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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Centers for Disease Control and Prevention

[Program Announcement 99133]

#### Cooperative Agreement for a Coordinated Community Response To Prevent Intimate Partner Violence; Availability of Funds

##### A. Purpose

The Centers for Disease Control and Prevention (CDC) announces the availability of fiscal year (FY) 1999 funds for a cooperative agreement program for a Coordinated Community Response (CCR) to Prevent Intimate Partner Violence. This program addresses the "Healthy People 2000" priority area of Violent and Abusive Behavior.

The purposes of this program are to:

1. Enhance community coalitions and coordinated community responses for addressing intimate partner violence;
2. Establish or enhance community programs directed at the primary prevention of intimate partner violence and their families;
3. Enhance services for victims of intimate partner violence and their families; and
4. Evaluate the process and impact of the coordinated community response on addressing, and potentially reducing, intimate partner violence.

##### B. Eligible Applicants

Assistance will be provided only to non-profit community-based organizations focusing on the prevention of intimate partner violence in towns, cities, and rural America.

Competition is limited to non-profit community-based organizations because of the Legislative Authority (See Section I). Furthermore, the Congressional and Family and Intimate Violence Prevention Subcommittee intent is to support funding for non-profit community-based organizations.

**Note:** Public Law 104-65 states that an organization described in section 501(c)(4) of the Internal Revenue Code of 1986 that engages in lobbying activities is not eligible to receive Federal funds constituting an award, grant, cooperative agreement, contract, loan, or any other form.

##### C. Availability of Funds

Approximately \$2.7 million is available in FY 1999 to fund approximately 6 awards. It is expected that the average award will be \$450,000, ranging from \$400,000 to \$600,000. It is expected that the awards will begin on or about September 30, 1999, and will be made for a 12-month budget period within a project period of up to three years. Funding estimates may change.

Continuation awards within an approved project period will be made on the basis of satisfactory progress as evidenced by required reports and the availability of funds.

##### Use of Funds

1. *Allowable Use of Funds.* Funds may be used for planning, developing, implementing, and evaluating projects. Accordingly, funds can be used to support personnel, purchase hardware and software required to implement the project. Applicants may enter into contractual agreements to purchase goods and services, or to support collaborative activities, but the applicant must retain proper stewardship over funds and responsibility for tasks associated with the project.

2. *Prohibited Uses of Funds.* Cooperative agreement funds for this project cannot be used for construction, renovation, the lease of passenger vehicles, the development of major software applications, or supplanting current applicant expenditures.

3. *Budget.* The budget should include cost for travel for the project manager and evaluator or lead evaluator (if part of an evaluation team) to attend at least 2 meetings in Atlanta with CDC staff in the first year of the program.

##### D. Program Requirements

In conducting activities to achieve the purpose of this program, the recipient will be responsible for the activities under 1. (Recipient Activities), and CDC will be responsible for the activities listed under 2. (CDC Activities).

##### 1. Recipient Activities

a. Enhance existing coordinated efforts through an established coalition to prevent intimate partner violence (IPV) with integrated prevention, and intervention programs and services.

b. Identify and select a comparison community without an established community coalition that meets demographic requirements.

c. Develop and implement an evaluation plan for cross site analyses that includes a comparison of pre- and post-intervention activities such as incidence and prevalence of IPV,

increase in programs and services, increased knowledge among coalition members, agency members, community members, etc. in the applicant community and the comparison community.

d. Participate with other funded cooperative agreement recipients in revising and utilizing previously developed cross-site instruments to be administered at approved intervals.

e. Analyze data and interpret findings.

f. Compile and disseminate project results.

g. Collaborate with and participate in workgroups that include all funded projects.

h. Distribute data for analysis and joint evaluation.

