

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications to obtain a collection agent through a cooperative agreement to administer the third National Survey of Youth in Custody (NSYC-3), 2017-18, for a period of 48 months beginning January 2, 2017. This project furthers the Department's mission by conducting data collection and completing the data analysis requirements of the Prison Rape Elimination Act of 2003 (P.L. 108-79) (PREA). The project will provide data necessary for the annual statistical review and analysis of incidents and effects of prison rape. It will fulfill the requirement under Sec. 4c(2)(B)(ii) of the act to provide a list of juvenile correctional systems and facilities according to the prevalence of sexual victimization.

National Survey of Youth in Custody (NSYC-3) 2017-18

Applications Due: June 13, 2016

Eligibility

Eligible applicants are for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher education, and associations with demonstrated organizational and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortia. For-profit organizations are not allowed to make a profit as a result of this award or charge a management fee for the performance of this award.

BJS welcomes applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the other(s) must be the subrecipient(s). The applicant must be the entity with primary responsibility for conducting and leading the proposed project. If successful, the applicant will be responsible for managing any subrecipients or, as applicable, for administering any procurement subcontracts that would receive federal funds from the applicant under the award. Only one application per lead applicant will be considered; however, subrecipients may be part of multiple proposals.

BJS may elect to make awards for applications submitted under this solicitation in future fiscal years, depending on the merit of the applications and the availability of appropriations, among other considerations.

Deadline

Applicants must register with [Grants.gov](https://www.grants.gov) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 13, 2016.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in Section D. Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to support@grants.gov. The [Grants.gov](https://www.grants.gov) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the BJS contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact Allen J. Beck, BJS Senior Statistical Advisor, by telephone at 202-616-3277 or by email at AskBJS@usdoj.gov. Include “NSYC-3” in the subject line.

Grants.gov number assigned to this announcement: BJS-2016-9860

Release date: April 20, 2016

Contents

A. Program Description	4
Overview	4
NSYC-3 Specific Information.....	4
Goals, Objectives, and Deliverables.....	17
B. Federal Award Information.....	18
Type of Award.....	18
Financial Management and System of Internal Controls.....	18
Budget Information.....	19
Cost Sharing or Matching Requirement.....	19
Pre-Agreement Cost (also known as Pre-award Cost) Approvals.....	19
Limitation on Use of Award Funds for Employee Compensation; Waiver	19
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	20
Costs Associated with Language Assistance (if applicable)	20
C. Eligibility Information.....	20
Limit on Number of Application Submissions.....	20
D. Application and Submission Information	21
What an Application Should Include	21
How to Apply.....	30
E. Application Review Information.....	33
Selection Criteria.....	33
Review Process	35
F. Federal Award Administration Information	36
Federal Award Notices	36
Administrative, National Policy, and other Legal Requirements.....	36
General Information about Post-Federal Award Reporting Requirements	38
G. Federal Awarding Agency Contact(s)	38
H. Other Information.....	38
Provide Feedback to OJP	38
Application Checklist.....	39

National Survey of Youth in Custody (NSYC-3) 2017-18 (CFDA 16.734)

A. Program Description

Overview

On September 4, 2003, President George W. Bush signed the Prison Rape Elimination Act of 2003 (Public Law 108-79). The act requires BJS to “carry out, for each calendar year, a comprehensive statistical review and analysis of the incidence and effects of prison rape.” The act further instructs BJS to collect survey data: “...the Bureau shall...use surveys and other statistical studies of current and former inmates...” The law was passed in part to overcome a shortage of available research on the incidence and prevalence of sexual violence in correctional facilities.

To implement the act, BJS developed the National Prison Rape Statistics Program (NPRS), which includes four separate data collection efforts: the Survey on Sexual Violence (SSV), National Inmate Survey (NIS), National Survey of Youth in Custody (NSYC), and National Former Prisoner Survey (NFPS).

Each of these collections is independent and, while not directly comparable, they provide measures of the prevalence and characteristics of sexual assault in correctional facilities. The SSV collects information about incidents of sexual violence reported to and investigated by adult and juvenile correctional authorities and characteristics of substantiated incidents. The NIS collects allegations of sexual assault self-reported by adult and juvenile inmates in correctional facilities. The NSYC gathers self-reported sexual assault data from youth in juvenile correctional facilities. The NFPS measures allegations of sexual assault experienced during a person’s last incarceration, as reported by former inmates under active supervision.

This award will provide funding through a cooperative agreement for a collection agent to administer the third round of the NSYC (NSYC-3). Project activities include drawing a national sample of state-operated juvenile facilities and locally or privately operated facilities that house adjudicated youth under state contract; administering the survey to sampled youth in these facilities; and conducting all data collection, analyses, and reporting activities.

BJS anticipates making one award for a 48-month period (January 2, 2017, to December 31, 2020) under this solicitation.

BJS is authorized to issue this solicitation under 42 U.S.C. §3732(c) and 42 USC § 15603.

NSYC-3 Specific Information

Between June 2008 and April 2009, BJS completed the first NSYC (NSYC-1) in 166 state-owned or operated facilities and 29 locally or privately operated facilities. Between February and September 2012, BJS completed the second NSYC (NSYC-2) in 273 state-owned or operated juvenile facilities and 53 locally or privately operated facilities that held adjudicated youth under

state contract. The surveys included at least one facility in all 50 states and the District of Columbia. Youth completed the interview using an audio computer-assisted self-interview (ACASI), whereby they heard questions and instructions via headphones and entered their responses using a touch screen. A total of 9,198 youth completed the survey on sexual victimization in NSYC-1 and 8,845 youth completed the survey in NSYC-2. An additional 1,065 youth in NSYC-1 and 996 in NSYC-2 completed a randomly assigned alternative survey on drug and alcohol use and treatment.

BJS published survey findings in January 2010 (NSYC-1) and June 2013 (NSYC-2). Findings from NSYC-2 included the following:

- An estimated 9.5% of youth in state juvenile facilities and state contract facilities (1,720 youth nationwide) reported experiencing one or more incidents of sexual victimization by another youth or facility staff in the past 12 months or since admission, if less than 12 months.
- About 2.5% of youth (450) reported an incident involving another youth and 7.7% (1,390) reported an incident involving facility staff.
- In state juvenile facilities, the rate of sexual victimization declined from 12.6% in NSYC-1 to 9.9% in NSYC-2. The decline was linked to staff sexual misconduct with force (from 4.5% of youth in NSYC-1 to 3.6% in NSYC-2) and staff sexual misconduct without force (from 6.7% to 5.1%).

