="list-style-type: none"> <li>• Number of deliverables to be submitted to OJJDP. Deliverables will differ depending upon the specific project.</li> <li>• Number of deliverables (e.g., reports, curricula, manuscripts) completed on time.</li> </ul>

## How to Apply

**Grants Management System Instructions.** Applicants must submit their applications through the online Grants Management System (GMS). OJJDP suggests that you begin the process early, especially if this is the first time you have used the system. Each application requires a separate GMS registration. To learn how to begin the online application process, go to

<http://www.ojp.gov/fundopps.htm> and refer to the *GMS Application Procedures Handbook*: a step-by-step guide for applying online. For additional information, please call the GMS Help Desk at 1-888-549-9901.

## What an Application Must Include

### Application for Federal Assistance (SF-424)

Applicants must complete the Overview, Applicant Information, and Project Information sections of GMS. These sections provide the information they need to generate the Application for Federal Assistance (SF-424), a standard form that most federal agencies use. To complete the information required for the SF-424, applicants must start a new application under the “FY2006 Child Protection Division Continuation Programs” solicitation. At this point in the process, the applicant does not yet need to submit a completed application (budget, program narrative, and other attachments) when inputting the information for the SF-424. The applicant can submit the completed application at a later date. Applicants can change information they input to complete the SF-424 up until they submit a completed application in GMS, though OJJDP encourages applicants to complete the SF-424 at the time they register for the solicitation.

Applicants must provide the following information to complete the SF-424:

- **DUNS Number.** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. 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. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at <http://www.dunandbradstreet.com> to obtain a number. Applicants must have a DUNS number *before* they begin the application process. Individuals are exempt from this requirement.
- **CFDA Number.** The Catalog of Federal Domestic Assistance (CFDA) numbers for this solicitation are: 16.541, titled “Developing, Testing, and Demonstrating Promising New Programs;” 16.543, titled “Missing Children’s Assistance;” and 16.730, titled “Reduction and Prevention of Children’s Exposure to Violence.” Your Child Protection Division program manager will instruct you regarding which number and title to use in your application. The funding opportunity numbers are [funding opportunity number].
- **Type of Application.** Select “New” in the drop-down menu for “Type of Application.”
- **Authorized Representative.** Applicants must ensure that they enter the information for the authorizing official and alternate contact correctly in the GMS system. The authorizing official is the individual authorized to accept grant funds in the applicant’s organization. If the individual applying online is not the applicant organization’s signing authority, that individual must list the authorizing official’s name and contact information where appropriate.

### Assurances and Certifications

OJJDP requires applicants to review and accept the “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement” to receive federal funds under this program.

## Budget

The applicant 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 supporting budget narrative to link costs with project implementation (see below for more about the budget narrative). When preparing your application, refer to OJP's *Financial Guide* for guidance on topics such as allowable costs, indirect costs, accounting systems, and financial records (see appendix A on page 12 for a complete table of contents). The *Financial Guide* is available on OJP's Web site ([www.ojp.usdoj.gov/FinGuide/](http://www.ojp.usdoj.gov/FinGuide/)).

The Budget Detail Worksheet—which applicants must submit as a Microsoft Word document (.doc), Excel worksheet (.xls), PDF file (.pdf), or text document (.txt)—must include both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item. *Be sure that the file name of the attachment includes the words "budget detail worksheet" (e.g., budget\_detail\_worksheet.doc).*

### **There is no match requirement for this program.**

Below are brief descriptions of the budget detail worksheet and budget narrative:

- **Budget Detail Worksheet.** Applicants must allocate all costs under these categories in the following order: personnel, fringe benefits, travel, equipment, supplies, construction, consultants/contracts, other, and indirect costs. All line items must show how the applicant calculated costs. For example, costs for personnel should show the annual salary rate and the percentage of time each employee to be paid through grant funds will devote to the project. The budget worksheet should present a complete and detailed itemization of all proposed costs.
- **Budget Narrative.** The budget narrative shall follow the content of the budget worksheet and justify all proposed costs. For example, the narrative should 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. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

A sample budget detail worksheet is provided in appendix F on page 17. Applicants can download sample budget forms from OJP's Web site ([www.ojp.usdoj.gov/forms.htm](http://www.ojp.usdoj.gov/forms.htm)).