##### 2. CDC Activities

a. Provide technical assistance and consultation.

b. Collaborate in the design of all phases of the evaluation.

c. Facilitate collaborative efforts to compile and disseminate program results through presentations and publications.

d. Assist in the transfer of information and methods developed in these projects to other comparable intimate partner violence prevention and intervention programs.

e. Assist in the development of research protocol for Institutional Review Board (IRB) review by all cooperating institutions participating in the research project. The CDC IRB will review and approve the protocol initially and on at least an annual basis until the research project is completed.

##### E. Application Content

Use the information in the Program Requirements, Other Requirements, and Evaluation Criteria sections to develop the application content. Your application will be evaluated on the criteria listed, so it is important to follow them in laying out your program plan. The narrative should be no more than 40 pages, excluding the abstract, budget, justification, and attachments (i.e., letters of support, data collection forms, resume, etc.) All materials must be typewritten, double-spaced with type NO SMALLER THAN 12 CPI, on 8.5" x 11" paper, with at least 1" margins, headings and footers, unbound, and printed on one side only. Do not include any pamphlets, spiral or bound materials.

##### 1. Abstract

A one page double-spaced abstract and summary of the proposed efforts to enhance and evaluate a coordinated community response to prevent intimate

partner violence outlining the goals and objectives, working partners and collaborators, resources to be provided, the desired outcomes, and program evaluation plan.

## 2. Background and Need

a. The applicant should provide clear evidence of the existence of an established community coalition in the applicant community to prevent intimate partner violence (See Addendum 2 for definition of Established Community Coalition). Include amount of time coalition has been in existence; coalition membership and leadership; coalition goals and objectives/mission statement; coalition members' roles and responsibilities; primary prevention activities undertaken by the coalition; and enhanced services and interventions in the community facilitated by the coalition. In addition, the applicant should include demographics, incidence of intimate partner violence and associated injury and death, and patterns of injury in the description.

b. The applicant should describe current coalition activities, coalition achievements, and results of previous coalition evaluation activities. In addition, the applicant should describe how funding under this program announcement will enhance and strengthen the coordination of community programs and enhance and broaden existing services and coordinated community responses directed at the prevention of intimate partner violence.

c. The applicant should provide clear evidence of access to a comparison community (See Addendum 2 for definition of Comparison Community). Include demographics, incidence of intimate partner violence and associated injury and death, and patterns of injury in the description.

## 3. Goals and Objectives

a. The goals and objectives should be specific, time-phased, measurable, and achievable. Objectives should reflect an enhancement or expansion of existing prevention programs and services.

b. The applicant should clearly describe short-term (year 1) objectives and long-term (years 2-3) objectives related to the program plan.

## 4. Plan of Operation

a. The applicant should provide evidence that both the applicant and the community coalition participants have access to both the target population(s) in the applicant community and the comparison community for implementing the proposed plan.

b. The applicant should clearly describe how the structure of the coalition and its subcommittees (if applicable) and the specific activities and interventions within the program plan will help achieve each of the program objectives.

c. The applicant should clearly describe the primary prevention programs and services that are proposed for achieving each of the program objectives and specify how these activities represent an enhancement or expansion of ongoing intimate partner violence primary prevention programs and services. This description should include a discussion of the mechanisms for linking primary prevention programs and services, where appropriate, and assurances of participants' access to all primary prevention program and service components or other means by which proposed primary prevention programs and services (new or existing) are to be incorporated into the project.

d. The applicant should provide a time-line indicating when activities will occur and who will be responsible for implementing the activity. Include an organizational chart for the IPV coalition as well as a chart that clearly delineates the proposed coordination plan.

e. The applicant should include a detailed description of the procedures that makes the applicant compliant with CDC's Policy requirements regarding the inclusion of women, ethnic, and racial groups in the proposed research. The applicant's procedures should include:

(1) A proposed plan for the inclusion of both sexes and racial and ethnic minority populations for appropriate representation.

(2) The proposed justification when representation is limited or absent.

(3) A statement as to whether the design of the study is adequate to measure differences when warranted.

(4) A statement as to whether the plans for recruitment and outreach for study participants include the process of establishing partnerships with community(ies) and recognition of mutual benefits.

