

DEPARTMENT OF HOMELAND SECURITY (DHS)
Statement of Work
FOR
Public Safety Violence Prevention
Conducted by National Center of Excellence for National Counterterrorism, Innovation,
Technology, and Education (NCITE) Center, University of Nebraska at Omaha (UNO)

I. BACKGROUND

The University of Nebraska at Omaha leads the U.S. Department of Homeland Security's (DHS) NCITE Center. This Center was established to conduct a range of activities including basic and applied research, and education and training initiatives to support and enhance DHS analytic efforts. DHS seeks research that explores the nature of countering terrorism operations from multiple perspectives including the adversaries' (threat) and that of Homeland Security stakeholders. The Center is a federally funded academic consortium based in Omaha, NE that brings in 50+ academics from 18 universities that are focused on research in terrorism prevention.

Since December 2015, DHS has made millions of dollars available through the Targeted Violence and Terrorism Prevention (TVTP) Grant Program to help communities across our country develop innovative capabilities to combat terrorism and targeted violence. The TVTP Grant Program provides grant funding to state, local, tribal, and territorial (SLTT) governments, nonprofits, and institutions of higher education to enhance the capabilities of locally based TVTP programs through a whole-of-society approach. Developing local prevention capabilities is a key element of the National Strategy for Countering Domestic Terrorism (June 2021); in particular, strategic goal 1.1 (enhance domestic terrorism-related research and analysis) and 2.1 (strengthen domestic terrorism prevention resources and services). The TVTP Grant Program provides assistance to implement these goals and develop innovative solutions to prevent terrorism and targeted violence.

The DHS Science and Technology Directorate (S&T) works closely with the DHS Center for Prevention Programs and Partnerships (CP3) who administers these grants to conduct evaluation research on these locally based prevention frameworks. This assessment ensures the Department and other locally based TVTP programs can continually improve and build upon the lessons learned derived from these evaluations. For this effort, S&T plans to work with NCITE to conduct outcome and impact evaluations for the Grant Program (for the fiscal years it has been active), in addition to conducting evaluation research for selected applicants under the Fiscal Year (FY)21 TVTP Grant Program.

II. TASKS

Task 1: Task and Task Administration Support (for all subsequent tasks)

Key Deliverables:

1. *Project Plan*

The Contractor shall deliver a Project Plan for all tasks. The Project Plan shall include, at a minimum:

- Project schedule
- Spend plan
- Identification of key personnel
- Key milestones and deliverables
- Risk assessment
- Compliance documentation as needed
- Data collection plan

2. *Deliverable Reviews*

The Contractor shall conduct deliverable reviews with the Government for all tasks. Deliverable reviews shall take place no later than ten days after completion of each deliverable. Deliverable reviews will vary in formality depending on the nature of the engagement. The Contractor shall recommend a level of content and formality of each review within the Project Plan which may range from a teleconference to an in-person discussion supplemented with a written presentation and documentation.

3. *Monthly Status Reports*

The Contractor shall provide monthly status reports for all tasks to the Government in a template provided by the Program Manager for the duration of the period of performance. The report shall include:

- Technical progress
- Schedule performance (actual vs. planned)
- Cost performance (actual vs. planned)
- Technical level risks and issues

Each monthly status report shall update the projected delivery dates of future deliverables. Each projected delivery date that has changed from the previous month, an explanation shall be provided of the cause of the change. The monthly status report shall also track action items assigned to all parties, including the Government, and identify events in the next 30 working days (i.e., key meetings).

4. *Task Kick-Off Meeting*

An initial kick-off meeting will be held within 15 calendar days of award or as agreed to by the Task Order Contracting Officer Representative (COR) and will be attended by the Task Order Program Manager, COR, and the Task Order Contract Specialist/Contracting

Officer. Key Contractor personnel as well as a representative from the Contractor's contracts organization are required to participate. Kick-off meetings may be conducted in person or by conference/video call. The intent of the kick-off is for all key personnel to meet to discuss the projects overall technical and contractual requirements. At this meeting, the Contractor shall be prepared to discuss the following:

- Technical Objectives
- Preliminary Project Plan refine and assess the Project Plan
- Roles and responsibilities of key contractor and Government personnel
- Deliverables and Deliverable Acceptance Criteria
- Performance Review
- Reporting and Invoice Requirements

5. *Task Close-Out Meeting*

The Government and the Contractor shall hold a Task Close-Out meeting for all subsequent tasks. The contractor shall assemble final project deliverables and present a detailed overview of findings to the DHS S&T Program Manager, up to 30 days before the end of the period of performance.

Task 2: TVTP Grant Program Evaluation for FY16, FY20, FY21, and FY22

This effort seeks to conduct program evaluation(s) for the TVTP Grant Program for FY16, FY20, FY21, and FY22. Task 2 seeks to evaluate the TVTP Grant Program as a whole; evaluating grant program objectives, activities, and projects in order to help inform changes and refinement to the grant program when needed and, overall, contribute to the building body of evidence-based research on promising practices for locally based prevention frameworks for preventing targeted violence and terrorism.

