U.S. Department of Justice **OMB No. 1121-0329**
Office of Justice Programs
Bureau of Justice Statistics

The U.S. Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Statistics (BJS) is pleased to announce that it is seeking proposals to conduct a research program that uncovers the developmental patterns and correlates of recidivism in the data collected by the National Longitudinal Survey of Youth 1997 (NLSY97). As the principal federal statistical agency in the U.S. Department of Justice, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This research effort furthers the mission of the Department and OJP by providing state-of-the-art knowledge and information in support of innovative strategies and approaches for dealing with these challenges.

Recidivism in the National Longitudinal Survey of Youth 1997 Solicitation

Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organization 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. However, consistent with OJP's fiscal requirements, for-profit organizations are not allowed to make a profit as a result of this award or to charge a management fee for the performance of this award.

Deadline

Registration with Grants.gov is required prior to application submission.
(See "How to Apply" on page 9)

All applications are due by 5:00 p.m. Eastern time on June 8, 2010.
(See "Deadlines: Registration and Application" on page 3)

Contact Information

For technical assistance with submitting the application, contact Grants.gov Customer Support Hotline at 800-518-4726 or via e-mail at support@grants.gov.

Note: The Grants.gov Support Hotline is available 24 hours, 7 days a week, except federal holidays.

For assistance with any other solicitation requirements, contact Howard Snyder, Chief, Recidivism, Reentry and Special Projects, at 202-307-0765 or via email at askBJS@usdoj.gov. Include "nlsy1997" in the subject line of emails pertaining to this solicitation.

Grants.Gov number assigned to announcement:
2010-BJS-2655

CONTENTS

Overview 3

Deadlines: Registration and Application 3

Eligibility 3

Project-Specific Information 3

Performance Measures 7

How to Apply 9

What an Application Must Include: 11
- Standard Form 424
- Program Narrative
- Budget and Budget Narrative
- Indirect Cost Rate Agreement *(if applicable)*
- Plan for collecting the data required for performance measures
- Tribal Authorizing Resolution (*if applicable*)
- Other Attachments

Selection Criteria 13

Review Process 14

Additional Requirements 15

Application Checklist 16

Recidivism in the National Longitudinal Survey of Youth 1997

CFDA #16.734

Overview

The Bureau of Justice Statistics (BJS) is seeking proposals to conduct a research program that investigates the developmental patterns and correlates of recidivism using the data collected by the National Longitudinal Survey of Youth 1997 (NLSY97). The goal of this program is to develop a better understanding of the legal, social, economic and educational factors that influence juvenile and criminal recidivism and successful reentry. The project will be conducted over an 18-month period beginning October 2010, and will result in (1) a public access database that can service a range of recidivism studies and (2) publications that delve into the various correlates of recidivism. BJS is authorized to issue this solicitation under the Omnibus Crime Control and Safe Streets Act of 1968, Section 302.

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 5:00 p.m. Eastern time on Tuesday, June 8, 2010. Please see the "How to Apply" section on page 9 for more details.

Eligibility

Applications for funds may be submitted by both for-profit (commercial) and nonprofit organizations. See more information in the "Eligibility" section on page 1.

Project-Specific Information

The Bureau of Justice Statistics (BJS) is expanding its program of recidivism and reentry research. Traditionally, such research within BJS utilized administrative data from criminal justice agencies (i.e., law enforcement, courts, and corrections) to develop an understanding of recidivism rates for various groups. With its expanded focus, BJS is moving beyond criminal justice agencies for data to understand the social, economic and educational factors that influence recidivism rates and successful reentry. In preparation for this work, BJS reviewed the literature in the field. This review identified a national data resource that could greatly enhance BJS' understanding of the correlates of recidivism; however, there has been little relevant research of the topic of recidivism using these data. This solicitation is designed to rectify that situation.