*Please note: total costs that applicants specify in their complete budget must match the amount they provide in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.*

## Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double spaced, use a standard 12-point font (Times New Roman is preferred), have 1-inch margins, and not exceed 25 pages. (Please number pages "1 of 25," "2 of 25," and so forth.)

The program narrative must include five sections: (1) project abstract; (2) problem(s) to be addressed; (3) goals, objectives, and performance measures; (4) project design/strategy; and (5) management and organizational capability. Applicants should clearly delineate the connections between and among each of these sections. For example, the applicant should derive goals and objectives directly from the problem(s) to be addressed. Similarly, the project design/strategy section should clearly explain how



the program's structure and activities will accomplish the goals and objectives identified in the previous section.

### **1. Project Abstract**

The project abstract should not exceed 200 words and should briefly describe the project's purpose, identify the population to be served using grant funds, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see "Goals, Objectives, and Performance Measures" below), and the abstract should also describe how the applicant will measure progress towards these goals. Finally, the abstract should contain a brief description of the connections between the project's activities and potential reductions in juvenile delinquency, child maltreatment, or other long-term goals. A sample project abstract is contained in appendix B on page 13.

### **2. Problem(s) To Be Addressed**

This section must identify the problem(s) or issue(s) the applicant will address through this project (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). The applicant should use local data to provide evidence that the problem(s) exists, demonstrate the size and scope of the problem, and document the effects of the problem(s) on the target population and the larger community. Applicants should also describe and cite any known previous and/or current attempts to address the problem(s).

### **3. Goals, Objectives, and Performance Measures**

**Program Goals** – Please provide a broad statement (i.e. written in general terms) that conveys the program's overall intent to change, reduce, or eliminate the problem described. This section of the program narrative must outline the specific goals of the project.

**Program Objectives** – Please explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and they should be clearly connected to the problems identified in the preceding section. The objectives should be measurable. (Examples of measurable objectives might include the following: to provide school-based and community services for 40 youth returning from commitment/placement, to increase the percentage of youth who successfully complete their current academic grade, to expand counseling services to cover an additional 50 at-risk youth.)

**Performance Measures** – Award recipients are required to collect and report data in support of performance measures. Recipients' assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design/strategy (see "Project Design/Strategy" below) associated with this grant. See the performance measures section on page 3. A logic model is a useful tool to use to illustrate how the chosen performance measures are related to the specific problem(s), goals and objectives, and design/strategy associated with the grant (see Appendix D for an example of a logic model.) To ensure that the Performance Measures that the grantee selects reflect the specific problem(s), goals, objectives, and design strategy of the specific project, OJJDP has developed the following online resource available for use by applicants in selecting their performance measures: <http://ojjdp.ncjrs.gov/grantees/performance.html>.

#### **4. Project Design/Strategy**

This section must describe what the applicant proposes to do and how they intend to do it. The applicant should identify the program's target population(s) and explain how the strategy will achieve the goals and objectives identified in the previous section.

The applicant should include a logic model that graphically illustrates the connections between goals, objectives, and program activities. A sample logic model is included in the appendix.

This section must be very detailed, and should describe specifically how the project will operate throughout the duration of the funding period. OJJDP encourages applicants to select evidence-based practices for their programs. This section must also discuss plans for sustainability (i.e., how the applicant will continue to operate the program beyond the period of the OJJDP grant award).

The project design/strategy section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project. In addition, the applicant should identify any other federal, state, or private foundation grants that serve the same local area and target population(s).

Finally, applicants should describe any research or evaluation studies that support the entire project design or any of its components. The applicant should also note previous research related to the selected problem area to indicate the applicant's understanding of the causes of—and potential solutions to—the problem(s) to be addressed. Applicants can access a reference list that may be helpful in this regard at [www.ojjdp.ncjrs.org/researchreferences](http://www.ojjdp.ncjrs.org/researchreferences).

Although OJJDP expects applicants to review the research literature for any relevant studies, they should also explore whether any unpublished local sources of research or evaluation data are available.