Each publication provided information on sampling of facilities, selection of youth, weighting and nonresponse adjustments, and facility- and state-level estimation. The ACASI sexual victimization surveys are available at <http://www.bjs.gov/index.cfm?ty=dcdetail&iid=321#>.

The data collected in NSYC-1 and NSYC-2 were used to develop national- and facility-level (for large facilities) estimates of sexual assault. Data from the surveys were included in two previous reports from the Attorney General, which were submitted to Congress, the Secretary of the U.S. Department of Health and Human Services, and the DOJ Review Panel on Prison Rape, as specified under the act. The reports provided detailed results from the surveys, including rankings and summary findings. They identified facilities with the highest and lowest rates of sexual violence, which the Review Panel on Prison Rape used to solicit testimony from correctional administrators of these facilities.

NSYC-3 will build on the past surveys. BJS has examined the substantive gaps in the NSYC-2 sexual assault questionnaires and intends to obtain more details on specific incidents. New measures include items related to past physical and sexual abuse, youth's mental health and emotional problems, disabilities and other impairments, misconduct while in the facility, and placement in restricted housing. In addition, BJS intends to improve the measurement of the nature and circumstances surrounding staff sexual misconduct and boundary violations, collusion among inmates and staff surrounding victimization, impact on victims, and other factors related to facility climate, institutional culture, and correctional leadership.

Scope of Work

Task 1. Project management

The recipient of funds should manage the NSYC-3 data collection in an efficient manner that

fosters communications with the BJS project manager (PM) and staff, other project staff, and stakeholders.

Subtask 1.1. Post-award meeting and project schedule

Within 2 weeks of the award, the recipient's project director (PD) and key staff will attend a post-award meeting with the BJS PM and BJS key staff in Washington, D.C. The initial meeting should focus on a review of the overall project goals and tasks, and discuss areas of concern related to the proposed project scheduling plan, staffing plan, and other management requirements. This meeting will provide an opportunity for BJS staff to share project experience and materials with the recipient.

Within 2 weeks of the post-award meeting, the recipient should submit an updated version of the project schedule to BJS for review and comment. The BJS PM will review the schedule and provide comments. Subsequent revisions to the schedule will be done as needed and will be submitted to the BJS PM after the BJS PM and the recipient agree on the changes.

Applicants should develop a schedule for each task. The schedule should identify start dates for each task and subtask, and completion dates for all deliverables shown on page 17. After the BJS PM has agreed to the timetable, all work is expected to be completed as scheduled unless the BJS PM is consulted and approves any changes.

Subtask 1.2 Project calls and meetings

The recipient of the funds will establish a routine method for updating the BJS PM and project staff on the status of the project, which will include at least one conference call every 2 to 3 weeks. The recipient will work with BJS to develop the agendas for these calls. The BJS PM and the recipient will establish other regular communication vehicles as needed.

Subtask 1.3 Quarterly reports

The recipient will submit to the BJS PM quarterly progress reports that include (1) all activities performed during the quarter, (2) problems encountered and proposed or enacted solutions, (3) plans for the upcoming quarter, (4) a brief discussion of the expenditure of funds and a statement that indicates the percentage of funds that have been expended, and (5) a statement as to whether the project will be completed according to the time frame specified in the schedule and within the budgeted amount.

Task 2. Survey management

Subtask 2.1 Develop self-report survey instruments

NSYC-3 will consist of three questionnaires: (1) a survey of sexual victimization designed for older youth, (2) a survey of sexual victimization designed for younger youth, and (3) an alternative survey designed for a 10% randomly selected sample of youth in each selected facility. BJS will deliver to the recipient the final NSYC-3 questionnaires in English. New and revised items in these questionnaires will have been cognitively tested prior to submission to the recipient.

The recipient will translate the questionnaires into Spanish, cognitively test them, and revise them as needed. BJS will provide Spanish language questionnaires from NSYC-2. The recipient will provide translation for all new and revised items and will cognitively test the revised Spanish-language instruments.

Subtask 2.2 Develop ACASI mode of survey administration

The recipient will adapt the questionnaires for ACASI administration. The final ACASI instruments will be created from nonproprietary software commonly available to government and industry, in compliance with the government's desire for portability in applications. BJS retains all rights to the source code used to produce the instruments. Authoring software must be capable of producing a hard-copy version of the ACASI interview instruments and associated audio files.

BJS will provide the ACASI coding specifications in paper form based on initial pilot tests in English. The recipient should expect to make only minor changes to the English-language instruments. The recipient will provide the BJS PM with a draft English version of the ACASI instrument (installed on a field laptop) for evaluation before conducting a small-scale systems test.

The recipient will also conduct a larger pilot test of the Spanish-language instruments in up to four facilities with up to 50 Spanish-speaking respondents.

The recipient will deliver a final version of each ACASI instrument to the BJS PM for evaluation and testing 3 months prior to the national field collection.

Subtask 2.3 Test ACASI survey instruments and case management protocols

The recipient will conduct a small-scale pilot test of the final ACASI instruments (in English and Spanish) and case management protocols. The pilot test will be conducted in up to four facilities with up to 100 completed youth interviews. The tests may be conducted in facilities that permit consent through *in loco parentis* (see subtask 3.2.) The recipient will work with the BJS PM to recruit facilities and obtain Office of Management and Budget (OMB) clearance under BJS's generic clearance provisions. The recipient will be responsible for testing all aspects of the final collection and case management protocols, and will deliver a pilot test report to the BJS PM within 30 days of completing data collection.

Subtask 2.4 Develop and test online data collection forms—facility questionnaire

An additional component of NSYC-3 is the collection of information about the facility and living units in sampled facilities. The survey collects data on facility staff, staff turnover, staff testing and training, housing characteristics, crowding, youth assessment and screening, youth education on PREA, and other facility characteristics.

BJS will provide the recipient with a pilot-tested paper form and online application for NSYC-3. The recipient should expect to make only minor revisions to the forms. The facility form will be a maximum of 45 items with multiple response options. The reporting burden is expected to be 60 minutes per response on average.

The recipient will use the pilot-tested paper instrument and online data collection instrument in a small-scale systems test prior to implementation. The recipient will provide the BJS PM and project staff with finalized instruments and access to the online collection protocol for final review and approval 3 months prior to national field collection.