The National Longitudinal Survey of Youth 1997 (NLSY97) was designed by the Bureau of Labor Statistics (BLS) and it is fielded by the National Opinion Research Center (NORC). The ongoing survey is a sample of nearly 9,000 individuals is designed to represent U.S. residents born during the years 1980 through 1984. The respondents were ages 12 to 17 when first interviewed in 1997, and ages 22 to 28 when interviewed for the eleventh time in 2007-08. To strengthen analysis possibilities, the NLSY97 oversamples both non-Hispanic black and Hispanic individuals. The NLSY97 documents the transition from school to work and from

adolescence to adulthood. Aside from educational and labor market experiences, the NLSY97 contains detailed information on many other topics, such as youths' relationships with parents, contact with absent parents, marital and fertility histories, dating, sexual activity, onset of puberty, participation in government assistance programs, individual expectations, and time use. Although not principally a study of law-violating behavior and justice system involvement, the NLSY97 contains many items that directly assess the respondents' law-violating behaviors and interactions with the criminal justice system. The NLSY97 data include self-reports of a wide range of law-violating behaviors, such as vandalism, theft of items worth less than $50, substance use (cigarette, alcohol, marijuana, or hard drugs), assault, sale of hard drugs, and gun carrying. Other behaviors tracked by the survey include participation in gang activity and suspension from school. The survey also asks respondents to detail their interactions with the juvenile and criminal justice systems (e.g., arrest, court referral, and sentencing). In all, the NLSY97 can be viewed as a large, nationally-representative, self-reported law-violation survey covering the critical years from adolescence to early adulthood. (For more detail on the NLSY97 data, see http://www.bls.gov/nls/nlsy97.htm.)

The goal of this solicitation is to increase BJS' understanding of the recidivism process by uncovering the patterns of crime initiation, continuation and desistance and the correlates of these behaviors over the critical period from adolescence through young adulthood using the NLSY97 data. Specifically, this project will determine what relevant recidivism research questions can be addressed by the NLSY97 data, create a research database from the NLSY97 data that can be used to answer these questions, and prepare reports that answer many relevant questions that will aid BJS in its subsequent recidivism data collection activities.

Statement of the Work

One reason why so little crime and justice related research has been done using the NLSY97 data is the difficulty faced by any researcher in preparing a researchable database from the huge raw data files generated by the effort. The raw data file holding each wave of data contains thousands (and even tens of thousands) of variables. The structure and content of these data files vary from wave-to-wave and from subject-to-subject within a wave. Sometimes these variations are based on the age of the respondent; sometimes they are based on the subject's responses to items in earlier waves. Any user of these data who wishes to combine waves into a longitudinal database (such as the one needed for this research program) must develop a detailed understanding of the nuances of each wave of data, the variations across waves, and the influence of skip patterns on the data items and coding values. The Bureau of Labor Statistics provides an interactive data extraction tool to select specific variables from the raw data files to create a research database (see https://www.nlsinfo.org/investigator). However, to use this tool successfully, the user must first develop a comprehensive understanding of the many subtleties of the NLSY97 data.

A second reason why so little justice related research has been done using the NLSY97 data is the statistical complexities these data present when used longitudinally. The multi-stage sampling design requires the use of complex variance estimates. There is the reality of sample attrition. BLS provides a tool to calculate sample weights for various NLSY97 subpopulations, but this still leaves concerns about response bias. Then, there is the problem of variable time periods between successive interviews; that is, the time period for the question "Have you been arrested since your last interview?" means different time periods for different subjects. Longitudinal researchers must compensate for these subject and wave differences in these time windows.

The successful applicant will provide BJS with four deliverables. How to produce these deliverables is up to the applicant. In the text below, some options are presented, but these are only advisory. The final design of the work is the responsibility of the applicant. The four deliverables are (1) an annotated bibliography of recidivism-related research using the NLSY97 data, (2) a technical report detailing the important recidivism research questions that could be addressed by the NLSY97 data, noting the needed data elements that must be extracted from the NLSY97 data and those that must be created or appended, (3) a recidivism research database derived from the NLSY97 data with accompanying documentation and sensitive to the needed data elements identified in the technical report, and (4) a set of research papers utilizing the created research database and addressing the most critical recidivism research questions.

With this as background, the following outlines the scope of work for this research effort. During the 18-month project period, the applicant will:

Convene a kickoff meeting at BJS offices — This meeting will be attended by key project staff and BJS representatives. The goal of this meeting will be to finalize a project plan for this work, to answer any questions that might be critical to the successful completion of this work, and to identify the roles of the various project staff and BJS participants. Within two weeks of this meeting, the project director will provide BJS with a detailed time and task plan for the 18-month period, with the understanding that the plan may be modified as the work progresses. One requirement for this time/task plan will be the scheduling of bi-weekly or monthly conference calls with the project team and BJS to review the progress on the effort.