The Contractor shall work closely with DHS throughout the period of performance to provide a systematic method of data collecting and analyzing to answer key questions about Grant Programs, particularly their effectiveness and efficiency. The outcome evaluation will determine whether the grant program, as implemented through grant recipient programs, was effective in mitigating recruitment and radicalization to terrorism and targeted violence. The outcome evaluation will determine the effectiveness of grant programming objectives and what, if any, policy changes should occur. S&T and CP3 seek to better understand whether the programs themselves are producing the intended effect of sustainable prevention programs so we can share results of the programs so that other jurisdictions could replicate them.

Key Deliverables:

6. *Protocol Development and Institutional Review Boards (IRB) Approval*

The Contractor shall develop initial protocols and instruments and submit IRB documents. The Contractor shall also develop a standardized approach for each of the four (4) FY Grant Programs (FY16, FY20, FY21, and FY22) or application tracks, as

appropriate. This method will allow the research team to incorporate lessons learned from a formative evaluation in all 4 years to improve the FY23 Grant Program.

7. *Evaluation Design*

The Contractor shall develop an evaluation design (logic model) and technical approach, including measures of programmatic activities and outcomes, thematic and economic analysis. Each Grant Program, if required, will have a tailored design strategy well-suited for that specific fiscal year.

8. *Formative Evaluation*

To prepare for the impact evaluation, the Contractor shall conduct a formative evaluation to help define what constitutes a successful Grant Program. The formative evaluation will also define measurements to lay the groundwork for the subsequent impact evaluation.

At the conclusion of the initial formative evaluation, the Contractor shall develop actionable definitions of success and measurements metrics to be applied during the impact evaluation. Findings shall be accompanied by a detailed description of methods, results, and measurement instruments for review.

9. *Outcome Evaluation*

The Contractor shall conduct an outcome evaluation to determine longer-term effects of the Grant Programs (FY16, FY20, FY21, and FY22). This outcome evaluation will seek to determine whether or not Grant Programs were successful in achieving stated goals and objectives set forth by CP3.

At the conclusion of the outcome evaluation, the contractor shall develop a report including key findings, best practice recommendations, and analysis on whether the Grant Program(s) are feasible, appropriate, and acceptable as currently implemented.

10. *Impact Evaluation*

Using the methods, measurements, and definitions of success from the formative evaluation findings, the Contractor shall conduct an impact evaluation of the Grant Programs (FY16, FY20, FY21, and FY22). This impact evaluation will aim to answer fundamental questions regarding areas for improvement, and effects (intended and unintended) of the Grant Program to document any continued or new activities, outreach, networking, or partnerships as a result of the programming, and ability of past recipient to continue resourcing for program activities.

At the conclusion of the impact evaluation, the Contractor is expected to reach and justify operationally relevant conclusions that identify strengths and weaknesses in the respective fiscal year of Grant Programming. The Contractor shall also be responsible for tying the evaluations' conclusions to policy relevant objectives and will make

recommendations to capitalize upon those strengths and mitigate those weaknesses. The Contractor shall make arguments for causality between program activities and their outcomes.

11. *Final Evaluation Report*

The Contractor shall deliver a final report summarizing all evaluation activities, findings, and analysis resulting produced during the duration of the period of performance. The final report will be submitted to the S&T program manager 90 days before task closeout for approval. The primary operational objectives of the FY16, FY20, FY21, and FY22 Grant Program study is to:

- i. Inform DHS on Grant Program design.
- ii. Make recommendations for future years.
- iii. Determine if objectives were met.
- iv. Verify if intended objectives were measured.
- v. Determine if conducted programs were those determined at onset
- vi. Determine how successful applications were that met priorities, and application tracks set forth by CP3.
- vii. Measure how well grantees were ultimately funded and aligned with Department objectives.

Task 3: FY21 TVTP Grantee Evaluation

This effort seeks to assess program implementation and objective achievements with 7-10 grantees, conduct an outcome and impact evaluation to measure whether grantees accomplished objectives set at the onset of the grant, and develop recommendations for DHS. This objective assessment ensures that the Department and other locally based TVTP programs can continually improve and build upon the lessons learned derived from these evaluations.

The Contractor shall work closely with DHS throughout the period of performance, particularly to seek DHS input on data collection instruments, interview protocols, site selection, and other key elements of the evaluation design. Additionally, the contractor research team will work closely with DHS to learn more about the specific activities' grantees are carrying out and DHS's overarching goal of the proposed tasks.

Key Deliverables:

12. *Protocol Development and IRB Approval*

The Contractor shall develop initial protocols and instruments and submit IRB documents. The Contractor shall develop an evaluation approach and subsequently identify 7-10 grantees to conduct an in-depth investigation. The investigation shall survey up to 9 entities per grantee and be site specific. Selection will be made from a pre-formed list of selected candidates provided by DHS. The Contractor shall provide DHS with materials and guidance than can be applied to ongoing and related DHS evaluation efforts.

13. *Document and Literature Reviews*

The research team shall review documents such as grantee proposals, summary call notes from check-ins with DHS, and other program materials. They will also compile and review relevant statutes and policy documents to better understand the policy context of local sites. They will create a document tracking and assignment system to ensure thorough and comprehensive review of each document. Information from the ongoing document review will inform the evaluators about the context, challenges, and other information relevant to the implementation phase of TVTP grantees.