#### **5. Management and Organizational Capability**

This section must describe how the applicant will manage and staff the project locally. Applicants should clearly and obviously connect management and staffing patterns to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors that the applicant will use to effectively implement and manage this effort and its associated federal funding. Applicants should highlight any prior experience implementing projects of similar design and/or magnitude in this section.

### **Other Attachments**

Applicants must submit the following materials in a single file as an attachment to their GMS application. The Other Program Attachments—which the applicant must submit as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt)—must include:

- Annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization. Do not use actual calendar months/years in your timeline; instead prepare the timeline using "Year 1," "Month 1," etc. See sample timeline in appendix E.
- Résumés of all key personnel.

- Job descriptions outlining roles and responsibilities for all key positions.
- Letters of support/commitment and memorandums of understanding (where appropriate).

## Accounting System and Financial Capability Questionnaire (Send by Fax)

To ensure all grantees can properly discharge the public trust which accompanies the authority to expend public funds, OJJDP requires all nonprofit and commercial organizations that have not previously received an award from OJP to complete a financial capability questionnaire. Adequate accounting systems must meet the criteria as outlined in the OJP *Financial Guide*. Complete and submit this questionnaire as a component of your application. OJJDP requires financial statements. Applicants can download the Accounting System and Financial Capability Questionnaire form from OJP's Web site (<http://www.ojp.usdoj.gov/forms.htm>). *Fax your completed questionnaire and required financial statements to GMS at 202-354-4147, and clearly write your application number on each page.*

**Geographic Information.** To help OJP develop a geographic information system (GIS) strategic planning capacity, GMS applicants must provide the following two items of information on the geographic area(s) that the funded activity will serve ("service area[s]") in the formats specified below:

- **Physical address.** If the mailing address is a P.O. box, specify the physical address(es) of the location(s) where the applicant will provide services. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each.

*(example with street address)*

ABC Associates  
123 First Street  
Shrewsbury, PA 17361

*(example with no street address)*

ABC Associates  
First Street and Holiday Drive  
Shrewsbury, PA 17361

- **Map and street description.** Provide a road map (with local detail) with the service area(s) clearly depicted. Mark the map with information identifying the grant application it is tied to, including applicant name, application number, and contact name and phone number. Also, include a written description of streets bounding the service area. If GIS files are available, e-mail them to OJJDP's Mapping Section, attention: Sarah Breen at [sarah.breen@usdoj.gov](mailto:sarah.breen@usdoj.gov)

## Additional Requirements

Information about the following additional requirements is available on the OJJDP Web site <http://www.ojp.usdoj.gov/otherrequirements.htm>:

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards

- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide [hyperlink]
- Suspension or Termination of Funding
- Funding to Faith-based and Community Organizations (if applicable)
- Non-profit Organization
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property.

OJJDP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found on the OJP Web site, <http://www.ojp.usdoj.gov/otherrequirements.htm>.

# Appendix A: Table of Contents for OJP's *Financial Guide*

OJJDP requires all grantees to adhere to OJP's *Financial Guide*, which contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. *The Financial Guide* is available on the OJP Web site [www.ojp.usdoj.gov/FinGuide/](http://www.ojp.usdoj.gov/FinGuide/). The *Financial Guide* covers the following information (subject to updates):

## **PART I: GENERAL INFORMATION**

- Chapter 1: Users
- Chapter 2: Resources
- Chapter 3: Conflicts of Interest

## **PART II: PRE-AWARD REQUIREMENTS**

- Chapter 1: Application Process
- Chapter 2: Conditions of Award and Acceptance
- Chapter 3: Standards for Financial Management Systems

## **PART III: POST AWARD REQUIREMENTS**

- Chapter 1: Payments
- Chapter 2: Period of Availability of Funds
- Chapter 3: Matching or Cost Sharing
- Chapter 4: Program Income
- Chapter 5: Adjustments to Awards
- Chapter 6: Property and Equipment
- Chapter 7: Allowable Costs
- Chapter 8: Confidential Funds
- Chapter 9: Subawards of Discretionary Project-Supported Effort
- Chapter 10: Procurement Under Awards of Federal Assistance
- Chapter 11: Reporting Requirements
- Chapter 12: Retention and Access Requirements for Records
- Chapter 13: Sanctions
- Chapter 14: Termination for Convenience
- Chapter 15: Costs Requiring Prior Approval
- Chapter 16: Unallowable Costs
- Chapter 17: Indirect Costs
- Chapter 18: Closeout
- Chapter 19: Audit Requirements