Produce an annotated bibliography of recidivism-related research that has used the NLSY97 data — This effort will serve four functions. First, it will document the work that has been done before in this research domain using the NLSY97 data. Second, it will detail the variables extracted from the NLSY97 data file to support the research and the constructed variables needed to complete the work. Third, it will describe the analytic solutions other researchers have used to handle the complexities of the NLSY97 data. Fourth, it will present the statistical approaches others have used in the research (e.g., to enable them to make comparisons among different subpopulations). In all, this work will highlight some of the problems that need to be addressed when working with these data. The annotated bibliography should capture 1) the research questions asked and the findings, 2) the key variables used (including constructed variables), 3) the analytic problems recognized and the proposed solutions, and 4) the statistical techniques employed. This bibliography should not be limited to recidivism studies, but should include studies with questions that would help inform the use of the NLSY97 data in recidivism research. For example, a study looking at the effect of school success/failure on subsequent labor force involvement would inform a proposed study of the effect of school success/failure of subsequent criminal activity. A starting point for this work is a bibliography maintained by BLS of research reports and publications using the NLSY97 data (see http://www.nlsbibliography.org).

Prepare a technical report detailing the set of recidivism questions that could be addressed using the NLSY97 data — After a review of past research, the applicant should develop a detailed understanding of the strengths and weaknesses of the NLSY97 data to support recidivism research. This will require a study of the NLSY97 codebooks and data documentation. It will likely require meetings with those responsible for collecting the NLSY97 data where specific questions or concerns can be addressed. With this foundation, the applicant will then produce a technical report outlining the specific recidivism research questions

that are supported by the NLSY97 data, along with each research question's specific data needs (including variables constructed from the NLSY97 data and variables from other statistical efforts that could be appended to the data set) and the analytic approaches that should be employed if these research studies were to be implemented. One model for conducting this part of the effort is for the applicant to determine the general areas of interest within the NLSY97 data (e.g., the effect on law-violating/recidivism patterns of family characteristics, education experiences, substance abuse, peers, attitudes, and justice system contact) and then to assemble a team of researchers (including BJS staff) with backgrounds in these various areas to discuss what could be done using the NLSY97 data. In the proposal the applicant should demonstrate its current knowledge of the NLSY97 data and recidivism research needs by listing some of the research recommendations that are likely to be found in this technical report.

Select from the technical report the set of research questions that will be addressed by this project — Using the technical report as a base, the project team and BJS representatives will jointly select a set of research studies from the technical report that will have the most value to the field and to BJS future recidivism efforts and that can be completed within the time frame and budget of this project.

Prepare a research database extracted from the raw NLSY97 data with the needed constructed variables and sampling weights to support the set of (or a large portion of the) research studies outlined in the technical report — This major task will be critical for the project's work and for future studies using the NLSY97 data. This database will be made public after this research program has ended so that other researchers may access and address those research questions in the technical report that were beyond the scope of this effort. BJS will review the proposed design of the research database and recommend enhancements that it determines are needed to support its general recidivism research efforts. After BJS has approved the final design of the database (i.e., database structure, variables including complex survey design stratification variables, and constructed variables), the applicant will prepare the database and produce all necessary documentation to BJS specifications. That is, the electronic data should be in ACSII format. Documentation should include, but is not limited to, a comprehensive codebook detailing variable positions, variable names, value labels, any recoding implemented during the data creation process, methods used for dealing with missing or incomplete data, any data allocations, imputations, or non-response adjustments, and copies of all program code used to generate the data file. At the end of the project a derivative data file (with potential personal identifiers removed) and its documentation will be posted on the BJS website and archived at the National Archive of Criminal Justice Data (NACJD). (For information on preparing a dataset and documentation for archiving at the NACJD at the University of Michigan, see: http://www.icpsr.umich.edu/NACJD/archiving/.) Given the centrality of this task to the entire effort, it is strongly recommended that the applicant demonstrate in the application the project team's ability to create this researchable database from the raw NLSY97 data.

Conduct and disseminate the research findings that answer the selected critical recidivism-related questions that can be addressed using the NLSY97 data —With the NLSY97 research database available, the research team and BJS staff will conduct the agreed-upon analyses. The dissemination vehicle of these analyses will a set of three to six peer-reviewed, BJS bulletins co-authored by members of the researcher team and BJS staff. Along with each study's findings, the bulletins will present a summary of the statistical issues presented by the NLSY97 data, a description of the data processing approaches and

procedures, and the analytic techniques employed. An underlying theme of each publication will be the identification of key variables that should be incorporated into future data collection efforts with the goal of either understanding or monitoring recidivism patterns.