## 5. Project Management and Staffing

a. The applicant should provide a description of key staff, their qualifications and experience, level of effort, and the role each person will play in carrying out the activities outlined in the application. Include in the description the proposed staffing for the project, noting existing staff as well as additional staffing needs.

b. The applicant should ensure that project personnel reflect the racial and ethnic composition of the target

populations. The applicant should provide resumes, curriculum vitae, or position descriptions of key staff as an appendix.

c. The applicant should include, at a minimum, a full-time program manager with a direct line of authority to the Executive Director and a full-time equivalent evaluator or evaluation team with appropriate experience.

d. The applicant should describe plans to train and support staff, and the availability of staff and facilities to carry out the program plan.

## 6. Collaboration

a. The applicant should describe current and proposed collaborations. This description should include the name(s) and types of organization (e.g., youth agencies, community-based organization, minority organization, etc.), the nature of the collaborations, and letters of commitment.

b. The applicant should describe coalition participants' previous or current experience in managing and delivering intimate partner violence programs at the community level.

## 7. Evaluation Plan

a. The applicant should provide a detailed description of the proposed evaluation plan to document program progress and how the proposed plan will measure success in meeting specific objectives.

b. The applicant should document staff availability, expertise, experience, and capacity to perform the evaluation.

c. The applicant should provide evidence of and demonstrate a willingness to participate in cross-site evaluation of all projects.

d. The applicant should identify, select, and guarantee the participation of a comparison community.

e. The applicant should include a plan for reporting evaluation results and using evaluation information for programmatic decisions. The applicant should provide evidence of and indicate a willingness to participate in a process of continuous improvement which may require frequent reviews of progress and processes utilized, remediation of identified barriers, and adoption of modified methods and measures.

## 8. Proposed Budget

The applicant must provide a detailed first-year budget with accompanying narrative justifying all individual budget items which make up the total amount of funds requested. The budget request should be reasonable and consistent with the intended use of cooperative agreement funds.

## 9. Human Subjects

a. The applicant should describe the degree to which human subjects may be at risk and what protections will be in place to assure protection and confidentiality.

b. The applicant should demonstrate that it has adequately addressed the requirements of Title 45 CFR Part 46 for the protection of human subjects.

### F. Submission and Deadline

Submit the original and two copies of PHS 5161-1 (OMB Number 0937-0189). Forms are in the application kit.

On or before July 28, 1999, submit the application to the Grants Management Specialist identified in the "Where to Obtain Additional Information" section of this announcement.

### 1. Deadline

Applications shall be considered as meeting the deadline if they are either:

a. Received on or before the deadline date; or

b. Sent on or before the deadline date and received in time for orderly processing. (Applicants must request a legibly dated U.S. Postal Service postmark or obtain a legibly dated receipt from a commercial carrier or U.S. Postal Service. Private metered postmarks shall not be acceptable as proof of timely mailing.)

### 2. Late Applications

Applications which do not meet the criteria in (a) or (b) above are considered late applications, will not be considered, and will be returned to the applicant.

### G. Evaluation Criteria

Each application will be evaluated individually against the following criteria by a special emphasis panel (SEP) appointed by CDC.

#### 1. Background and Need (30 points)

a. The extent to which the applicant provides evidence of an established coalition to coordinate community response to intimate partner violence prevention and intervention activities.

b. The extent to which the applicant provides a demographic description of the applicant community and the comparison community.

c. The extent to which the applicant provides evidence of the incidence of intimate partner violence and associated injury and death among women, children, and families in both the applicant community and the comparison community.

d. The extent to which the applicant provides information on the patterns of injuries resulting from intimate partner

violence in both the applicant community and the comparison community.

e. The extent to which the applicant describes the present availability of intimate partner violence primary prevention programs and services as well as existing gaps both in the applicant community and the comparison community.

f. The extent to which the applicant indicates knowledge of other providers and researchers engaged in intimate partner violence prevention projects both in the applicant community and the comparison community.

g. The extent to which the applicant provides evidence of previous coalition evaluation activities.

h. The extent to which the applicant describes in detail how this program will (a) enhance and strengthen the coordination of community programs in preventing intimate partner violence; and (b) enhance and broaden existing services and coordinated community responses directed at the prevention of intimate partner violence.