Task 3. Sampling—Update and execute sample design

BJS will provide the recipient with the sample design, which will provide facility- and state-level estimation in all 50 states and the District of Columbia. A description of past designs is available at [http://www.bjs.gov/index.cfm?ty=dcdetail&iid=321#Publications and products](http://www.bjs.gov/index.cfm?ty=dcdetail&iid=321#Publications_and_products).

As with past designs, the universe for the surveys consists of all adjudicated youth residing in facilities owned or operated by a state juvenile correctional authority and state-adjudicated youth held under contract in locally or privately operated juvenile facilities. The universe is restricted to facilities that house youth for at least 90 days, hold at least 25% adjudicated youth, and hold at least 10 adjudicated youth at the time of the survey. BJS is currently modifying the design to improve the estimation of youth-on-youth and staff-on-youth sexual victimization at the state level. For purposes of expected workload, the recipient should expect a multistage stratified design, with up to 475 selected facilities at the first stage (with up to 370 facilities determined to be open and eligible at the time of data collection).

The recipient will work collaboratively with the BJS PM and staff to finalize the sample design. The recipient will be responsible for drawing the sample based on initial specifications from the BJS PM. The recipient will draw the sample from the most recently available census data (e.g., Census of Juveniles in Residential Placement 2015 or a later update).

Task 4. Institutional Review Board (IRB) approvals/OMB clearances/human subjects protocols

Subtask 4.1 Obtain IRB and other research board approvals

The recipient will obtain approval from an IRB for the NSYC-3 instruments and survey, and for field management protocols. BJS will accept the recipient's IRB certification if all appropriate documentation is provided. In addition, the recipient must obtain approval from any additional IRBs or review panels that may be required in sampled states or facilities. The recipient will provide the BJS PM with copies of all IRB requirements, submissions, and final certifications.

Subtask 4.2 Submit OMB clearance packages and obtain approval

The recipient will prepare a draft of all OMB clearance packages necessary to complete NSYC-3 activities. The recipient and the BJS PM will collaborate in finalizing each package. BJS will submit the package. Together, the recipient and the BJS PM will respond to all OMB passback questions.

OMB clearance is required prior to conducting any data collection activities, including contacting states and sampled facilities to notify them of selection, gaining cooperation, and coordinating the visits.

BJS anticipates two rounds of OMB approval:

- The first will be submitted under BJS's generic clearance provisions. It is required prior to any pilot test or systems test of the ACASI instruments.
- The second will be a full clearance. The recipient will submit a draft of the clearance package to the BJS PM at least 1 month before submitting the final clearance package to OMB. The final OMB clearance package will be submitted at least 6 months prior to the initial contact with the sampled jurisdictions and facilities. The NSYC-3 instruments, survey management and field protocols, sample design, and survey administration plan will be finalized before submitting the clearance package to OMB.

Task 5. Recruitment and training prior to data collection

Subtask 5.1 Recruit field staff

The recipient will ensure that a full criminal background check, including a search of state and federal criminal records, has been conducted on every new or returning field representative (FR). A new background investigation will be conducted as needed for all FRs entering the selected facilities. In addition to normal background clearance procedures, selected facilities may have specific clearance requirements for entry and contact with youth. Upon request, the recipient will update the background checks or provide information on field staff to facility authorities or state agencies responsible for the operation of facilities to meet specific entry requirements. The recipient must ensure that transfer of such information to facility authorities is secure.

The recipient will have sufficient field staff who are fluent in both English and Spanish to administer the survey in Spanish when needed. The recipient will have a sufficient number of staff to complete the data collection on time. Before fielding the survey, the recipient will provide a staffing plan for review and approval.

Subtask 5.2 Develop training materials and train staff

The recipient will develop and deliver to the BJS PM all training materials for the data collection staff. These materials include instructor manuals, trainee workbooks, exercises, slides, and other materials needed before field training starts, including additional materials developed during data collection to address issues experienced in the field. The BJS PM and other BJS staff will be included in at least one training session prior to the start of data collection.

The recipient will ensure that all staff assigned to the project successfully complete the training program specified in the training plans, have nondisclosure agreements in place, comply with all facility regulations, and pass any required background checks. In addition, the recipient will ensure that staff receive additional training for new methods or procedures instituted in response to experiences in the field after data collection has started.

Subtask 5.3 Develop a state and facility recruitment manual

The recipient will develop a state and facility recruitment manual that addresses all state requirements for study implementation. The manual will be completed and delivered to BJS before state and facility recruitment activities begin. At a minimum, the manual should provide instructions for—

- identifying state and facility liaisons
- identifying IRB requirements and other state and facility research requirements
- obtaining specific requirements and procedures for reporting child abuse and neglect
- identifying external counseling resources (i.e., ensuring that both internal and external counseling will be available to youth who participate in the survey)
- determining the nature of consent required (*in loco parentis*, parent/guardian consent, or both, depending on age)
- determining logistical procedures such as required security clearance; special requirements for entry into the facility; and any restrictions on schedule, space, or staffing
- determining procedures for obtaining youth rosters and specifying data elements and procedures for transferring information from the rosters, depending on the nature of consent required.

The recipient will maintain a state recruitment tracking system that allows the state recruitment progress to be recorded and updated. This system will include a record of all contact between project staff and the state liaison or facility contacts. It will be made available to the BJS PM upon request.

Task 6. Fielding the survey

Subtask 6.1 Develop a survey administration plan

The recipient of funds will develop a detailed survey administration plan and deliver it to the BJS PM for review and approval prior to data collection. The plan should describe procedures the recipient will develop and implement to field the NSYC-3 and complete data collection on time. It should address procedures that will minimize field costs and achieve a youth response rate of at least 60%, which matches the rate achieved in NSYC-2.

Subtask 6.2 Maintain real-time tracking systems

The recipient will maintain an electronic system to allow creation of summary reports on the status of the collection, including facility response rates, comparison of the overall response rates with the targeted responses, and reasons for facility nonparticipation (e.g., facility closed, out of scope, refusal to participate, or other reason) and youth noninterviews (e.g., lack of consent, staff refusal for youth, youth refusal, language problem, or another reason). The recipient will deliver this type of information to the BJS PM every 2 weeks during the collection period.