## **PART IV: ORGANIZATION AND PROGRAM INFORMATION**

- Chapter 1: Organization Structure
- Chapter 2: Legislative Authority

## **APPENDICES**

- Appendix I: ACH Vendor/Miscellaneous Payment Enrollment Form
- Appendix II: Financial Status Report (Short Form)

## Appendix B: Sample Project Abstract

The following is a sample project abstract.

In 2002, Johnson County had a truancy rate of 12 percent. Several studies have established that lack of commitment to school is a risk factor for delinquency (Dryfoos, 1990; Catalano et al., 1998). Although many factors are associated with truancy, previous research indicates a particularly strong correlation between truancy and lack of parental involvement (Catalano et al. 1998). The ABC Project seeks to increase the parental involvement in Johnson County's at-risk youth population to address the county's high truancy rate. The project's primary activity will be the operation of parenting classes for the parents of truant youth. The project will offer the classes twice a week for 12 weeks. The project seeks to serve at least 100 parents over a 2-year period. Progress will be measured by the number of participants attending the classes and the number of parents completing the 12-week course. The project will also track the truancy rates of the students of the parents who attended the classes for a year after program completion.

*([www.ojp.usdoj.gov/FinGuide/](http://www.ojp.usdoj.gov/FinGuide/)).*

# Appendix C: Web Sites Providing Information on Evidence-Based Programs

## **Model Programs Guide**

ojjdp.ncjrs.org/programs/mpg.html

## **Blueprints for Violence Prevention**

Center for the Study and Prevention of Violence  
University of Colorado  
www.colorado.edu/cspv/blueprints

## **Preventing Crime: What Works, What Doesn't, What's Promising**

A Report to the United States Congress  
University of Maryland  
www.ncjrs.org/works

## **Substance Abuse and Mental Health Services Administration Model Programs**

U.S. Department of Health and Human Services  
modelprograms.samhsa.gov

## **Strengthening America's Families**

Effective Family Programs for Prevention of Delinquency  
Department of Health Promotion and Education  
University of Utah  
www.strengtheningfamilies.org

## **Youth Violence: A Report of the Surgeon General**

U. S. Department of Health and Human Services, Centers for Disease Control and Prevention,  
National Center for Injury Prevention  
Substance Abuse and Mental Health Services Administration, Center for Mental Health Services, and  
National Institutes of Health, National Institute of Mental Health  
www.surgeongeneral.gov/library/youthviolence/toc.html