14. *Data Collection*

The research team shall develop data collection template(s). This template will be developed through ongoing conversations with DHS and the sites. The Contractor shall develop a data collection template(s) to request data relevant to each site. Data collection will be used to assess what grantees have accomplished. This data will be compiled into a dataset suitable for qualitative and quantitative analyses to assess relative progress towards completion of key project goals.

15. *Evaluation Design*

The Contractor shall develop an evaluation design and technical approach, including measures of programmatic activities and outcomes. Each Grantee, if required, will have a tailored design strategy.

16. *Feasibility Assessment*

To prepare for the evaluations, the Contractor shall conduct a feasibility assessment. The feasibility assessment will be used to determine grantee fit for an outcome evaluation. The feasibility studies provide data needed for a process evaluation to assess implementation.

At the conclusion of the initial formative evaluation, the Contractor shall develop actionable definitions of success and measurements metrics to be applied during the outcome evaluation. Findings shall be accompanied by a detailed description of methods, results, and measurement instruments for review.

17. *Impact Evaluation*

The Contractor shall conduct an impact evaluation to determine documenting inputs, activities, and outputs. This impact evaluation will seek to determine whether or not sites were successful in achieving stated goals and objectives set forth by CP3.

At the conclusion of the impact evaluation, the Contractor shall develop a report including key findings, best practice recommendations, and analysis on feasibility, and suitability as currently implemented.

18. *Outcome Evaluation*

Using the methods, measurements, and definitions of success from the feasibility assessment findings, the Contractor shall conduct an outcome evaluation. This impact evaluation will aim to answer fundamental questions regarding areas for improvement, and effects (intended and unintended) of the Grant Program to document any continued or new activities, outreach, networking, or partnerships as a result of the programming, and ability of past recipient to continue resourcing for program activities

At the conclusion of the outcome evaluation, the Contractor is expected to reach and justify operationally relevant conclusions that identify strengths and weaknesses. The contractor shall also be responsible for tying the evaluations' conclusions to policy relevant objectives and will make recommendations to capitalize upon those strengths and mitigate those weaknesses. The Contractor shall make arguments for causality between program activities and their outcomes.

19. *Feasibility Study for FY22 Grantees*

The Contractor shall develop an initial feasibility assessment for FY22 grantees. This assessment will determine if requirements of FY22 programs can be met by indicating which grantees have the capacity to support a more in-depth analysis and undergo outcome and impact evaluations for Optional Task 3 (FY22 TVTP Grantee Evaluation).

20. *Final Evaluation Report*

The Contractor shall deliver a final report summarizing all evaluation activities, findings, and analysis resulting produced during the duration of the period of performance. The primary operational objectives of this study are to inform DHS of what works and what does not, and why, within terrorism prevention grantee activities, to identify under what conditions grantees are more or less successful, and the degree to which other jurisdictions can learn from these programs. The final report shall be submitted to the S&T program manager 90 days before task closeout for approval.

Task 4: Evaluation of the “Intent to Prevent” Student Innovation Lab to Prevent Targeted Violence

Numerous programs aimed at preventing terrorism and targeted violence (PTTV) have been created and implemented to address and reduce these concerns. However, there are few evidence-informed interventions aimed at preventing terrorism and targeted violence. Through this task, S&T seeks to evaluate the effectiveness of the PTTV Invent2Prevent (I2P) program, specifically looking at its semester-long innovation laboratory to drive innovation and interest in prevention at the state and local level among youths. This task will take place in three (3) distinctive phases: development (phase 1), recruitment (phase 2), and culmination (phase 3).

Task 4.1: Evaluation of the “Intent to Prevent” Student Innovation Lab to Prevent Targeted Violence (Phase 1 of 3)

Phase 1 (development) shall consist of initial forming and data collection. The Contractor shall gather approvals on documents of administrative nature during this phase. The objective of phase 1 is to prepare for subsequent phases including defining of research and preparation for the research plan, conduct preliminary searches of information, and begin evaluation design.

Key Deliverables:

21. *Protocol Development and IRB Approval*

The Contractor shall develop initial protocols and instruments and submit IRB documents. The program evaluation protocols including proposed questionnaires, and interview/focus group protocols will be submitted to all appropriate IRB for review and approval prior to implementation.

22. *Document and Literature Reviews*

The Contractor team shall conduct a literature review on documents such as PTTV I2P project details, participant demographics, and other archival data collected by the I2P team. The objective for these reviews is to gather reliable data to assess PTTV programs and to address questions about whether PTTV policies work efficiently.

23. *Data Collection/Work Plan*

The Contractor team shall develop data collection template(s) and a work plan. This data will be compiled into a dataset suitable for qualitative and quantitative analyses to assess relative progress towards completion of key project goals and evaluation project management.

24. *Evaluation Design*

The Contractor shall develop and evaluation design and technical approach, including questionnaires, interview guides, and focus group questions that will be developed using appropriate scientific standards for question construction and will be subjected to rigorous pre-testing procedures such as cognitive interviewing. Four broad evaluation questions DHS S&T seeks to have answered, are as follows:

- i. How does student participation in I2P influence outcomes?
- ii. How do faculty/staff advisor roles impact outcomes?
- iii. What differentiates competition finalist projects versus non-competition finalist projects?
- iv. What differentiates sustained versus un-sustained projects?