Subtask 6.3 Collect administrative data

The recipient of funds will develop a detailed plan for conducting the facility survey and deliver it to the BJS PM for review and approval prior to data collection. The plan should describe procedures the recipient will develop and implement to field the NSYC-3 facility survey and complete data collection on time. It should address procedures that will minimize field costs and achieve a nearly 100% response rate, which matches the rate achieved in NSYC-2.

Task 7. Post-survey adjustments and analytic files

Subtask 7.1 Data processing for NSYC-3, ACASI collection

The recipient will process and verify the data according to BJS standards, which includes implementing BJS-approved coding, editing, and verification procedures. These processing activities will be performed during data collection and analysis and will be completed by the time the recipient delivers the analytic files to BJS.

Subtask 7.2 Data processing for NSYC-3, facility collection

The recipient will review data records for completeness and for any problems (e.g., inappropriate skips, out-of-range values, or input errors) that may have occurred when the survey was conducted. The recipient will identify problems and take appropriate corrective actions.

The recipient will deliver to the BJS PM a status report on data editing, including a description of how many errors were resolved during this phase. The recipient will maintain the records and results of the data editing and corrective actions for the BJS PM. These records will be delivered upon request. The status report on data editing will be provided within 3 months after data collection ends. It will include summary statistics on the number of problems detected and the procedures used to take corrective actions.

A plan for data edit checks will be submitted to the BJS PM for review and comment. It should include specifications for the coding of open-ended items and “other specifies.”

Subtask 7.3 Unit and item nonresponse assessment and response plan

The recipient will conduct an analysis in conjunction with the unit nonresponse analyses and make recommendations to BJS about imputation strategies. If data are imputed, the imputed data and appropriate imputation flag variables will be included in all data files delivered to the BJS PM. The approach will include a proposal for evaluating the effect of imputation on estimates from the data. The recipient will deliver a description of the approach to the BJS PM soon after data collection begins to obtain agreement on an approach before data collection ends. Results from the analyses will be delivered to BJS soon after data collection ends; they will be discussed in detail in the methodology report (subtask 9.1) and summarized in the data file user’s guide (subtask 8.4).

Subtask 7.4 Assess reliability and validity of youth self-reports

The recipient, in close collaboration with the BJS PM, will develop and implement a plan for assessing the reliability and validity of youth self-reports. In the NSYC-1 and NSYC-2, interviews were assessed for extreme or internally inconsistent response patterns. Interviews with response patterns considered unreliable were excluded from the calculations. For the NSYC-3, BJS expects to introduce additional checks, including assessment of time stamps, in-depth review of response patterns, and use of respondent and field representative debriefing items.

Applicants should describe their approach to assessing reliability and validity of self-report victimization and discuss additional measures that could be introduced into the NSYC-3 instrumentation.

Subtask 7.5 Facility-, state-, and national-level weights

The recipient will develop and submit a weighting plan to the BJS PM for review and comment soon after data collection begins. The plan will discuss what the weights will represent, procedures for how they will be developed, and how they will be evaluated. The recipient will develop weights as necessary to provide facility-, state-, and national-level estimates.

The weights will be integrated into all data files that are delivered to the BJS PM. The weights will incorporate nonresponse adjustments and rely on administrative records when available. The weighting schemes at the facility level will follow the weighting schemes used in the NSYC-2 as closely as possible. Weighting schemes at the state and national levels will reflect each facility's probability of selection and then adjust for nonresponse. (More information on the NSYC-2 weighting is available at <http://www.bjs.gov/content/pub/pdf/svjfry12.pdf>.)

The recipient will work collaboratively with the BJS PM to finalize the weighting plan before data collection ends. Descriptions of the weights will be discussed in detail in the methodology report and will be included in the data file user's manuals.

Subtask 7.6 Standard error calculations and adjustment factors

The recipient will prepare a plan for measuring sampling errors and submit it to the BJS PM for review and comment soon after data collection begins. The recipient will describe in detail methods for calculating standard errors from small samples and estimates close to 0%, as is the case with facility-level estimates in the NSYC-3.

The analytic data files delivered to the BJS PM (subtask 8.2) and the restricted public-use archive data files delivered to the BJS PM (subtask 8.4) will contain data elements necessary to support the calculation of direct variance estimation for complex survey designs. These calculations will be capable of being performed by commonly used statistical software packages such as SUDAAN, SAS, SPSS, and Stata. The recipient will collaborate with the BJS PM to finalize the standard error plan within 3 months after data collection ends.

The recipient will describe in detail the methods used to generate variances in the methodology report and the data file user's manuals. This will allow users to apply the data elements and associated software to calculate the variances, and provide an example of the methods and use of the available software.

Task 8. Data files and documentation

Subtask 8.1 Produce constructed variables and documentation

The analytic data file will also include calculated variables. BJS expects that this file will contain more than 200 variables for key measures involving characteristics of reported sexual victimization, circumstances surrounding the victimization, and perpetrator characteristics. It will also contain demographic variables such as age, race, Hispanic origin, sexual orientation, gender identity, educational attainment, current offense, time in the facility, history of past sexual assaults, time in restrictive housing, mental health and emotional problems, and disabilities.

Subtask 8.2 Produce analytical files for BJS internal use

Within 6 months after data collection ends, the recipient will deliver to the BJS PM a copy of all analytic data files, supporting documentation, and all code and data necessary to replicate the creation of the weights and standard error adjustments in accordance with BJS specifications and requested formats. These data files will be used to prepare data for release in BJS statistical tables and special reports. The data files will include both reported and imputed data, imputation flag variables, sample weights, and data elements necessary for direct variance estimation.

Subtask 8.3 Develop and implement a data disclosure analysis plan

The recipient will identify and implement methods to limit the risk of disclosure of personally identifiable information for all NSYC-3 archived data files, including files designated for public use and restricted use only. After data collection ends, the recipient will submit plans to the BJS PM for review and comment for carrying out the disclosure analyses. The recipient will undertake a disclosure review for each data collection (i.e., core sexual victimization, supplemental survey, and facility/housing unit survey). To assist with this effort, the recipient will convene an internal panel of experts to assess risks and propose appropriate actions to minimize them. The plan will identify variables that may identify a respondent in the NSYC-3 and NSYC-3 addendum and propose methods to mitigate the disclosure risk through actions such as data swapping, data suppression, and data combination. The case characteristics between the public-use and restricted-use data files must agree so that analysts using both types of files generate consistent results. This is particularly important in relation to data swapping. The recipient will consider how the public-use file would be affected by changes made to the restricted-use file.