## **Exemplary and Promising Safe, Disciplined and Drug-Free Schools Programs 2001**

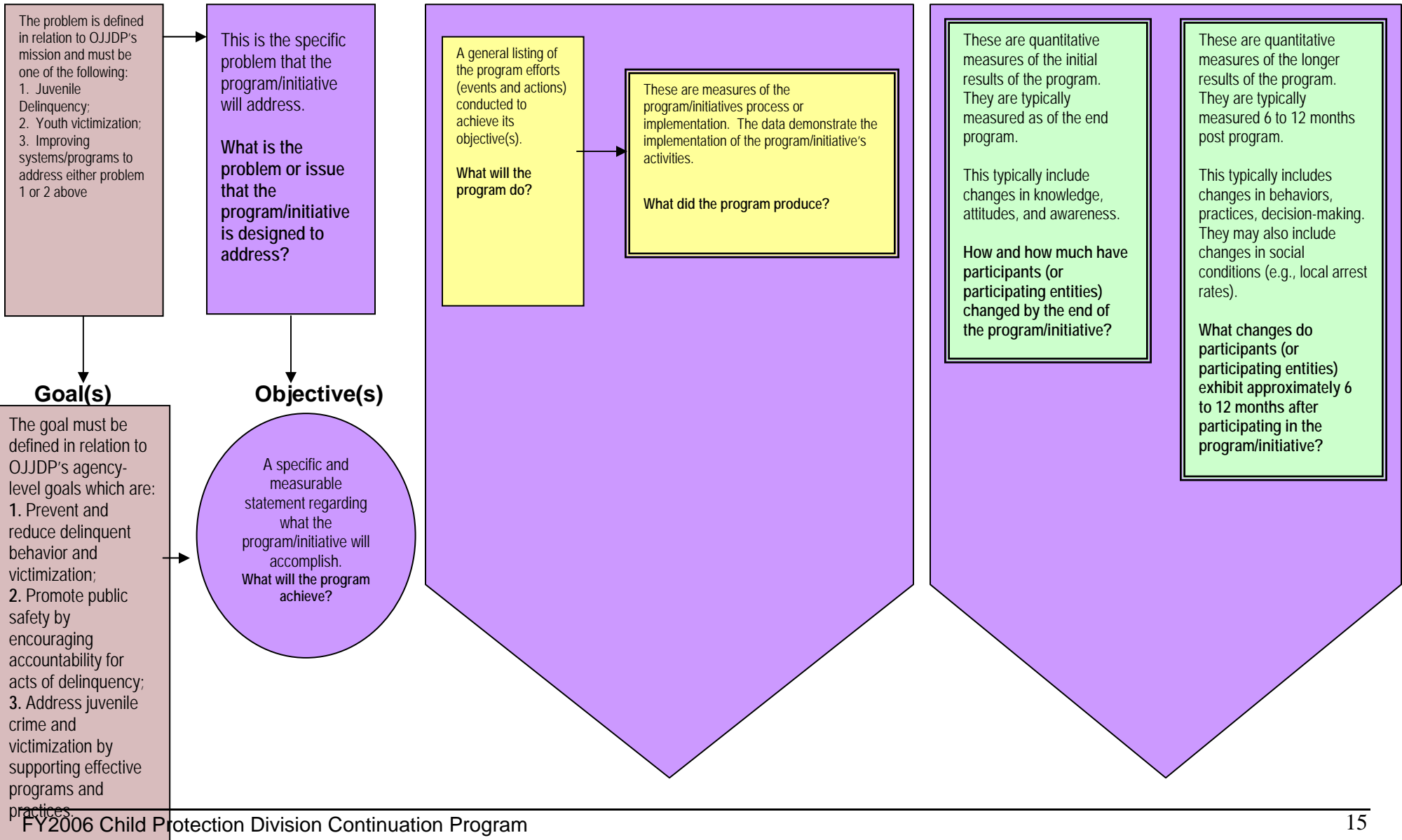
Safe, Disciplined and Drug-Free Schools Expert Panel  
U.S. Department of Education  
www.ed.gov/admins/lead/safety/exemplary01/exemplary01.pdf

## **Juvenile Justice Evaluation Center**

Justice Research Statistics Association  
[www.jrsa.org/jjec](http://www.jrsa.org/jjec)

# Appendix D: Sample Logic Model - Generic

**PROBLEMS    SUBPROBLEM(S)    ACTIVITIES    OUTPUT MEASURES    OUTCOME MEASURES**  
**Short term    Long Term**





## Appendix E: Sample Project Timeline

Month	Project Goal	Related Objective	Activity	Expected Completion Date	Person Responsible
1	Off-track student A begins garden/computer courses; students B and C begin homework/tutoring.	Off-track students receive educational input when out of school, become reinvested in learning, and develop new skills in project areas.  On-track students notice improvement in grades, attendance and mathematics and literacy skills.	Students designate and complete a certain project in these fields and learn about biology, math, art, design, and literacy through hands-on activities and active participation in a creative educational endeavor.  On-track students receive individualized homework help and tailored "game-plan" for improved grades and attendance.	End of month 2.	Project Director, Alice Smith
2	Identify and provide counseling for at-risk students.	Provide individual and group counseling for up to 200 identified at-risk students. Referrals are ongoing throughout the school year.	Begin student referral process. Form 15 student peer groups consisting of 10 students and facilitated by coordinators who meet weekly throughout the year.	Ongoing.	Project Director, Alice Smith
3	Evaluation	Track student progress.	Administer quizzes and portfolio assessments, project progress assessment.  Begin teacher check-ins, grade assessment, progress reports.	End of month 6.	Program Coordinator, John Smith
4					
5					
6					
7					
8					
9					
10					
11					
12					

# Appendix F: Sample Budget Detail Worksheet

OMB APPROVAL NO. 1121-0188  
EXPIRES 5-98 (Rev. 1/97)

## Budget Detail Worksheet

This Sample Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice. However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

### A. Personnel

[List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.]