25. *Outcome Evaluation*

The Contractor shall conduct an outcome evaluation related to PTTV potential intended outcomes, and/or other unintended outcomes. Some of these outcomes, are, but not

limited to, skill building, knowledge acquisition, training, marketing comprehension, and attitudinal shifts. The outcomes of interest are related to the impacts on I2P participants, their faculty/staff advisors, and the academic institutions they represent.

At the conclusion of the outcome evaluation, the contractor shall develop a report including key findings.

Task 4.2 Evaluation of the “Intent to Prevent” Student Innovation Lab to Prevent Targeted Violence (Phase 2 of 3)

Phase 2 (recruitment) shall build from initial findings developed in phase 1 to facilitate recruitment and interviews with Intent to Prevent participants. The Contractor shall, in coordination with S&T identify top-quality participants to identify the impact of the training program, at which point an impact evaluation shall be formulated.

Key Deliverables:

26. *Recruitment*

The Contractor shall leverage their network and work with DHS S&T to identify participant and/or advisors to participate in interviews and focus groups. These participants are, but not limited to, college youth and staff mentors, high school youth and staff members, subject matter experts, competition judges, and advisors.

27. *Mixed Methods Evaluation*

The Contractor shall expand upon the evaluation design (deliverable 24) and develop/prepare for the mixed methods evaluation. This shall include final data collection methods, analysis, and integration of both qualitative (focus groups) and quantitative (interviews) data in a single evaluation or study.

28. *Focus Groups / Interviews*

The Contractor shall conduct interviews and focus groups with participants identified. Through a quasi-experimental design, the Contractor shall compare student participant and faculty/staff advisors to matched groups. Through these interviews and focus groups, we seek to assess:

- i. The impact of training
- ii. The impact of faculty/staff advisors
- iii. The impact of institutional support
- iv. The impact of the I2P process
- v. Cost-effectiveness
- vi. The impact of student led projects

29. *Impact Evaluation*

Using the methods, measurements, and definitions of success from the outcome

evaluation findings in phase 1, the Contractor shall conduct an impact evaluation during. This impact evaluation will aim to answer fundamental questions regarding areas for improvement, and effects (intended and unintended) of the I2P program. The Contractor shall seek to identify the impact of program elements on short-term outcomes of the Invent2Prevent student innovation laboratory project.

At the conclusion of the impact evaluation, the Contractor is expected to reach and justify operationally relevant conclusions that identify strengths and weaknesses.

Task 4.3: Evaluation of the “Intent to Prevent” Student Innovation Lab to Prevent Targeted Violence (Phase 3 of 3)

Phase 3 (culmination) shall build from phases 1 and 2 and provide a comprehensive summary of findings. The Contractor shall develop a coding scheme followed by a toolkit to be used for future I2P competitions. A summary of findings shall be included as a final deliverable indicating the potential for scientific advances, improved understanding, and innovative solutions to preventing terrorism and targeted violence through evaluative research.

Key Deliverables:

30. *Qualitative Coding*

The Contractor shall create a code book with operational definitions for qualitative coding and test its reliability. The use of a consensual qualitative coding scheme will allow the research team to adjust code definitions as needed to ensure maximum reliability of qualitative results.

31. *Toolkit*

The Contractor shall develop materials and tools from project findings. They will create a toolkit for future I2P PTTV competitions that includes guidance on factors associated with project success and suggestions on how to build more competitive and robust products, tools, or initiatives aimed at reducing terrorism and targeted violence.

32. *Plain Language Brochures*

The Contractor shall produce plain language brochures/summaries from project findings to be used by academics, stakeholders, practitioners and the public. These will focus on key findings and implications presented in a clear and accessible way. The Contractor will be encouraged to disseminate the information through their networks.

33. *Final Evaluation Report*

The Contractor shall deliver a final report summarizing all evaluation activities for phases 1-3, findings, and analysis resulting produced during the duration of the period of performance. The primary operational objectives of this study are to inform DHS of the potential for scientific advances, improved understanding, and innovative solutions to

preventing terrorism and targeted violence through evaluative research. Our research team will consider targeted violence and terrorism, its impact on civil society, its intersection with digital tools and platforms, and effective mechanisms to prevent the spread of terrorism and targeted violence using online campaigns or tools. The final report will be submitted to the S&T program manager 90 days before task closeout for approval.

Task 5: Data Infrastructure Toolkit for CP3 Grantees

Through this task, the performer will design and develop an initial performance monitoring dashboard for CP3 grantees to collect and report outputs. This dashboard will allow grantees the ability to upload universal metrics into a data capture system. The development of this proof of concept will span across all grantees involved in training and educational programs, and be built upon as the grant program evolves, allowing future grantees to see their own metrics, monitor progress, measure outputs, and creating a feedback loop (learning from their own programs) to achieve objectives.

Key Deliverables:

34. *Information Capture and Maintenance*

The Contractor shall create the logic for defining and collecting information. This will include initial data visualization tools, metrics, and critical data points. Application maintenance shall be summarized during this phase of the project.

35. *Data Collection*

The Contractor team will develop data collection strategy. This data will be compiled into a dataset suitable for qualitative and quantitative analyses to assess relative progress towards completion of key project goals.