The recipient will work collaboratively with the BJS PM to finalize the disclosure analysis plan within 90 days after data collection ends. Once the BJS PM agrees to the plan, the recipient will conduct the analyses and submit the results to the BJS PM. The results will present the disclosure risk before and after data have been changed. After the BJS PM

agrees to the solutions to protect against data disclosure, the recipient will incorporate the data changes from the disclosure analyses into the archived data files.

Subtask 8.4 Produce restricted-use and public-use data files and documentation

The recipient will create and submit to BJS electronic files of the NSYC-3 data and documentation, including a codebook, for archiving at the National Archive of Criminal Justice Data (NACJD). All of the archive data files will be created from the analytic data files delivered to the BJS PM. If BJS makes any modifications to the analytic data files while analyzing the data for the purposes of producing BJS products, BJS will deliver to the recipient a copy of the final version of the data that was used to produce the products, and that version of the analytic data file will be used to create the archive data files.

The recipient will archive five data files:

- The first file will be provided to NACJD within 60 days after the release of the first BJS special report. This file, which will be a restricted file for Enclave access only, will provide the final data from the core sexual victimization survey.
- The second file will be provided to NACJD within 60 days after the release of the second BJS special report. This file, which will be an unrestricted public-use file, will provide the final data from the facility/housing unit survey.
- The third file will contain all data from the core sexual victimization survey and the facility survey, and calculated facility-level data derived from the core survey. This file, which will be a restricted file for Enclave access only, will be provided to NACJD within 60 days after the release of the second BJS special report.
- The fourth file will contain data from the NSYC-3 addendum, a supplemental survey based on a 10% random sample of youth. This file will contain all data adjustments for nonresponse, base weights and national weights, sampling information needed to generate standard errors, and calculated variables for analysis. This file, which will be an unrestricted public-use file, will be provided to NACJD within 90 days of the release of the second BJS special report.
- The fifth file will contain data items common to the core NSYC-3 (90%) and the NSYC-3 addendum (10%). This file, which will be an unrestricted public-use file, will be provided to NACJD within 120 days of the release of the second BJS special report.

All of the archived data files will be accompanied by a user's manual that provides sufficient detail to allow analysts to properly use the data files. The manual will include, but not be limited to, the following:

- a section describing the sample design
- a section describing the data collection procedures
- a section that reports the facility and inmate response rates by characteristics and describes the nonresponse rates for facilities and inmates by type of nonresponse and characteristics
- a description of the how the data file is organized
- a description of the data editing procedures
- a section that reports on the results of the unit and item nonresponse analyses and discusses imputation methods

- a section that provides a general overview and instructions for testing statistical significance of differences
- a description of the weights available on the file and how to use them (i.e., which types of weight would be appropriate for specific analyses)
- a description of the method(s) that could be used to generate standard errors, including instructions and illustrations to help users calculate variances based on the different methods
- frequencies for at least 200 key variables, including imputed and calculated variables
- programming code to create all calculated variables
- the questionnaire.

NACJD staff will be responsible for formatting the data files for archiving. The recipient will provide additional data or documentation as needed, based on NACJD staff review of the materials submitted for archiving the data.

Task 9. Production of statistical products and analytic support

Subtask 9.1 Produce methodology reports

The recipient will prepare a methodology report that provides a detailed description of (1) sample design and outcomes; (2) data collection procedures and outcomes; (3) first- and second-stage response rates and the variation of response rates by characteristics; (4) editing and coding procedures; (5) assessment of reliability and validity; (6) nonresponse bias assessment, including types of nonresponse at the first and second stage of selection and the variation by characteristics; impact of unit and item nonresponse; methods of imputation and data quality; and other results from the nonresponse bias analysis; (7) weighting schemes for facility-, state-, and national-level estimation; (8) methods that may be used to generate standard errors, including appropriate code for calculations using SUDAAN, WestVars, and SPSS; and (9) documentation of constructed variables used in the analyses.

A draft report will be delivered to the BJS PM for review and comment within 6 months after the data collection ends. A final report will be delivered prior to the completion of the first BJS special report.

Subtask 9.2 Produce two BJS special reports

The recipient will work closely with the BJS PM and staff to prepare two BJS special reports. The first report, *Sexual Victimization in Juvenile Facilities Reported by Youth, 2018*, will contain tables similar to those in the previously published reports. The recipient will ensure that measures are comparable. The report will contain facility-, state-, and national-level estimates for the purposes of ranking facilities. The report will also examine any observed changes in victimization rates, by type of incident, and explore factors that may account for these changes. Additional tables may be included to incorporate other measures and covariates of victimization. Recipients will be responsible to produce the tables and verify them in compliance with BJS verification standards. Draft tables for the first report will be provided on a flow basis. However, all draft tables will be submitted within 4 months after data collection ends. For the first

report, recipients will also be responsible to review draft text and final text provided by BJS staff.

The second report, *Facility-level and Individual-level Correlates of Sexual Victimization in Juvenile Facilities, 2018*, will contain tables similar to those in the previously published reports. Working closely with the BJS PM and staff, the recipient will examine the facility's impact on youth sexual victimization in addition to youth-level predictors. The recipient will draw on correlates identified in the first report and will construct facility-level measures based on youth self-reports in the NYSC-3 core survey. The recipient will also process and analyze data from the companion facility-level and housing unit survey. The report will identify the facility-level correlates of youth sexual victimization, identify significant youth characteristics that may be predictive independent of the facility-level covariates, and adjust the rates among the "high-rate facilities" that were identified in the first report to take into account variations in facility characteristics and composition.

The recipient will be responsible for producing and verifying the tables in compliance with BJS verification standards. Draft tables for the first report will be provided on a flow basis. However, all draft tables will be submitted within 6 months after the first report is published. For the second report, recipients will be responsible for draft and final text after review by BJS staff.

Subtask 9.3 Analytic support

BJS may ask the recipient to conduct a short turnaround, basic descriptive analysis of NSYC-3 data. These analyses will typically involve generating special tabulations, including providing a profile of facilities identified as "high rate" and tabulations as needed to respond to inquiries about data published in the BJS reports. On a per-request basis, this work generally will require no more than 8 hours. The recipient will expect to respond to a maximum of 10 special requests.