<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
<i>John Smith, Investigator</i>	<i>(\$50,000 x 100%)</i>	<i>\$50,000</i>
<i>2 Investigators</i>	<i>(\$50,000 x 100% x 2)</i>	<i>\$100,000</i>
<i>Secretary</i>	<i>(\$30,000 x 50%)</i>	<i>\$15,000</i>
<i>Cost of living increase</i>	<i>(\$165,000 x 2% x .5 yr.)</i>	<i>\$1,650</i>
<i>Overtime per investigator</i>	<i>(\$37.50/hr. x 100 hrs. x 3)</i>	<i>\$11,250</i>

*The three investigators will be assigned exclusively to homicide investigations. A 2% cost of living adjustment is scheduled for all full-time personnel 6 months prior to the end of the grant. Overtime will be needed during some investigations. A half-time secretary will prepare reports and provide other support to the unit.*

**TOTAL \$177,900**

### B. Fringe Benefits

[Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.]

<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
<i>Employer's FICA</i>	<i>(\$177,900 x 7.65%)</i>	<i>\$13,609</i>
<i>Retirement*</i>	<i>(\$166,650 x 6%)</i>	<i>\$9,999</i>
<i>Health Insurance*</i>	<i>(\$166,650 x 12%)</i>	<i>\$19,998</i>
<i>Workman's Compensation</i>	<i>(\$177,900 x 1%)</i>	<i>\$1,779</i>
<i>Unemployment Compensation</i>	<i>(\$177,900 x 1%)</i>	<i>\$1,779</i>
<i>*(\$177,900 less \$11,250)</i>		

**TOTAL \$47,164**

**Total Personnel & Fringe Benefits \$225,064**

### C. Travel

[Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.]

<b>Purpose</b>	<b>Location</b>	<b>Item</b>	<b>Computation</b>	<b>Cost</b>
Training	Boston	Airfare	(\$165 x 2 x 2 people x 2 trips)	\$1,320
		Hotel	(\$75/night x 2 x 2 people x 2 trips)	\$600
		Meals	(\$64/day x 3 days x 2 people x 2 trips)	\$768
Investigations	New York	Airfare	(\$600 average x 7)	\$4,200
		Hotel	(\$180/night x 7 x 3 days)	\$3,780
		Meals	(\$64/day x 7 x 3 days)	\$1,344

*Two of the investigators will attend training on forensic evidence gathering in Boston in October and January. The investigators may take up to seven trips to New York City to follow up investigative leads. Travel estimates are based on applicant's formal written travel policy.*

**TOTAL \$12,012**

### D. Equipment

[List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.]

<b>Item</b>	<b>Computation</b>	<b>Cost</b>
3 Computers with CD ROM	(\$2,000 x 3)	\$6,000
Video Camera	\$1,000	\$1,000

*The computers will be used by the investigators to analyze case and intelligence information. The camera will be used for investigative and crime scene work.*

**TOTAL \$7,000**

## E. Supplies

[List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.]

<b>Supply Items</b>	<b>Computation</b>	<b>Cost</b>
<i>Office Supplies</i>	<i>(\$50/mo. x 12 mo.)</i>	<i>\$600</i>
<i>Postage</i>	<i>(\$20/mo. x 12 mo.)</i>	<i>\$240</i>
<i>Training Material</i>	<i>(\$2/set x 500 sets)</i>	<i>\$1,000</i>

*Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.*

**TOTAL 1,840**

SAMPLE

## F. Consultants/Contracts

[Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.]

### Consultant Fees

[For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.]

<b>Name of Consultant</b>	<b>Service Provided</b>	<b>Computation</b>	<b>Cost</b>
<i>John Doe</i>	<i>Forensic Specialist</i>	<i>(\$450/day x 30 days)</i>	<i>\$13,500</i>

*John Doe, Forensic Specialist, will be hired, as needed, to assist with the analysis of evidence in homicide cases.*

**Subtotal \$13,500**

### Consultant Expenses

[List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.).]