36. *Development of Database System / Infrastructure*

The Contractor shall develop data capture instructions to include identification of best practices in the field as well as identification of key terms and key performance indicators for monitoring evaluation across different groups of grantees. The Contractor shall develop an infrastructure system to include user manuals and standard operating procedures. This system will include all necessary security mechanisms as per requirements of DHS S&T IT Systems. The Contractor shall engage with DHS S&T and CP3 on development and design of the system.

37. *Quantitative Pilot Test*

The Contractor shall implement a pilot test of the infrastructure system with at least one FY22 grantee. This preliminary study will use used to test the proposed database systems before full scale implementation on future grantees. It will seek to measure facility, duration, cost, adverse events, and improve the overall database design.

38. *Sustainability Assessment*

The Contractor shall develop a methodology to include a literature review on grantee sustainability to implement 1 year after program funding has concluded. This methodology shall include key elements to what sustainability means for individual programs through metrics development.

39. *Final Dissemination Report*

The Contractor shall develop an overall report for dissemination of findings. The primary objective of this database toolkit is to provide an infrastructure dashboard that can be provided to future grantees as a resource to use. As grantees input data into the toolkit, we will better be able to measure prime meta-analysis and learn how we can measure effectiveness based on grant program, grantee tracks, themes, and much more. The final report shall be submitted to the S&T program manager 90 days before task closeout for approval.

Task 6: FY22 TVTP Grantee Evaluation

This effort seeks to assess program implementation and goal achievement with approximately 7-10 grantees (exact number will be determined at optional task exercise, based on CP3 awardee number), conduct an outcome and impact evaluation to measure whether grantees accomplished objectives set at the onset of the grant, and develop recommendations for DHS. This objective assessment ensures that the Department and other locally based TVTP programs can continually improve and build upon the lessons learned derived from these evaluations.

The Contractor shall work closely with DHS throughout the period of performance, particularly to seek DHS input on data collection instruments, interview protocols, site selection, and other key elements of the evaluation design. Additionally, the contractor research team will work closely with DHS to learn more about the specific activities' grantees are carrying out and DHS's overarching goal of the proposed tasks.

Key Deliverables:

6.1. *Protocol Development and IRB Approval*

The Contractor shall develop initial protocols and instruments and submit IRB documents. The Contractor shall develop an evaluation approach and subsequently identify 7-10 grantees to conduct an in-depth investigation. The investigation shall survey up to 9 entities per grantee and be site specific. Selection will be made from a pre-formed list of selected candidates provided by DHS. The Contractor shall provide DHS with materials and guidance that can be applied to ongoing and related DHS evaluation efforts.

6.2. *Document and Literature Reviews*

The research team shall review documents such as grantee proposals, summary call notes from check-ins with DHS, and other program materials. They will also compile and review relevant statutes and policy documents to better understand the policy context of

local sites. They will create a document tracking and assignment system to ensure thorough and comprehensive review of each document. Information from the ongoing document review will inform the evaluators about the context, challenges, and other information relevant to the implementation phase of the TVTP grantees.

6.3. *Data Collection*

The research team shall develop data collection template(s). This template will be developed through ongoing conversations with DHS and the sites. The Contractor shall develop data collection template(s) to request data relevant to each site as well as a set of cross-site measures. Data collection will be used to assess what grantees have accomplished. This data will be compiled into a dataset suitable for qualitative and quantitative analyses to assess relative progress towards completion of key project goals.

6.4. *Evaluation Design*

The Contractor shall develop an evaluation design and technical approach, including measures of programmatic activities and outcomes. Each Grantee, if required, will have a tailored design strategy.

6.5. *Formative Evaluation*

To prepare for the impact evaluation, the contractor shall conduct a formative evaluation. The formative evaluation will define measurements to lay the groundwork for the subsequent impact evaluation.

At the conclusion of the initial formative evaluation, the contractor shall develop actionable definitions of success and measurements metrics to be applied during the impact evaluation. Findings shall be accompanied by a detailed description of methods, results, and measurement instruments for review.

6.6. *Impact Evaluation*

The Contractor shall conduct an impact evaluation to determine documenting inputs, activities, and outputs. This outcome evaluation will seek to determine whether or not sites were successful in achieving stated goals and objectives set forth by CP3.

At the conclusion of the impact evaluation, the contractor shall develop a report including key findings, best practice recommendations, and analysis on feasibility, and suitability as currently implemented.

6.7. *Outcome Evaluation*

Using the methods, measurements, and definitions of success from the formative evaluation findings, the contractor shall conduct an outcome evaluation. This outcome evaluation will aim to answer fundamental questions regarding areas for improvement, and effects (intended and unintended) of the Grant Program to document any continued

or new activities, outreach, networking, or partnerships as a result of the programming, and ability of past recipient to continue resourcing for program activities

At the conclusion of the outcome evaluation, the contractor is expected to reach and justify operationally relevant conclusions that identify strengths and weaknesses. The Contractor shall also be responsible for tying the evaluations' conclusions to policy relevant objectives and will make recommendations to capitalize upon those strengths and mitigate those weaknesses. The contractor shall make arguments for causality between program activities and their outcomes.