Task 10. Delivery of all project materials

All data and source code generated by this project belong to BJS. BJS retains all rights to exclusive use of the data until BJS releases the public-use data file, which will be available at the NACJD at www.icpsr.umich.edu/icpsrweb/NACJD/. The recipient will not release or disclose any data collected through this cooperative agreement without BJS's prior written approval. This includes, but is not limited to, presentations at professional conferences and meetings, press releases, and grant applications. Unauthorized release of the data by the recipient or its associates may result in the immediate commencement of termination or suspension proceedings in accordance with 28 CFR Part 18.

The recipient will implement procedures to ensure that all data are maintained securely and that all data security procedures comply with 28 CFR Part 22. At BJS's request, the agent will provide a copy of the data security procedures and copies of forms signed by staff indicating their compliance with 28 CFR Part 22. Applicants should demonstrate the capacity to meet this requirement.

Goals, Objectives, and Deliverables

The goal of this solicitation is to identify a data collection agent to implement the NSYC-3. Under a cooperative agreement, the activities and deliverables specified in this solicitation are designed to meet PREA requirements. Specifically, the act requires BJS to conduct surveys of current residents in juvenile correctional facilities to determine the incidence and prevalence of sexual victimization at the facility level. The surveys are to be used to develop facility-, state-, and national-level estimates of sexual assault by type. As specified under the act, the surveys must identify facilities with the highest and lowest rates of sexual violence. The Review Panel on Prison Rape will use this information to solicit testimony from correctional administrators of these facilities.

In meeting these goals, the recipient is required to address 14 objectives that correspond to the tasks and subtasks enumerated in the Scope of Work. The objectives of this project are to (1) adapt the sexual victimization instruments and alternative youth survey instrument for an ACASI mode of collection; (2) develop and test an online data collection mode for the facility/living unit survey; (3) conduct pilot tests and systems tests of ACASI and online facility surveys, as needed; (4) update and implement the sample design for the sexual victimization surveys; (5) obtain OMB clearances and IRB and other research board approvals prior to data collection; (6) develop all appropriate protocols for obtaining consent from parents/legal guardians or other legal authorities; protocols for internal and external counseling, as needed, for youth participating in the surveys; and protocols for reporting child abuse and neglect, as required under state laws; (7) provide data collection services for the ACASI and facility surveys; (8) develop methods and statistical models for assessing the reliability and validity of self-reported sexual assaults by juveniles; (9) develop methods for nonresponse adjustment; (10) develop facility-, state-, and national-level weights; (11) produce analytical files for BJS internal use; (12) develop and implement a disclosure analysis plan; (13) produce restricted-use and public-use data files and documentation; and (14) produce statistical products, methodological reports, and two BJS special reports.

In meeting these objectives, the recipient will produce the following deliverables:

- project schedule
- quarterly progress reports
- draft and final versions of ACASI instruments on a laptop
- online data collection form and paper form for facility questionnaire
- updated sample design based on most recent census data, and list of selected facilities
- copies of all IRB and other research board submissions and final certifications
- draft OMB clearance under the BJS generic clearance for pilot testing
- draft OMB clearance under a full clearance for full field collection
- all staff training materials in draft and final forms
- state and facility recruitment manuals
- records of all contacts between project staff and state/facility liaisons, in electronic form, upon request
- final administration plan for the ACASI sexual victimization survey, 10% addendum, and facility survey
- summary reports, every 2 weeks, from the real-time tracking system during the data collection period
- draft and final plans for data editing and imputation

- draft and final plans for nonresponse adjustment and weighting
- analytical data files and supporting documentation for BJS internal use
- data disclosure analysis plan and certification, upon completion
- five data files for submission to NACJD, with study documentation and user’s manual
- methodology reports for ACASI surveys and facility survey
- two BJS special reports, including tables and methodological support for the first report and tables and text for the second report
- analytic support, as requested following release of the special reports, until the end of the cooperative agreement
- interim and final progress and financial reports (see “Federal Award Information”, Part B, of this solicitation for additional information).

B. Federal Award Information

BJS estimates that it will make one award for an estimated total of \$8,000,000 for a 48-month project period, beginning January 2, 2017.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of Award¹

BJS expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if BJS expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity²) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303—

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the recipient (and any subrecipient) is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

¹ See *generally* 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

² For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

(b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

(c) Evaluate and monitor the recipient's (and any subrecipient's) compliance with statutes, regulations, and the terms and conditions of federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost Sharing or Matching Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Pre-Agreement Cost (also known as Pre-award Cost) Approvals

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.³ The 2016 salary

³ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

The Director of BJS may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise and for the work to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For eligibility information, see title page.

For additional information on cost sharing or matching requirements, see [Section B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, BJS will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJS has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and resumes/curriculum vitae of key personnel. For purposes of this solicitation, “key personnel” means principal investigator and any co-principal investigators. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the “Note on File Names and File Types” under [How to Apply](#) to be sure applications are submitted in permitted formats.

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

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (GMS) take information from the applicant’s profile to populate the fields on this form. When selecting “type of applicant,” if the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable).

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the “Program is not covered by E.O. 12372.”)

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- written for a general public audience
- submitted as a separate attachment with “Project Abstract” as part of its file name
- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

Permission to Share Project Abstract with the Public: It is unlikely that BJS will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. Program Narrative

The program narrative section of the application should not exceed 40 double-spaced pages in 2-point font with 1-inch margins. If included in the main body of the program narrative, tables, charts, figures, and other illustrations count toward the 40-page limit for the narrative section. The project abstract, table of contents, appendices, and government forms do not count toward the 40-page limit.

If the program narrative fails to comply with these length-related restrictions, BJS may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

- a. Statement of the Problem
- b. Project Plan and Implementation
- c. Capabilities and Competencies

Within these sections, the narrative should address—

- Project goals and objectives
- Review of relevant literature, including the PREA legislation and past NSYC reports published by BJS
- Management plan and organization
- Data management plan

All BJS-funded research requires the development of a data management plan that guides data management activities throughout the agreement and ensures the timely release of the project's data and derived products after the project or task is completed. Applicants must include a preliminary (4-page limit) data management plan that explains how data products will be developed, documented, formatted, and delivered to BJS in a manner that ensures optimal utility. The recipient will coordinate with the BJS PM and an identified BJS data steward to develop a comprehensive data management plan that will be periodically reviewed and enhanced as the project progresses.