Funding Information

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is expected that the project tasks will be successfully performed within an 18-month (or shorter) period with work beginning in the fall of 2010. For the 18 months of activities described above, BJS expects to award a total of $350,000.

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than $250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus 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. (The 2010 salary table for SES employees is available at http://www.opm.gov/oca/10tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. Any such additional compensation will not be considered matching funds where match requirements apply.

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Director of the Bureau of Justice Statistics. An applicant who wishes to request a waiver must 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 that the applicant adjust and resubmit the budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, 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 that is to be done.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Grantees are required to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Additionally, applicants must discuss their data collection methods in the application. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
1) Develop a detailed time/task plan	Quality of project management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs were maintained within approved funds.	Quarterly financial reports, semi-annual progress reports, and final progress report. Project plans are delivered to BJS by the 5th week of project period start date, regular communication with BJS, and monthly status reports
2) Review past research using NLSY97 data	Number of studies examined that used National Longitudinal Survey of Youth 1997.	An annotated bibliography that includes information about the breadth and depth of NLSY97 research and methods, and an examination of existing variables and the constructed variable needed to complete the work.
3) Develop a set of recidivism research questions supported by the NLSY97 data	Percent of recidivism questions that are created as a result of examining the NLSY97 research questions.	A technical report outlining the specific recidivism research questions that are supported by the NLSY97 data and documentation, and the analytic approaches to this research.
4) Develop a researchable recidivism database from the NLSY97 data	Percent of records in the database that are determined to be complete and accurate.	A research database extracted from the raw NLSY97 data with the need constructed variables and sampling weights to support the set of research studies outlined in the technical report. Number of records in the database. Number of records that are determined to be complete and accurate.
5) Assist BJS in developing new	Percent of deliverables (including final reports and	All applicable deliverables including final reports and

statistical products for the recidivism in NLSY97	data files) that meet BJS' expectation for depth, breadth, scope, quality of study, and pertinence (as determined by BJS).	grantee statistical documents authored/co-authored with BJS.

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours, 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 up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following.

1. **Acquire a Data Universal Numbering System (DUNS) number.** A DUNS number is required for Grants.gov registration**.** The Office of Management and Budget (OMB) requires that all businesses and nonprofit applicants for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information 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. Obtain a DUNS number by calling 866-705-5711 or by applying online at www.dnb.com/us. Individuals are exempt from this requirement.

2. **Acquire or renew registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) applying for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note: applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password**. Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS number to

complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

4. **Acquire authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.

5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.734, titled "Special Data Collections and Statistical Studies," and the funding opportunity number is 2010-BJS-2655.

6. **Submit an application consistent with this solicitation.** Within 24-48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's 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."

Experiencing Unforeseen Grants.gov Technical Issues
If you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact the BJS staff within **24 hours after the deadline** and request approval to submit your application. At that time, BJS staff will require you to e-mail the complete grant application, your DUNS number, and provide the Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding Web pages at www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget, budget narrative, and tribal resolution (if applicable) will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., “Program Narrative,” “Budget and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Resumes”) for all attachments. OJP recommends that, if applicable, resumes be included in a single file.

Standard Form 424
Please see http://www.ojp.usdoj.gov/funding/forms/application_sf424.pdf for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Narrative
The program narrative should not exceed 35 double-spaced pages in 12-point font with 1 inch margins and MUST include seven separate sections: (a) Project Abstract; (b) Problem Statement; (c) Project Goals and Objectives; (d) Project Design/Implementation Plan; (e) Professional Capability and Project Management, (f) Detailed Time/Task Plan, and (g) Plans for Measuring Progress and Outcomes.

Applicants should anticipate that if any portion of the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, that portion of the narrative will not be reviewed in peer review or be considered in final award decisions.

Budget and Budget Narrative
The applicant is required to complete the budget narrative form and the budget detail worksheet. The budget narrative justifies or explains each budget item and relates it to project activities. The budget narrative provides a justification for all proposed costs and should closely follow the content of the budget detail worksheet. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, or why particular equipment or supplies much be purchased. A sample budget worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet. Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at http://www.ojp.usdoj.gov/financialguide/index.htm .