<b>Item</b>	<b>Location</b>	<b>Computation</b>	<b>Cost</b>
<i>Airfare</i>	<i>Miami</i>	<i>(\$400 x 6 trips)</i>	<i>\$2,400</i>
<i>Hotel, Miami</i>	<i>Miami</i>	<i>(\$100/day x 30 days)</i>	<i>\$3,000</i>
<i>Meals, Miami</i>	<i>Miami</i>	<i>(\$59/day x 30 days)</i>	<i>\$1,770</i>

*John Doe is expected to make up to 6 trips to Miami to consult on homicide cases.*

**Subtotal \$7,170**

### Contracts

[Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.]

<b>Item</b>	<b>Cost</b>
<i>Intelligence System Development</i>	<i>\$102,000</i>

*The State University will design an intelligence system to be used in homicide investigations. A sole source justification is attached. Procurement Policy is based on the Federal Acquisition Regulation.*

**Subtotal \$102,000**

**TOTAL \$122,670**

## G. Other Costs

[List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.]

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
Rent	(700 sq. ft. x \$15/sq. ft.)(875/mo. x 12 mo.)	\$10,500
Telephone	(\$100/mo. x 12 mo.)	\$1,200
Printing/Reproduction	(\$150/mo. x 12 mo.)	\$1,800

*This rent will pay for space for the new homicide unit. No space is currently available in city-owned buildings.*

**TOTAL \$13,500**

## H. Indirect Costs

[Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.]

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
10% of personnel and fringe benefits	(\$225,064 x 10%)	\$22,506

*The indirect cost rate was approved by the Department of Transportation, the applicant's cognizant Federal agency, on January 1, 1994. (A copy of the fully executed, negotiated agreement is attached.)*

**TOTAL \$22,506**

## Budget Summary

[When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.]

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	\$177,900
B. Fringe Benefits	\$47,164
C. Travel	\$12,012
D. Equipment	\$7,000
E. Supplies	\$1,840
F. Construction	\$0
G. Consultants/Contracts	\$122,670
H. Other	\$13,500
<b>Total Direct Costs</b>	<b>\$382,086</b>
I. Indirect Costs	\$22,506
<b>TOTAL PROJECT COSTS</b>	<b>\$404,592</b>
<b>Federal Request</b>	<b>\$404,592</b>
<b>Non-Federal Amount</b>	<b>\$0</b>

# Appendix G: Application Checklist

## FY2006 Child Protection Division Continuation Program

Applicants must submit all applications electronically through OJP's Grants Management System (GMS). OJJDP will not consider mailed or faxed applications.

- GMS Registration** must be completed no later than January 5, 2006. *To register, applicants must select "FY 2006 OJJDP Child Protection Division Continuation Programs" from the Funding Opportunities page in GMS, select "Apply Now," read the warning message, and select "Continue."*
- Application for Federal Assistance (SF-424)** is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.
- Assurances and Certifications** must be reviewed and accepted online by the applicant's authorizing official.
- Budget Attachment (Attachment #1)** must include a budget detail worksheet that identifies and a narrative that justifies all proposed costs.
- Program Narrative (Attachment #2)** must include a project abstract; discuss the problem(s) to be addressed; outline the project's goal, objectives, and performance measures; describe the project design/strategy; and detail the applicant's management and organizational capability.
- Other Program Attachments (Attachment #3)** must include an annualized project timeline, résumés of key personnel, job descriptions outlining roles and responsibilities for all key positions, and, where appropriate, letters of support/commitment and memorandums of understanding.
- Accounting System and Financial Capability Questionnaire (Attachment #4—Submit by Fax)**. All nonprofit and commercial organizations that have not previously received an award from OJP are required to complete a financial capability questionnaire.

Applicants must submit files attached to their GMS application as a Microsoft Word document (.doc), Excel worksheet (.xls), PDF file (.pdf), or text document (.txt). Refer to the application guidelines for detailed descriptions of these items.

### Deadlines

- Applicants must register on GMS by February 14, 2006.
- Applicants must submit completed applications by 8 pm, EST, March 15, 2006.