The data management plan for this project is expected to address the following, at a minimum:

- roles, rights, and responsibilities of all project participants
- expected data (as detailed in the tasks and deliverables) and metadata
- data formats, organization, and dissemination approach
- data retention and release timelines
- data security, confidentiality protection, and other policy requirements
- data archiving and preservation of access.

At project completion, all data and complete metadata descriptions must be provided to the BJS PM and BJS data steward. As detailed among the tasks and deliverables, BJS requires the recipient of an award under this solicitation to submit to the NACJD (through the BJS PM) all datasets that result in whole or in part from the work funded by BJS. These submissions must include all associated files and any documentation necessary to allow others to reproduce the project's findings and extend the scientific value of the datasets through secondary analyses. In addition to the delivery of specific datasets and documentation detailed in the tasks and deliverables, all remaining datasets and necessary documentation are to be submitted 60 days before the project period ends.

For more information, see the "Program Narrative" section of "What an Application Should Include." For information that BJS has previously agreed not to make publicly available for a period of time or that is undergoing review or may never be released due to data disclosure determinations, data will be placed in a secure area until the period of exclusivity or review has expired.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

To demonstrate program progress and success, as well as to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>Conduct survey management activities.</p>	<p>Effective management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits</p> <p>Provides documentation that research has regulatory clearances to engage human subjects and conduct data collection.</p> <p>Develop procedure to meet a need obtaining consent from parents/legal guardians, protocols for internal counseling, and protocols to address state laws related to mandatory reporting of abuse and neglect.</p>	<p>A detailed project schedule.</p> <p>Quarterly progress reports.</p> <p>Documentation of approval from all appropriate Institutional Review Boards and the Office of Management and Budget.</p> <p>Provide documentation for procedure to meet a need obtaining consent from parents/legal guardians, protocols for internal counseling, and protocols to address state laws related to mandatory reporting of abuse and neglect.</p>
<p>Develop ACASI instruments for youth self-reports and online/paper collection form for facility survey.</p>	<p>Develop data collection instruments that are efficient, enhance participation, and minimize measurement error.</p>	<p>An ACASI application that averages 30 minutes in length.</p> <p>Instruments with fully functioning audio/text synchronization.</p> <p>An online collection form that allows respondents to pause and submit, minimizes item nonresponse, and provides help screens as needed.</p>
<p>Field the NSYC-3 sexual victimization and addendum surveys and companion facility survey.</p>	<p>Provides data that are comprehensive and accurate.</p>	<p>An NSYC-3 sexual victimization file and addendum file that yield a minimum unit response rate of at least 60%.</p> <p>An NSYC-3 facility survey that yields a 100% response rate from facilities participating in the NSYC-3 sexual victimization survey.</p> <p>Data elements in all NSYC-3 collections that meet a minimum item response rate of 95% or higher.</p>

<p>Deliver analytical data files and supporting documentation</p>	<p>Percentage of deliverables that meet expectations.</p> <p>Percentage of deliverables completed on time.</p>	<p>Number of deliverables that meet BJS's expectations for completeness, quality, and precision.</p> <p>Number of deliverables completed on time.</p> <p>Completes the NSYC-3 data collection within a target period of 18 months and all post-survey adjustments, calculated variables, and documentation for the sexual victimization survey within 3 months following data collection.</p>
<p>Deliver other statistical products and analytical reports.</p>	<p>Percentage of deliverables that meet expectations.</p> <p>Percentage of deliverables completed on time.</p>	<p>Number and percent of tables in two special reports that meet BJS's expectations for content, accuracy, and precision (without major revision).</p> <p>Completes draft tables of first report within 4 months of end of data collection and release of first report as coauthors within 2 months after finalizing tables.</p> <p>Completes draft tables of second report within 6 months of BJS release of first report and draft text within 2 months after finalizing tables.</p> <p>Analytical support for all statistical products and use of data files through end of the 50-month project.</p>
<p>Deliver data and documentation to the National Archive of Criminal Justice Data (NACJD).</p>	<p>Percent of deliverables that meet expectations.</p> <p>Percent of deliverables completed on time.</p>	<p>Data disclosure analysis plans and implementation are completed on time and fully address disclosure risks.</p> <p>All documentation to NACJD that is fully compliant with archival standards, complete, and requires minimal corrections upon submission.</p>

BJS does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJS will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

- e. Appendices (not counted against the program narrative page limitation) include—
 - bibliography/references
 - any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed project that are supplemental to such items included in the main body of the narrative

- curriculum vitae or resumes of the principal investigator and all co-principal investigators. In addition, curriculum vitae, resumes, or biographical sketches of all other individuals (regardless of “investigator” status) who will be significantly involved in substantive aspects of the proposal (including, for example, individuals such as statisticians, survey methodologists, or analysts serving as consultants to conduct the proposed data collection and analyses).

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://ojp.gov/financialguide/DOJ/index.htm>.

b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

c. Noncompetitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the noncompetitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their 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 cost categories. For the definition of Cognizant Federal Agency, see the “Glossary of Terms” in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

In order to use the “de minimis” indirect rate, attach written documentation to the application that advises OJP of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the “de minimis” method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.⁴

6. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- the federal agency that currently designated the applicant as high risk
- the date the applicant was designated high risk
- the high risk point of contact name, phone number, and email address, from that federal agency
- reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

7. Additional Attachments

a. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application

⁴ See 2 C.F.R. § 200.414(f).

under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment to their application. The file should be named “Disclosure of Pending Applications.”

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

b. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research and evaluation independence, including appropriate safeguards to ensure research and evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant’s other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:

- a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by BJS grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization;

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:

- a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants MUST also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

8. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

9. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

How to Apply

Applicants must register in, and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJA strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

Note on Attachments. Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please ensure all required documents are attached in the mandatory category.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&amp;” format.		

Grants.gov is designed to forward successfully submitted applications to the OJP Grants Management System (GMS).

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRregister> to create a username and password. Individual applicants should complete all steps except 1, 2, and 4.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the

universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process for organizations, go to www.grants.gov/web/grants/register.html. Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.html>.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.734, titled "Special Data Collection and Statistical Studies," and the funding opportunity number is BJS-2016-9860
- 6. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely

fashion any problems that may have caused a rejection notification. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 13, 2016.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, BJS will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. Then the applicant must email the BJS contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJS does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desk to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, including firewalls, browser incompatibility, etc.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding webpage at <http://ojp.gov/funding/index.htm>.