Indirect Cost Rate Agreement (if applicable)
Documentation of Federally Approved Indirect Costs Agreement. Applicants that do not have a federally-negotiated cost rate and wish to establish one, may submit a proposal to their "cognizant" federal agency. In general, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, information needed to submit an indirect cost rate proposal can be obtained at http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Plan for collecting the data required for performance measures.
See "Performance Measures" on page 7.

Tribal Authorizing Resolution (if applicable)
If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

Other Attachments

Key staff information. This should include a staff loading chart, by task, showing the role and number of hours committed for proposed staff; identification of proposed key personnel and their qualifications for the significant functions in this project, along with concise descriptions of the duties each will perform under the cooperative agreement; and an identification by name of all key personnel with decision-making authority.

Privacy Certification. The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable data. A model certificate is located at http://bjs.ojp.usdoj.gov/content/pub/pdf/bjsmpc.pdf.

Human Subjects Protection Certification of Compliance. BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, can be accessed at http://bjs.ojp.usdoj.gov/content/hscr.cfm.

Selection Criteria

Proposals should describe the plan and implementation strategies to perform the tasks outlined in the Statement of Work. Information on staffing levels and qualifications should be included for each task and descriptions of experience relevant to the project. Resumes of the proposed project director and key staff should be submitted with the proposal.

The applicant will be evaluated on the basis of—

1. Statement of the Program (20%)

The proposal should describe the project goals and objectives. It should demonstrate an understanding of the NLSY97 data and describe how these data could be used to inform our understanding of recidivism across the life course.

2. Project Design and Implementation (35%)

The narrative should provide a clear step-by-step description of the proposed activities of the project, pointing out the problems that may be encountered at each step and the proposed solutions to these problems. The narrative should present the process that will be employed to produce each of the four major project deliverables. It should also describe the structure and content of each deliverable. The narrative should demonstrate that the applicant can successfully complete this project within the time frame specified using the approach presented. The applicant should also show how the approach to the project at each stage is superior to other models that may be proposed. As noted above, the applicant should demonstrate its current knowledge of the NLSY97 data and recidivism research needs by listing some of the research recommendations that are likely to be found in the technical report.

3. Capabilities and Competencies of the Organization and Project Personnel (30%)

The narrative should demonstrate the applicant's knowledge of and experience conducting recidivism research, knowledge and experience with the NLSY97 data, the applicant's ability to produce researchable databases from complex data files, the ability to create public use data files that meet BJS specifications, and the ability/experience to author recidivism research reports that meet the high standards established by BJS. The applicant should demonstrate how its organizational/staffing scheme for this project is superior to others that may be proposed. The applicant should clearly document the skills/experience of each key staff member, consultant, or subcontractor as they relate to this effort and in doing so show how the proposed team covered the varying needs of this effort.

4. Project Budget (10%)

Reasonableness of the project budget should be demonstrated including the degree to which the budget demonstrates fiscal, management, staff, and organizational capacities to provide sound management for this project, and the degree to which the budget demonstrates that services and products provided by the grantee are of high quality and reasonable cost. Demonstrated fiscal management on past projects of a similar scale should be demonstrated. Methods of conserving costs while maximizing use of existing

resources should be presented. Applicant should include detailed breakout of staff resources and other costs, by project task. Proposals with approved indirect cost rates should specify the major elements (office space, financial management, computing equipment and services, etc.) covered by indirect costs.

5. Project Outcomes and Evaluation (5%)

Degree to which the application demonstrates how success in meeting the project time/task plan, as detailed in the performance measures, will be systematically documented and monitored.

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 also review the applications submitted under this solicitation. BJS may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this application. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewer's ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with BJS, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the budget and budget narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

All final award decisions will be made by the Director of the Bureau of Justice Statistics, who may also give consideration to factors including, but not limited to, strategic priorities, past performance, and available funding when making awards.

Applicants should be aware that winning applications might be made available to the public, after redactions of information determined to be covered by Privacy Act considerations.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs Financial Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of $5,000,000 – federal taxes certification requirement

Application Checklist

Recidivism in the National Longitudinal Survey of Youth 1997

The application check list has been created to aid you in developing your application. Below is a list of required items.

The Application Components:

_____ Statement of the Problem/Program
_____ Project Design and Implementation
_____ Capabilities/Competencies
_____ Budget Narrative
_____ Budget Detail Worksheet
_____ Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures

Other:

_____ Standard Form 424
_____ Privacy Certification
_____ Human Subjects Protection Certification of Compliance
_____ Indirect Cost Rate Agreement (if applicable)