#### 2. Goals and Objectives (10 points)

a. The extent to which the applicant can clearly state specific program goals, as well as short-term (year 1) objectives and longer-term (years 2-3) objectives related to the program plan.

b. The extent to which the applicant's goals and objectives are time-phased, specific, measurable, and achievable.

#### 3. Plan of Operation (15 points)

a. The extent to which the applicant provides evidence that the applicant and the community coalition participants have access to the target population(s) for implementing the proposed program in the applicant community and the comparison community.

b. The extent to which the applicant includes a program planning time-line indicating when each activity will occur, who will do what to implement the activity, and describes realistic activities for producing the desired results.

c. The extent to which the applicant describes proposed collaborations with appropriate government agencies, universities, health agencies, youth agencies, community-based organizations, minority organizations, researchers working with the specified target population(s), and victim advocacy organizations.

d. The extent to which the applicant describes how the structure of the coalition and its subcommittees (if applicable) and the specific activities and interventions within the program

plan will help achieve each of the program objectives described in the Goals and Objectives Section.

e. The extent to which the applicant describes the coalition planning process including explicit commitment to provide services and resources, mechanisms for communication both among coalition members and between the coalition and the applicant community.

f. The extent to which the applicant describes the applicant's and coalition participants' previous or current experience in managing and delivering intimate partner violence programs at the community level.

g. The extent to which the applicant describes the primary prevention programs and services that are proposed for achieving each of the program objectives and specifies how these activities represent an enhancement or expansion of ongoing intimate partner violence primary prevention programs and services.

#### 4. Project Management and Staffing (10 points)

a. The extent to which the applicant describes the proposed staffing for the project, noting existing staff as well as additional staffing needs.

b. The extent to which the applicant describes the responsibilities of individual staff members including the level of effort and allocation of time for each project activity by staff position.

c. The extent to which the applicant describes plans to train and support staff, and the availability of staff and facilities to carry out the program plan.

d. The extent to which the applicant provides curriculum vitae or position descriptions for each staff member and commitment of time to program activities.

e. The extent to which the applicant provides an organizational chart of the applicant's organization and includes a chart of the proposed coordination plan.

f. The extent to which the applicant provides evidence of project involvement of personnel who reflect the racial and ethnic composition of the applicant community and comparison community.

#### 5. Collaboration (10 points)

The extent to which the applicant describes current coalition activities including (1) names and affiliations of the persons serving on the coalition, (2) letters of commitment from the organizations whose members are serving on the coalition including the precise nature of past and proposed collaborations, the products, services, and other activities that will be

provided by and to the applicant through the collaboration on the project.

#### 6. Evaluation Plan (25 points)

a. The extent to which the applicant assess how adding resources to an established community coalition to prevent intimate partner violence enhances coalition activities and coordination among primary prevention programs and services and, potentially reduces the incidence of intimate partner violence.

b. The extent to which the applicant assess the impact of a coordinated community response to prevent intimate partner violence in the applicant community as compared to a community lacking this coordinated community response.

c. The extent to which the applicant provides evidence of the selection and the participation of a comparison community (see Addendum 2 for a definition of a Comparison Community).

d. The extent to which the applicant describes how previously developed cross-site core instruments will be administered.

e. The extent to which the applicant describes site-specific program evaluations that fit with overall program goals and objectives.

f. The extent to which the applicant demonstrates its capability to implement these program evaluation components.

#### 7. Proposed Budget (Not scored)

The extent to which the budget request (budget and narrative) is clearly explained, adequately justified, reasonable, sufficient for the proposed project activities, and consistent with the intended use of the cooperative agreement funds.