E. Application Review Information

Selection Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria:

Statement of the Problem (20%)

1. Understanding the goals and purposes of BJS's PREA-related surveys and how the NSYC-3 will assist BJS in meeting congressional mandates.
2. Understanding the substantive issues that the NSYC-3 will address and how the NSYC-3 builds on past NSYC collections.
3. Understanding the challenges associated with interviewing youth.
4. Understanding the challenges in managing a complex data collection program with multiple inter-related surveys, from planning through dissemination of findings and survey data.

Project Design and Implementation (30%)

1. Recognition of the project tasks and deliverables, and development of a set of plans and contingency plans to enhance the probability of successfully completing all aspects of the project.
2. Awareness of potential pitfalls of the proposed tasks and challenges underlying the related deliverables, and the feasibility of proposed actions to minimize or mitigate them.
3. Strength of plans to address consent and youth assent, nonresponse bias, missing data, weighting strategies, and standard error provisions for facility-, state-, and national-level estimation.
4. Understanding of the array of estimates and different issues to be addressed in analytical reports.

Capabilities and Competencies (30%)

1. Demonstrated experience and success in conducting surveys of youth held in juvenile facilities and in doing so, achieving high response rates, obtaining high-quality data, and collecting and maintaining data confidentiality.
2. Demonstrated experience and success in conducting an ACASI mode of data collection and demonstrated ability to develop efficient case management systems.
3. Demonstrated experience and success in conducting an online mode of data collection in combination with a paper questionnaire for collecting administrative data from facilities to ensure high participation rates and low item nonresponse.
4. Demonstrated experience and success in working with IRBs, research review committees, and OMB to conduct data collections from human subjects.
5. Demonstrated experience and success in developing and implementing a data disclosure plan to ensure confidentiality of sensitive data collected under this project.

Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)

1. Extent to which data collection plans for the performance measures are built into the project design and applicant's survey management systems.
2. Efficiency of the performance measure data collection plan.

Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) (15%)

1. Extent to which staff resources allocated in the budget are appropriate for the project objectives, tasks, and deliverables.

2. Demonstrated fiscal, management, staff, and organizational capacity to provide sound project management and to ensure completion of deliverables according to project timeline.
3. Use of existing resources to conserve costs.

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as “critical elements”
- Applicants will be checked against the System for Award Management (SAM)

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

BJS may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior BJS and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits

5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior BJS and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ, or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document

contains award terms and conditions that specify national policy requirements⁵ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via the [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, BJS anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJS.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

BJS awards under this kind of solicitation will also typically include a number of special conditions, including the following among others:

- First, the project will be funded as a cooperative agreement. The basis for using a cooperative agreement is BJS’s substantial involvement in providing information, guidance, and direction relative to special data collections and the development of statistical studies. BJS will exercise general approval over the entire project.
- Second, the award recipient will agree that no funds provided may be used to author or prepare reports, journal articles, speeches or studies, or other publications without the prior written approval of BJS, regardless of whether the data used in the publications or other releases are publicly available.
- Third, BJS will retain all rights to exclusive use of the data until BJS releases the public-use dataset or restricted-use (Enclave only) dataset, which will be available at the NACJD. The award recipient will not be able to release or disclose any data collected through this cooperative agreement without prior written BJS approval. This includes, but is not limited to, presentations at professional conferences and meetings, press

⁵ See *generally* 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

releases, and grant applications. BJS-protected data include all data collected by BJS for which BJS has not made a public release of the data.

- Fourth, the award recipient will retain nonexclusive use of any methodological findings derived by the recipient from the project subject to the following condition: Only with the prior review and written comment by BJS, which includes mutual agreement on the representation of BJS's methodologies, may the recipient publicly disclose its or BJS's methodologies derived from the project prior to release of the dataset. Such review and comment period shall not exceed 45 days from receipt of the proposed publication. Any such disclosure of the recipient's or BJS's methodologies must be public in nature and contribute meaningfully to the development and/or advancement of social science research. Public disclosure may include, but is not limited to, presentations at professional conferences and meetings, articles appearing in widely distributed publications, and Internet postings or similar outlets that constitute a broad public release of the methodological information.

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements. Applicants should anticipate that progress reports will be required to follow the nonbudgetary components of the Research Performance Progress Report (RPPR) template/format. General information about RPPRs may be found at www.nsf.gov/bfa/dias/policy/rppr/. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative, or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For Federal Awarding Agency Contact(s), see title page.

For contact information for Grants.gov, see title page.

H. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojppeerreview@imsolas.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

National Survey of Youth in Custody (NSYC-3) 2017-18

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

_____ Acquire a DUNS Number (see page 31)

_____ Acquire or renew registration with SAM (see page 32)

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 32)

_____ Acquire AOR confirmation from the E-Biz POC (see page 32)

To Find Funding Opportunity:

_____ Search for the Funding Opportunity on Grants.gov (see page 32)

_____ Download Funding Opportunity and Application Package (see page 32)

_____ Sign up for Grants.gov email [notifications](#) (optional) (see page 30)

_____ Read [Important Notice: Applying for Grants in Grants.gov](#)

_____ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#)

(see page 20)

After Application Submission, Receive Grants.gov Email Notifications That:

_____ (1) application has been received,

_____ (2) application has either been successfully validated or rejected with errors
(see page 32)

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

_____ contact BJS regarding experiencing technical difficulties
(see page 33)

General Requirements:

_____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of 8,000,000.

Eligibility Requirement: Eligible applicants are for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and associations with demonstrated organizational and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortia. For-profit organizations are not allowed to make a profit as a result of this award or charge a management fee for the performance of this award.

What an Application Should Include:

_____	Application for Federal Assistance (SF-424)	(see page 21)
_____	Project Abstract	(see page 21)
_____	Program Narrative	(see page 22)
_____	Budget Detail Worksheet	(see page 26)
_____	Budget Narrative	(see page 26)
_____	Indirect Cost Rate Agreement (if applicable)	(see page 27)
_____	Applicant Disclosure of High Risk Status	(see page 27)
_____	Additional Attachments	
_____	Applicant Disclosure of Pending Applications	(see page 27)
_____	Research and Evaluation Independence and Integrity	(see page 28)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 30)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 30)
_____	Employee Compensation Waiver request and justification (if applicable)	(see page 19)