6.8. Final Evaluation Report

The Contractor shall deliver a final report summarizing all evaluation activities, findings, and analysis resulting produced during the duration of the period of performance. The primary operational objectives of this study are to inform DHS of what works and what does not, and why, within terrorism prevention grantee activities, to identify under what conditions grantees are more or less successful, and the degree to which other jurisdictions can learn from these programs. The final report shall be submitted to the S&T program manager 90 days before task closeout for approval.

Please note that all "Days" refer to Calendar Days

IV. TECHNICAL DELIVERABLES

Task 1: Task and Task Administration Support			
Deliverable	Completion Date	Deliverable Description	POC / Recipient
1.	Award + 1 Month	Project Plan	DHS COR, DHS PM
2.	Award + 10 Days	Deliverable Reviews for all subsequent tasks	DHS COR, DHS PM
3.	Monthly for Life of Award	Monthly Status Report(s) for all subsequent tasks	DHS COR, DHS PM
4.	Award + 15 Days	Task Kick-Off Meeting for all subsequent tasks	DHS COR, DHS CO, DHS PM
5.	Final Deliverable + 10 Days	Task Close-Out Meeting all subsequent tasks	DHS COR, DHS CO, DHS PM
Task 2: TVTP Grant Program Evaluation for FY16, FY20, FY21 and FY22			
Deliverable	Completion Date	Deliverable Description	POC / Recipient
6.	Award + 2 Months	Protocol Development and IRB Approval	DHS PM, DHS COR
7.	Award + 4 Months	Evaluation Design	DHS PM, DHS COR
8.	Award + 6 Months	Formative Evaluation (Report)	DHS PM, DHS COR
9.	Award + 8 Months	Outcome Evaluation (Report)	DHS PM, DHS COR
10.	Award + 10 Months	Impact Evaluation (Report)	DHS PM, DHS COR

11.	Award + 12 Months	Final Evaluation (Report)	DHS PM, DHS COR
Task 3: FY21 TVTP Grantee Evaluation			
Deliverable	Completion Date	Deliverable Description	POC / Recipient
12.	Award + 2 Months	Protocol Development and IRB Approval	DHS PM, DHS COR
13.	Award + 3 Months	Document and Literature Reviews	DHS PM, DHS COR
14.	Award + 4 Months	Data Collection	DHS PM, DHS COR
15.	Award + 6 Months	Evaluation Design	DHS PM, DHS COR
16.	Award + 10 Months	Feasibility Assessment for FY21 Grantees	DHS PM, DHS COR
17.	Award + 16 Months	Impact Evaluation (Report)	DHS PM, DHS COR
18.	Award + 18 Months	Outcome Evaluation (Report)	DHS PM, DHS COR
19.	Award + 10 Months	Feasibility Study for FY22 Grantees	DHS PM, DHS COR
20.	Award + 24 Months	Final Evaluation (Report)	DHS PM, DHS COR
Task 4.1: Phase 1 Development – Evaluation of the “Intent to Prevent” Student Innovation Lab to Prevent Targeted Violence			
Deliverable	Completion Date	Deliverable Description	POC / Recipient
29.	Award + 2 Months	Protocol Development and IRB Approval	DHS PM, DHS COR
30.	Award + 4 Months	Document and Literature Reviews	DHS PM, DHS COR
31.	Award + 6 Months	Data Collection/Work Plan	DHS PM, DHS COR
32.	Award + 8 Months	Evaluation Design	DHS PM, DHS COR
33.	Award + 12 Months	Outcome Evaluation (Report)	DHS PM, DHS COR
Task 4.2: Phase 2 Recruitment – Evaluation of the “Intent to Prevent” Student Innovation Lab to Prevent Targeted Violence			
Deliverable	Completion Date	Deliverable Description	POC / Recipient
34.	Award + 12 Months	Recruitment	DHS PM, DHS COR
35.	Award + 14 Months	Mixed Methods Evaluation	DHS PM, DHS COR
36.	Award + 16 Months	Focus Groups / Interviews	DHS PM, DHS COR
37.	Award + 18 Months	Impact Evaluation (Report)	DHS PM, DHS COR
Task 4.3: Phase 3 Culmination– Evaluation of the “Intent to Prevent” Student Innovation Lab to Prevent Targeted Violence			
Deliverable	Completion Date	Deliverable Description	POC / Recipient
38.	Award + 20 Months	Qualitative Coding	DHS PM, DHS COR