#### 8. Human Subjects (Not scored)

The extent to which procedures for the protection of human subjects are described and adequately address the requirements of the Department of Health and Human Resources (45 CFR 46) for the protection of human subjects.

#### H. Other Requirements

##### Technical Reporting Requirements

Provide CDC with original plus two copies of:

1. progress reports (semi-annually);  
2. financial status report, no more than 90 days after the end of the budget period; and

3. final financial status and performance reports, no more than 90 days after the end of the project period.

Send all reports to the Grants Management Specialist identified in the "Where to Obtain Additional

Information" section of this announcement.

The following additional requirements are applicable to this program. For a complete description of each, see Addendum 1 in the application package.

AR-1 Human Subjects Requirements

AR-2 Requirements for Inclusion of Women and Racial and Ethnic Minorities in Research

AR-7 Executive Order 12372 Review

AR-8 Public Health System Reporting Requirements

AR-9 Paperwork Reduction Act Requirements

AR-10 Smoke-Free Workplace Requirements

AR-11 Healthy People 2000

AR-12 Lobbying Restrictions

AR-13 Prohibition on Use of CDC Funds for Certain Gun Control Activities

AR-14 Accounting System Requirements

AR-15 Proof of Non-Profit Status

#### I. Authority and Catalog of Federal Domestic Assistance Number

This program is authorized under sections 301(a), 317(k)(2), and 391-394 of the Public Health Service Act, [42 U.S.C. 241(a), 247b(k)(2), and 280b-280b-2, as amended. The Catalog of Federal Domestic Assistance number is 93.136.

#### J. Where To Obtain Additional Information

This and all other CDC Announcements may be found and downloaded from the CDC homepage. Internet address: <http://www.cdc.gov> (click on funding).

To receive additional written information and to request an application kit, call 1-888-Grants (1-888-472-6874). You will be asked to leave your name and address and will be instructed to identify the Announcement number of interest.

If you have questions after reviewing the contents of all the documents, business management technical assistance may be obtained from: Ricky Willis, Grants Management Specialist, Grants Management Branch, Procurement and Grants Office, Announcement 99133, Centers for Disease Control and Prevention (CDC), 2920 Brandywine Road, Suite 3000, Mailstop E-13, Atlanta, GA 30341-4146, Telephone (770) 488-2719, E-mail address: [RQW0@cdc.gov](mailto:RQW0@cdc.gov)

For program technical assistance contact: Pamela Gruduah, Project Officer, National Center for Injury Prevention and Control, Centers for Disease Control and Prevention (CDC), 4770 Buford Highway, N.E., Mailstop

K-60, Atlanta, GA 30341, Telephone: (770) 488-1390, E-mail Addresses: [PYB1@cdc.gov](mailto:PYB1@cdc.gov)

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**John L. Williams,**

*Director, Procurement and Grants Office, Centers for Disease Control and Prevention (CDC).*

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Centers for Disease Control and Prevention

[Program Announcement 99134]

#### Cooperative Agreement for Surveillance of Intimate Partner Violence; Notice of Availability of Funds

##### A. Purpose

The Centers for Disease Control and Prevention (CDC) announces the availability of fiscal year (FY) 1999 funds for a cooperative agreement program for Surveillance of Intimate Partner Violence (IPV). This program addresses the "Healthy People 2000" priority area of Violent and Abusive Behavior. The purpose of the program is to develop IPV population-based surveillance systems that will help determine the magnitude of the IPV problem in population subgroups, and test its usefulness by comparing resulting data with data from self-report surveys.

##### B. Eligible Applicants

Assistance will be provided only to the health departments of States or their bona fide agents, including the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, federally recognized Indian tribal governments, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau. In consultation with States, assistance may be provided to political subdivisions of States.

Massachusetts, Michigan, and Rhode Island, States currently receiving funds under Announcement No. 483, "State Injury Intervention Programs," are not eligible to apply for this announcement.

##### C. Availability of Funds

Approximately \$600,000 is available in FY 1999 to fund approximately two awards. It is expected that the average award will be \$300,000. Ranging from