39.	Award + 24 Months	Toolkit	DHS PM, DHS COR
40.	Award + 26 Months	Plain Language Brochures	DHS PM, DHS COR
41.	Award + 28 Months	Final Evaluation (Report)	DHS PM, DHS COR
Task 5: Data Infrastructure Toolkit for CP3 Grantees			
Deliverable	Completion Date	Deliverable Description	POC / Recipient
42.	Award + 2 Months	Information Capture and Maintenance	DHS PM, DHS COR
43.	Award + 3 Months	Data Collection	DHS PM, DHS COR
44.	Award + 6 Months	Development of Database System / Infrastructure	DHS PM, DHS COR
45.	Award + 8 Months	Quantitative Pilot Test	DHS PM, DHS COR
46.	Award + 10 Months	Sustainability Assessment	DHS PM, DHS COR
47.	Award + 12 Months	Final Dissemination (Report)	DHS PM, DHS COR
Task 6: FY22 TVTP Grantee Evaluation			
Deliverable	Completion Date	Deliverable Description	POC / Recipient
6.1.	Award + 2 Months	Protocol Development and IRB Approval	DHS PM, DHS COR
6.2.	Award + 3 Months	Document and Literature Reviews	DHS PM, DHS COR
6.3.	Award + 4 Months	Data Collection	DHS PM, DHS COR
6.4.	Award + 6 Months	Evaluation Design	DHS PM, DHS COR
6.5.	Award + 10 Months	Formative Evaluation (Report)	DHS PM, DHS COR
6.6.	Award + 14 Months	Impact Evaluation (Report)	DHS PM, DHS COR
6.7.	Award + 18 Months	Outcome Evaluation (Report)	DHS PM, DHS COR
6.8.	Award + 24 Months	Final Evaluation (Report)	DHS PM, DHS COR

ADDITIONAL REQUIREMENT:

The Contractor shall follow its university's privacy and research policies, best practices, and the Privacy Act when collecting, using, or sharing personal information.

To minimize the privacy risk the Contractor shall provide information in the proposal to address the following controls:

- 1) The Contractor shall follow its university's privacy and research policies, best practices and the Privacy Act when collecting, using, or sharing personal information.
- 2) The Contractor shall follow both DHS's and its university's personal information disclosure policies, which may include:

- a. Obtaining written and informed consent from respondents before citing or publishing their names and related information in status updates, reports or publications; or
 - b. Limiting citations of personal information to widely disseminated sources of information.
- 3) With this task order, DHS is funding the evaluations, methodologies, and associated process and/or protocols that are being developed. The Contractor shall own and be responsible for any personal information it collects, uses, or shares in the course of fulfilling the contract requirements.

V. **Other Contract Details**

A. **PERIOD OF PERFORMANCE:** 36 months from date of award

1. **Task 1:** 36 months
2. **Task 2:** 12 months from date of award
3. **Task 3:** 24 months from date of award
4. **Task 4.1:** 12 months from date of award
5. **Task 4.2:** 12 months from date of award
6. **Task 4.3:** 12 months from date of award
7. **Task 5:** 12 months from date of award
8. **Task 6:** 24 months from date of award

B. **Travel**

Travel may be required in the performance of duties listed herein. The DHS S&T Contracting Officer's Representative (COR) must approve all travel. All travel and other direct costs associated with the execution of the tasks indicated in this SOW will be reimbursed in accordance with the limits set forth in the Federal Travel Regulations, provided the performer provides appropriate supporting documentation.

C. **DHS-Furnished Information**

DHS will provide certain DHS information, materials, and forms unique to DHS to NCITE/UNO to support certain tasks under this SOW.

The DHS S&T COR identified in this SOW will be the point of contact (POC) for identification of any required information to be supplied by DHS.

NCITE/UNO will prepare any documentation according to the guidelines provided by DHS.

D. **DHS-Furnished Facilities, Supplies, and Services.**

If work at DHS-provided facilities is necessary for the services being performed under this SOW, such facilities will be provided at S&T's office in Washington, DC. Parking facilities are not provided; however, several commercial parking facilities are located near S&T's office. Basic facilities such as workspace and associated operating requirements (e.g., phones, desks, utilities, desktop computers, and consumable, general purpose office supplies) will be provided to NCITE/UNO personnel working in S&T's office.

E. Place of Performance

The NCITE/UNO will perform the work under this SOW primarily at the selected Center's location. The NCITE partners/subcontractors will perform their work primarily at their own locations.

F. Government Furnished and Contractor Acquired Property

- a. NCITE/UNO shall be accountable to DHS for personal property (1) provided by DHS as Government Furnished Equipment (GFE); or (2) that is Contractor Acquired Property (CAP) acquired with DHS funds where (a) the CAP has an acquisition cost of \$5000 or more or (b) where the CAP is sensitive assets of any value, defined as laptops, cameras, Ironkeys, and any other property that may have retainable storage memory.
- b. NCITE/UNO shall provide a listing of all GFE or CAP to the DHS Contracting Officer annually on the anniversary date of this task order.
- c. Ninety (90) days prior to the completion of work and acceptance of all deliverables under this task order, NCITE/UNO shall provide the DHS Contracting Officer the final and complete listing of all GFE and CAP charged to this task order with an acquisition cost of \$5,000 or more or sensitive assets.
- d. The DHS Contracting Officer will provide NCITE/UNO with instructions for disposition of all GFP and CAP and provide any additional funds to enable that disposition, as necessary.

G. Deliverables.

NCITE/UNO will provide all deliverables (interim and final technical reports) identified in this SOW directly to the DHS S&T COR and DHS Contracting Officer.

H. Program Status Reports.

NEU will deliver monthly status reports to the DHS S&T COR, CO, and DHS S&T Financial Analyst the 15th day of each month containing metrics pertaining to financial, schedule, and scope information, risk information, and performance assessment information of all work performed hereunder. This document will describe the previous 90 calendar days' activity, technical progress achieved against goals, difficulties encountered, recovery plans (if needed), plans for the next 30 calendar day period, and financial status.

I. Invoices.

NCITE/UNO will deliver a monthly invoice to [REDACTED] on the 15th day of each month.

J. Information Release.

Prior to releasing any information developed using funds awarded under this contract (or task order, as applicable), NCITE/UNO must route all materials to the S&T COR who will ensure DHS S&T has approved the content release. Please allow a

minimum of three weeks for the review and screening of such information (including but not limited to articles, presentations, videos, speeches at conferences, pamphlets, and other forms of printed media) to ensure that such information's release does not violate security policies and procedures.

K. Security Requirements.

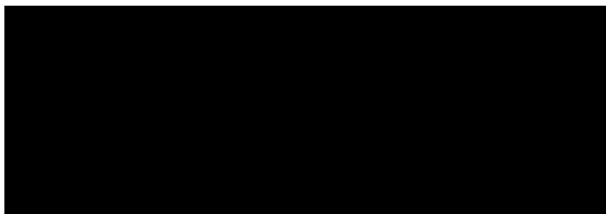
All work performed under this SOW is unclassified unless otherwise specified by DHS. NCITE/UNO will not have access to any sensitive information under this task order.

DHS may exercise full control over granting, denying, withholding, or terminating unescorted access to DHS facilities, DHS systems, and/or sensitive DHS information for government/contract employees. Access will be based upon the results of a DHS fitness/suitability investigation. DHS may, as appropriate, make favorable entry of duty (EOD) decision based on preliminary security checks. The favorable EOD decision would allow the government/contract employee to commence work temporarily prior to the completion of the full investigation. The granting of a favorable EOD decision shall not be considered as assurance that a full DHS fitness/suitability authorization will follow. The granting of a favorable EOD decision or a full DHS fitness/suitability authorization determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by DHS, at any time during the term of the contract/task order. No employee of the government/contractor shall be allowed unescorted access to a DHS facility, access to any sensitive DHS information, or access to DHS Systems without a favorable EOD decision or DHS fitness/suitability determination by the DHS HQ Office of Security. Government/contract employees assigned to the contract/task order not needing access to sensitive DHS information, DHS systems, or access to DHS facilities will not be subject to DHS fitness/suitability screening. Government/contract employees waiting on an EOD decision may not begin work on the task order. Limited access to DHS facilities is allowable prior to the EOD decision if the government/contract employee is escorted by an approved DHS employee. This limited access is to allow government/contract employees to attend briefings, nonrecurring meetings, and begin transition work. During one's limited access the government/contract employee will not have access to sensitive or classified DHS information.

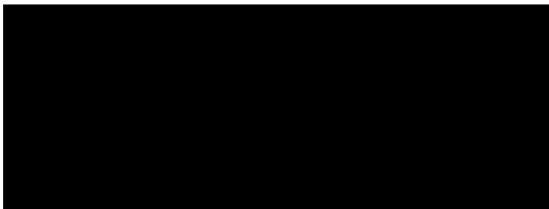
L. Points of Contact

NCITE/UNO Points of Contact are as follows:

Principal Investigator



Program Management POC

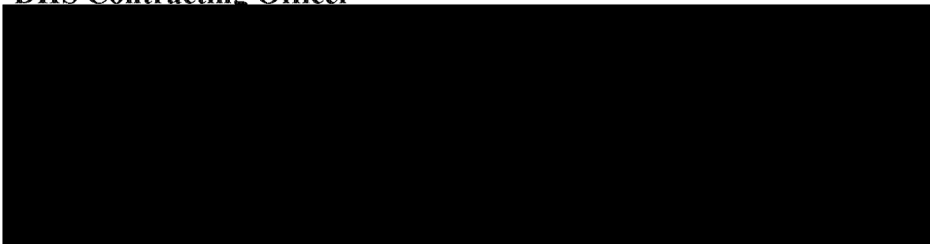


Contracts POCs

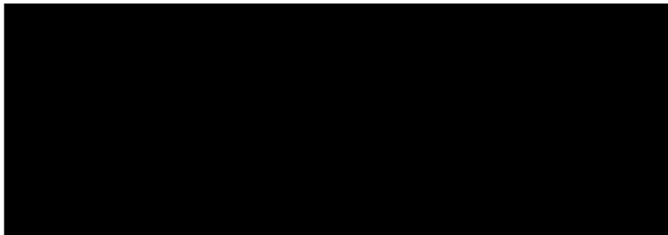
NCITE/UNO may change the individual designated as a POC upon notice to DHS S&T of such change.

DHS S&T Points of Contact are:

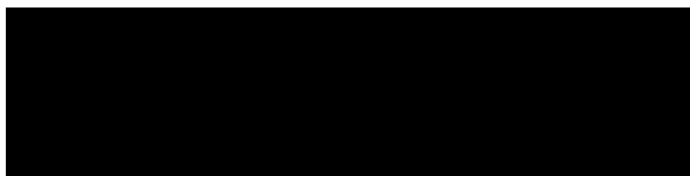
DHS Contracting Officer



DHS S&T COR



DHS S&T PM





DHS S&T Invoicing –



DHS S&T may change the individual designated as a POC upon notice to the NCITE/UNO contracting officer of such change.